



Non-Conforming Lot Application

Please refer to the Town of West Bath Land Use Ordinance and contact the Code Enforcement Officer (CEO) through the Town Office for application assistance at codes@westbathmaine.gov or call (207) 443-4342.

Please read this form carefully and answer all questions.

Applicants must meet with the CEO for guidance before submitting an application.

Seven (7) copies of a completed application, drawings, and supporting data (digital also) along with the application fee must be brought to the Code Enforcement Officer at least twenty-two (22) days prior to the Planning Board meeting in order to be placed on the meeting agenda.

Building Plans and Site Plans must be provided on 24"x36" size paper (also digital file same size) and at a scale that the required information is clear and legible. Three (3) of the seven (7) required copies may be provided on 11x17 size paper.

The non-refundable application fee in accordance with Town Fees & Penalties Schedule \$___.

(1) Applicant Information:

Name: _____

Address: _____

Phone: () _____ Alt Ph: () _____

(2) The Applicant's interest in property for which permitting action is requested (e.g. owner, owner's agent, lessee, etc.) _____

(a) If Applicant is not the owner, please provide the following owner information along with a letter of agent authorization:

Owner's Name: _____

Owner's Address _____

Phone:() _____ Alt Ph: () _____

(3) Address or location of the property (describe in sufficient detail to be clear and understandable or attach a map indicating the location.)

Parcel Map: _____ Lot: _____ Book: _____ Page: _____

Land Use District: _____ Acreage: _____

(4) Has the property been the subject of a previous Shoreland Expansion application?
yes ___ no ___

If yes, please provide a brief explanation of the purpose and timeframe of that application(s): _____

(5) What is the existing use of the property?

(6) What is the use requested to be permitted?

a) _____ Residential

b) _____ Accessory Building

c) _____ Other _____

(7) Type of Sewage Disposal System _____ Existing System _____ Proposed System

(8) Number of bedrooms: _____ Existing _____ After Modification

- (9) Computation of Expansion. Provide a diagram or sketch depicting the expansion and also a worksheet showing your math and then enter final results below. Please refer to the Town of West Bath Land Use Ordinance: Definitions of FLOOR AREA and VOLUME OF A STRUCTURE located in the back of the Ordinance.

Floor area:

- a) Floor area existing _____
- b) Floor area proposed _____
- c) Proposed per cent expansion _____

Volume:

- a) Volume existing _____
- b) Volume proposed _____
- c) Proposed per cent expansion _____

Note: Any increases in Floor Area or Volume approved by the Planning Board shall be documented by recording an affidavit in the Sagadahoc County Registry of Deeds.

- (10) Site Plot Plan: A plan illustrating the proposed expansion with all the items described on the attached sheet "Site Plot Plan to Include". Plan must be on paper 24" x 36" in size at a scale that the required data is clear and legible.

For Commercial Use Applications, Provide the following information:

- a) Location and dimensions of any on site pedestrian and vehicular access ways, parking areas, loading and/or unloading facilities, ingress, and egress ways to and from the site to public roads.
- b) Size, location, orientation, and intensity of illumination of all outdoor lighting apparatus and signs.
- c) Type, size, and location of any incineration devices.
- d) Type, size, and location of all existing and proposed catch basins, storm drainage facilities, streams, and watercourses, and all utilities, both above and below the ground.

NOTE: Before filing a commercial application, plans must be submitted to the Fire Chief for review before Planning Board approval will be granted.

The undersigned (Applicant) applies for a permit to be issued by the Planning Board based on the information provided herein. The Applicant certifies that all information provided by the Applicant, including that contained in attachments hereto, is true and correct to the best of the Applicants knowledge and belief.

Applicant: _____ Date: _____
Signature

Item Description	Provided	N/A	Waiver request
Site Plot Plan to Include:			
1) Plan must be on paper 24" x 36" in size at a scale that the required data is clear and legible.			
2) Title Block with Owners Name, Plan Date, Applicant/Agent Data, Preparer Data, Tax assessment Map/Lot info			
3) North arrow, Map scale & Legend			
4) Current Lot Owner source deed references			
5) Boundaries and designations of zone districts and overlays			
6) Lot dimensions, property lines and area			
7) Names of Abutting property owners with tax assessment Map/Lot numbers			
8) Location of Rights of Ways (public and private including roads and travelled ways, discontinued or not) and abutting or traversing bodies of water or wetlands			
9) Location of high tide mark, rivers, streams, and brooks			
10) Location and outline of all existing buildings within the property and proposed building showing expansion area			
11) Existing and proposed setback dimensions of structures to the shore, front, rear, and side.			
12) Areas to be cleared of tree growth (if applicable). [CEO approved Tree Cutting Plan is required]			
13) Areas of cut, fill, grading, or other earth moving.			
14) Location of wetland areas and their classification (i.e. wooded, marsh, significant, resource protection zone)			
15) Flood hazard area as depicted on Flood Insurance Rate Map			
16) Location and size of existing sewer systems, water supply, culverts, and drainage			
17) Soil erosion and sedimentation control measures (If soil is going to be disturbed by construction activities)			
18) Campbell Pond & Winnegance Pond Watershed Boundary if applicable			
19) Design of Phosphorus controls when within Campbell Pond watershed			

Item Description	Provided	N/A	Waiver Request
Supporting Data			
1) Application			
2) Verification of right, title, or interest in property			
3) Letter of Agent authorization (if applicable)			
4) Location description or map			
5) Photos of building to be expanded, showing all sides			
6) Complete Site Plot Plan (24"x36")			
7) Erosion and Sediment Control Plan (if needed)			
8) Building plans (24"x36") of existing structure(s) that include building outline and dimensions, along with building elevations that include basement, floor and attic heights.			
9) Building plans (24"x36") of proposed structure highlighting the expansion. Include building outline and dimensions, along with building elevations that include basement, floor and attic heights.			
10) Copy of deed and all covenants or restrictions on existing lot			
11) Expansion sketches to support the (%) worksheet calculations			
12) Type and adequacy of water supply for expansion			
13) Type and adequacy of sewage disposal for expansion			
14) Driveway access and/or entrance permit (if a new driveway)			
15) Affidavit for recording in Sagadahoc Registry of Deeds			