

Tax Map\_\_\_\_\_

Lot #\_\_\_\_\_

**FOR OFFICE USE ONLY:**

**PERMIT NO.:** \_\_\_\_\_

**ISSUE DATE:** \_\_\_\_\_

**FEE AMOUNT:** \_\_\_\_\_

**TOWN OF OTISFIELD  
SHORELAND ZONING PERMIT APPLICATION**

**GENERAL INFORMATION**

1. APPLICANT	2. APPLICANT'S ADDRESS	3. APPLICANT'S TEL. #	
4. PROPERTY OWNER	5. OWNER'S ADDRESS	6. OWNER'S TEL. #	
7. CONTRACTOR	8. CONTRACTOR'S ADDRESS	9. CONTRACTOR'S TEL. #	
10. LOCATION/ADDRESS OF PROPERTY	11. TAX MAP/PAGE & LOT # AND DATE LOT WAS CREATED	12. ZONING DISTRICT	
13. DESCRIPTION OF PROPERTY INCLUDING A DESCRIPTION OF ALL PROPOSED CONSTRUCTION, (E.G. LAND CLEARING, ROAD BUILDING, SEPTIC SYSTEMS, AND WELLS - PLEASE NOTE THAT A SITE PLAN SKETCH IS REQUIRED ON PAGE 4).			
14. PROPOSED USE OF PROJECT		15. ESTIMATED COST OF CONSTRUCTION	

### **SHORELAND AND PROPERTY INFORMATION**

16. LOT AREA (SQ. FT.)	17. FRONTAGE ON ROAD (FT.)
18. SQ. FT. OF LOT TO BE COVERED BY NON-VEGETATED SURFACES	19. ELEVATION ABOVE 100 YR. FLOOD
20. FRONTAGE ON WATERBODY (FT.)	21. HEIGHT OF PROPOSED STRUCTURE
22. EXISTING USE OF PROPERTY	23. PROPOSED USE OF PROPERTY

Note: Questions 24-28 apply only to expansions of portions of existing structures that are less than the required setback.  
Questions 26-28 apply only to projects where the Special Exception Allowance is sought.

<p>24. A) EXISTING TOTAL FLOOR AREA FOR ALL STRUCTURES WITHIN 75 FEET OF A WATERBODY OR WETLAND:  _____ SQ. FT.</p> <p>B) EXISTING TOTAL FLOOR AREA FOR ALL STRUCTURES WITHIN 100 FEET OF A GREAT POND OR RIVER FLOWING TO A GREAT POND:  _____ SQ. FT.</p> <p>C) EXISTING HEIGHT OF STRUCTURE WITHIN 75 FEET OF A WATERBODY OR WETLAND:  _____ FT.</p> <p>D) EXISTING HEIGHT OF STRUCTURE GREATER THAN 75 FEET, BUT LESS THAN 100 FEET FROM A GREAT POND OR RIVER FLOWING TO A GREAT POND:  _____ FT.</p>	<p>25.A) PROPOSED TOTAL FLOOR AREA OF ALL STRUCTURES WITHIN 75 FEET OF A WATERBODY OR WETLAND. (Not to exceed 1000 square feet):  _____ SQ. FT.</p> <p>B) PROPOSED TOTAL FLOOR AREA OF ALL STRUCTURES WITHIN 100 FEET OF A GREAT POND OR RIVER FLOWING TO A GREAT POND. (Not to exceed 1500 square feet):  _____ SQ. FT.</p> <p>C) PROPOSED HEIGHT OF STRUCTURE WITHIN 75 FEET OF A WATERBODY OR WETLAND:  _____ FT.</p> <p>D) PROPOSED HEIGHT OF STRUCTURE GREATER THAN 75 FEET, BUT LESS THAN 100 FEET FROM A GREAT POND OR RIVER FLOWING TO A GREAT POND:  _____ FT.</p>
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NOTE: NO PORTION OF AN ACCESSORY STRUCTURE THAT IS LOCATED LESS THAN THE REQUIRED SETBACK FROM THE WATERBODY OR WETLAND MAY BE EXPANDED.

NOTE: *PROPOSED TOTAL FLOOR AREA* INCLUDES THE FLOOR AREA OF EXISTING STRUCTURE(S) WITHIN THE SETBACK AREA, PLUS THE AREA OF THE PROPOSED EXPANSION.

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**SPECIAL EXPANSION ALLOWANCE ONLY**

- |   |   |
|---|---|
| <p>26. A) PROPOSED TOTAL FLOOR AREA FOR ALL STRUCTURES WITHIN 75 FEET OF A WATERBODY OR WETLAND. (Not to exceed 1000 square feet)</p> <p>_____SQ. FT.</p> | <p>B) PROPOSED TOTAL FLOOR AREA FOR ALL STRUCTURES WITHIN 100 FEET OF A GREAT POND OR RIVER FLOWING TO A GREAT POND. (Not to exceed 1500 square feet)</p> <p>_____SQ. FT.</p> |
|---|---|

27. ATTACH DOCUMENTATION/CERTIFICATION OF COMPLIANCE WITH VEGETATIVE CLEARING STANDARDS WITHIN 50 FEET OF THE WATERBODY OR WETLAND, OR ATTACH PLANTING/REVEGETATION PLAN AS REQUIRED.

28. ATTACH REQUIRED STORMWATER MITIGATION PLAN.

## SITE PLAN

PLEASE INCLUDE: LOT LINES; AREA TO BE CLEARED OF TREES AND OTHER VEGETATION; THE EXACT POSITION OF PROPOSED STRUCTURES, INCLUDING DECKS, PORCHES, AND OUT BUILDINGS WITH ACCURATE SETBACK DISTANCES FROM THE SHORELINE, SIDE AND REAR PROPERTY LINES; THE LOCATION OF PROPOSED WELLS, SEPTIC SYSTEMS, AND DRIVEWAYS; AND AREAS AND AMOUNTS TO BE FILLED OR GRADED. IF THE PROPOSAL IS FOR THE EXPANSION OF AN EXISTING STRUCTURE, PLEASE DISTINGUISH BETWEEN THE EXISTING STRUCTURE AND THE PROPOSED EXPANSION.

NOTE: FOR ALL PROJECTS INVOLVING FILLING, GRADING, OR OTHER SOIL DISTURBANCE YOU MUST PROVIDE A SOIL EROSION CONTROL PLAN DESCRIBING THE MEASURES TO BE TAKEN TO STABILIZE DISTURBED AREAS BEFORE, DURING AND AFTER CONSTRUCTION (See attached guidelines)

SCALE: \_\_\_\_ = \_\_\_\_ FT.

**FRONT OR REAR ELEVATION**

**SIDE ELEVATION**

DRAW A SIMPLE SKETCH SHOWING BOTH THE EXISTING  
AND PROPOSED STRUCTURES WITH DIMENSIONS

## ADDITIONAL PERMITS, APPROVALS, AND/OR REVIEWS REQUIRED

CHECK IF REQUIRED:

- ☐ PLANNING BOARD REVIEW APPROVAL  
(e.g. Subdivision, Site Plan Review)
- ☐ BOARD OF APPEALS REVIEW APPROVAL
- ☐ FLOOD HAZARD DEVELOPMENT PERMIT
- ☐ EXTERIOR PLUMBING PERMIT  
(Approved HHE 200 Application Form)
- ☐ INTERIOR PLUMBING PERMIT
- ☐ DEP PERMIT (Site Location,  
Natural Resources Protection Act)
- ☐ ARMY CORPS OF ENGINEERS PERMIT  
(e.g. Sec. 404 of Clean Waters Act)

OTHERS:

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

NOTE: APPLICANT IS ADVISED TO CONSULT WITH THE CODE ENFORCEMENT OFFICER AND APPROPRIATE STATE AND FEDERAL AGENCIES TO DETERMINE WHETHER ADDITIONAL PERMITS, APPROVALS, AND REVIEWS ARE REQUIRED

I CERTIFY THAT ALL INFORMATION GIVEN IN THIS APPLICATION IS ACCURATE. ALL PROPOSED USES SHALL BE IN CONFORMANCE WITH THIS APPLICATION AND THE \_\_\_\_\_ SHORELAND ZONING ORDINANCE. I AGREE TO FUTURE INSPECTIONS BY THE CODE ENFORCEMENT OFFICER AT REASONABLE HOURS.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OWNER or AGENT'S SIGNATURE

\_\_\_\_\_  
DATE

**APPROVAL OR DENIAL OF APPLICATION****(For Office Use Only)**

TAX MAP \_\_\_\_\_ LOT # \_\_\_\_\_

THIS APPLICATION IS: \_\_\_\_\_APPROVED \_\_\_\_\_DENIED

IF DENIED, REASON FOR DENIAL:


IF APPROVED, THE FOLLOWING CONDITIONS ARE PRESCRIBED:


NOTE: IN APPROVING A SHORELAND ZONING PERMIT, THE PROPOSED USE SHALL COMPLY WITH THE PURPOSES AND REQUIREMENTS OF THE SHORELAND ZONING ORDINANCE FOR THE TOWN OF OTISFIELD.

\_\_\_\_\_  
CODE ENFORCEMENT OFFICER\_\_\_\_\_  
DATE**INSPECTION CHECK LIST**☐ Prior to Clearing and Excavation☐ Prior to Foundation Pour☐ Prior to Final Landscaping☐ Prior to Occupancy

PERMIT #

FEE AMOUNT

## STANDARD CONDITIONS OF APPROVAL FOR ALL PROJECTS

1. A copy of this permit must be posted in a visible location on your property during development of the site, including construction of the structures approved by this permit.
2. This permit is limited to the proposal as set forth in the application and supporting documents, except as modified by specific conditions adopted by the Planning Board or Code Enforcement Officer in granting this permit. Any variations from the application or conditions of approval are subject to prior review and approval by the Planning Board or Code Enforcement Officer. Failure to obtain prior approval for variations shall constitute a violation of the ordinance.
3. A substantial start (30% of project based on estimated cost) of construction activities approved by this permit must be completed within one (1) year of the date of issue. If not, this permit shall lapse, and no activities shall occur unless and until a new permit is issued.
4. The water body and wetland setbacks for all principal and accessory structures, driveways, and parking areas must be as specified in the application, or as modified by the conditions of approval.
5. In the event the permittee should sell or lease this property, the buyer or leasee shall be provided with a copy of the approved permit and advised of the conditions of approval.
6. Once construction is complete, the permittee shall notify the Code Enforcement Officer that all requirements and conditions of approval have been met. Following notification, the Code Enforcement Officer may arrange and conduct a compliance inspection.



## STANDARD CLEARING CONDITIONS

**The following shall apply to vegetation clearing for all activities within the shoreland zone.**

1. A vegetative buffer strip shall be retained within 100 feet of a great pond or river flowing to a great pond, and within 75 feet of other water bodies, wetlands, and tributary streams.
2. Within the buffer strip(s) there shall be no cleared opening greater than 250 square feet in the forest canopy as measured from the outer limits of the tree crown. A winding footpath is permitted, provided it does not exceed six (6) feet in width as measured between tree trunks, and does not provide a cleared line of sight to the water
3. Selective cutting of trees within the buffer strip(s) is permitted provided that a well-distributed stand of trees and other vegetation is maintained. Not more than 40% of the total volume of trees four (4) inches or more in diameter, measured at 4 1/2 feet above ground level, may be removed in any ten (10) year period.
4. Within the buffer strip(s) adjacent to great ponds, and rivers and streams flowing to great ponds, existing vegetation under three (3) feet in height and other ground cover shall not be removed, and the soil shall not be disturbed, except to provide for a footpath or other permitted use.
5. Within the buffer strip(s) pruning of tree branches is prohibited, except on the bottom 1/3 of the tree provided that tree vitality will not be adversely affected.
6. Within the buffer strip(s), in order to maintain a buffer strip of vegetation, when the removal of storm-damaged, diseased, unsafe, or dead trees results in the creation of cleared openings in excess of 250 square feet, these openings *shall be replanted with native tree species*. When removal of such trees appears necessary, the permittee is advised to consult with the Code Enforcement Officer prior to tree removal.
7. Within the shoreland zone, but outside the 75 feet or 100 foot buffer strip(s) described in Standard #1 above, not more than 40% of the total volume of trees four (4) inches or more in diameter, measured 4 1/2 feet above ground level, may be removed in any ten (10) year period. In no instance shall cleared openings exceed, in the aggregate, 25% of the lot area, including land previously cleared.
8. Legally existing cleared openings which exceed the above standards may be maintained, but shall not be enlarged except as permitted by the ordinance.
9. Where natural vegetation is removed it shall be replaced by other vegetation (except for areas to be built upon) that is effective in preventing erosion and retaining natural beauty.

## **GUIDELINES FOR SOIL STABILIZATION**

Areas of disturbed soil, including but not limited to areas that are filled, graded, or otherwise disturbed during construction, must be stabilized according to the approved erosion control plan provided as part of the permit application, or as modified by specific conditions of approval. The following guidelines provide guidance for the landowner to consider in preparing and executing the soil stabilization portion of the erosion control plan. The goals to be achieved by proper stabilization are the avoidance of accelerated soil erosion and sedimentation of water bodies.

In General:

1. Sterile soils such as sands and gravels should be covered with a minimum of 4 inches of compacted topsoil to provide a growth medium for vegetation.
2. Disturbed areas which can be seeded between May 1 and September 15 should be prepared and seeded during that period. The best seeding dates are from May 1 to June 15. Mid-summer seeding will usually require significant watering.
3. Disturbed areas which can not be seeded between May 1 and September 15 should be heavily mulched with hay, straw, or some other suitable material to keep them as stable as possible over the winter, and particularly during the spring runoff the following year. Generally, one bale of hay for each 500 square feet of disturbed area provides a stabilizing mulch. For over-wintering, mulch must be tied down, as it is easily blown around on frozen ground, leaving areas of exposed soils. Mulched over-winter areas should be prepared and seeded the following spring as soon as conditions allow.
4. Seeding preparation, in addition to providing topsoil or loam if the site is sterile, includes the application of lime and fertilizer, which should be lightly raked into the soil prior to seeding. After the area is seeded, it should be lightly watered and then mulched to protect the seed, keep the site stable and moist, and allow the seed to germinate and grow.
5. Lime should be applied at a rate of approximately 138 pounds per 1000 square feet of area. This rate may vary depending on soil conditions, and it is recommended that soil be analyzed to determine specifically what additional nutrients are needed.
6. Fertilizers should be a "quick release" low phosphorus mixture. They should be applied at a rate of approximately 18.4 pounds per 1000 square feet. However, no more fertilizer than necessary should be added since any excess may be washed into the adjacent water body and contribute to lower water quality. Fertilizers should never be applied before thunderstorms or before spring runoff.
7. Minimize the areas of exposed soil during construction, and temporarily or permanently stabilize disturbed areas within one week of the time the area is actively worked. Runoff control features such as hay bales, silt fencing, and diversion ditching must be in place and functioning prior to the start of construction.