TOWN OF HARPSWELL
WHARF PERMIT APPLICATION

WHEN APPLYING FOR A PIER, DOCK, WHARF, RAMP OR FLOAT, THE FOLLOWING DOCUMENTS MUST BE INCLUDED. THE PERMIT APPLICATION FEE IS $200.00.

1. A COMPLETED LAND USE PERMIT APPLICATION

2. FOR ALL WHARF APPLICATIONS A FLOOD HAZARD DEVELOPMENT PERMIT APPLICATION MUST BE COMPLETED. THE FEE FOR THIS APPLICATION IS INCLUDED IN THE $200.00 PERMIT APPLICATION FEE.

3. IF THE APPLICANT IS NOT THE PROPERTY OWNER, YOU MUST PROVIDE A LETTER OF AUTHORIZATION TO ACT AS THEIR AGENT. (COPY ENCLOSED)

4. A TOPOGRAPHICAL MAP SHOWING THE SITE OF THE PROPOSED WHARF. A 11" x 14" INDEX MAP OF HARPSWELL INDICATING LOCATION OF SITE.

5. A DETAILED PLOT PLAN SHOWING THE LOCATION OF THE PROPOSED DOCK AND PROPERTY LINE SETBACKS.

6. A COPY OF **ANY & ALL PAPERWORK** SUBMITTED TO THE DEPARTMENT OF ENVIRONMENTAL PROTECTION, THE ARMY CORPS, THE BUREAU OF PUBLIC LANDS AND INDIAN TRIBES, OR A TELEPHONE CONVERSATION RECORD INDICATING THAT YOU TALKED WITH THESE DEPARTMENTS AND WHAT, IF ANYTHING, THEY REQUIRE.

7. PLEASE INDICATE SIDELINE AND RIPARIAN LINE SETBACKS ON DOCK SKETCH.

8. NO STRUCTURE SHALL BE LESS THAN 25 FEET FROM A PROPERTY LINE. IF THE ABUTTING PROPERTY LINE IS CLOSER THAN 25', YOU MUST PROVIDE ABUTTERS AGREEMENT IN WRITING. IF APPROVED, THE APPLICANT MUST RECORD DOCUMENT IN REGISTRY OF DEEDS. (COPY ENCLOSED)

9. PLEASE INCLUDE A SIDE-VIEW DRAWING OF YOUR PROPOSED SYSTEM.

10. PLEASE SHOW HAULOUT INFORMATION ON PLOT PLAN WITH SETBACKS INDICATED, OR, IF RAMP & FLOAT WILL BE TRAILERED MAKE NOTE OF THAT.

11. A LETTER TO THE CODE ENFORCEMENT OFFICE INDICATING THE NECESSITY OF THE SIZE OF THE PROPOSED SYSTEM.

12. APPLICANT SHOULD BRING IN 4 COPIES OF APPLICATION.

WITHOUT ALL OF THE ABOVE INFORMATION, YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE. WE WILL NO LONGER BE ACCEPTING INCOMPLETE APPLCATIONS. NO HEARING WILL BE SCHEDULED UNTIL ALL DOCUMENTS HAVE BEEN PROVIDED TO THIS OFFICE.

TOWN OF HARPSWELL
LAND USE PERMIT APPLICATION

(CEO APPROVAL STICKER)	(APPEALS/PLANNING BOARD APPROVAL STICKER)
(FLOOD PLAIN APPROVAL STICKER)	COMMENTS OR CONDITIONS OF APPROVAL:

LAND USE PERMITS ARE VALID FOR ONE (1) YEAR FROM THE DATE OF ISSUANCE AND DO NOT INCLUDE SEPTIC SYSTEM, INTERNAL PLUMBING OR ANY OTHER STATE OR FEDERAL PERMITS.

For Office Use Only: Application Received_____ Permit Fee_____ Payment Received_____
Approved By_____

PLOT PLANS, DRAWINGS AND ALL OTHER PERTINENT INFORMATION MUST ALSO BE INCLUDED WITH THIS APPLICATION FORM. INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED

Property Owner (s)	Phone		
Mailing Address	Map	Lot	Zone
Applicant Name **	Phone		

****Note: if the applicant is not the owner of the property, a letter of authorization form the owner(s) must accompany this application.**

Applicant Address	Estimated Cost

ACTIVITIES THAT WILL OCCUR TO THE PROPERTY IF THIS PERMIT IS APPROVED

☐ TIMBER HARVESTING ☐ VEGETATION REMOVAL ☐ EARTH MOVING AND/OR FILLING ☐ MINERAL EXTRACTION

☐ ROAD/DRIVEWAY CONSTRUCTION ☐ INSTALLATION OF CAMPGROUNDS ☐ INSTALLATION OF SWIMMING POOL

☐ INSTALLATION OF PRIVATE SEWAGE DISPOSAL ☐ INSTALLATION OF INTERNAL PLUMBING

☐ CONSTRUCT A PIER, DOCK, WHARF OR BRIDGE ☐ INSTALL SEAWALL, RIPRAP OR ANY ACTIVITY CONDUCTED BELOW THE HIGH WATER MARK ☐ OTHER_____

Project Description:
_____
_____
_____
_____
_____

Structure Height_____ Structure Height as measured from the mean original grade_____

I UNDERSTAND THAT I MAY **NOT** START ANY PART OF MY PROJECT WIHTOUT FIRST RECEIVING MY PERMIT.

Applicant Signature_____ Date_____

ADDITIONAL PERMITS, APPROVALS AND INSPECTIONS REQUIRED

PLUMBING ____	SEPTIC SYSTEM_____	ARMY CORPS OF ENGINEERS. X	D. E. P. X
PLANNING BOARD_____	BOARD OF APPEALS_____	FIRE MARSHALL ____	STREET OPENING_____
SIGN _____	CULVERT_____	HARBORMASTER X	FILL_____
SELECTMEN X	OTHER_____		

ALL OTHER PERMITS ARE REQUIRED TO BE ON FILE WITH THE CODE ENFORCEMENT OFFICE PROIR TO THE START OF WORK.

FLOOD HAZARD DEVELOPMENT APPLICATION

_____, Maine

(All applicants must complete entire application)
[60.3(c&d)]

Application is hereby made for a Flood Hazard Development Permit as required under Article II of the Floodplain Management Ordinance of _____, Maine, for development as defined in said ordinance. This permit application does not preclude the need for other municipal permit applications.

Owner: _____ Address: _____

Phone No.: _____ _____

Applicant: _____ Address: _____

Phone No.: _____ _____

Contractor: _____ Address: _____

Phone No.: _____ _____

LEGAL DESCRIPTION

Is this part of a subdivision? ☐ Yes ☐ No If yes, give the name of the subdivision and lot number:

Subdivision: _____ Lot #: _____

Tax Map: _____ Lot #: _____

Address: _____
Street/Road Name

Zip Code: _____
Town/Zip Code

General explanation of proposed development: _____

_____

Estimated Value of Proposed Development: $_____

Proposed Lowest Floor elevation [for new or substantially improved structure]: _____

OTHER PERMITS

Are other permits required from State or Federal jurisdictions? ☐ Yes ☐ No
If yes, are these other permits attached? ☐ Yes ☐ No ☐ Not Applicable

Federal and State Permits may include but are not limited to: ME/DEP/Natural Resource Protection Act, Site Location of Development Act, Metallic Mineral Exploration, Advanced Exploration and Mining; USACE/Section 9 &10 of the Rivers and Harbors Act/ Section 404 of the Clean Water Act; Federal Energy Regulation Commission.

SEWER AND WATER

Sewage Disposal: ☐ Public ☐ Private
☐ Existing ☐ Proposed ☐ Not Applicable Type _____

Water Supply: ☐ Public ☐ Private

(This section to be completed by Municipal Official)

LOCATION

Flooding Source (name of river, pond, ocean, etc.): _____

☐ AE Zone ☐ A1-30 Zone ☐ A Zone ☐ FRINGE ☐ FLOODWAY (2 width of floodplain in A Zone)

Base Flood Elevation (bfe) at the site _____ NGVD [Required for New Construction or Substantial Improvement]

Lowest floor elevation of proposed or existing structure _____ NGVD [Required for New Construction or Substantial Improvement]

If proposed development is in an AE or A1-30 Zone and cross section data is available in the Flood Insurance Study, please note the nearest cross section reference letter and elevation of base flood at nearest cross section above and below the site.

Cross Section Letter	Base Flood Elevation
Above Site _____	Above Site _____
Below Site _____	Below Site _____

Basis of unnumbered A Zone bfe determination:

☐ From a Federal Agency: ☐ USGS ☐ USDA/NRCS ☐ USACE ☐ Other _____
☐ From a State Agency: ☐MDOT ☐ Other _____
☐ Established by Professional Land Surveyor
☐ Established by Professional Engineer ☐ HEC/RAS ☐ HEC II ☐ HY 7 ☐ TR20 ☐ TR55 ☐ Quick-2
☐ Other _____
☐ Highest Known Water Level
☐ Other (Explain) _____

VALUE

If the development involves work on an existing structure, enter the **Market Value** of existing structure before improvements:
$ _____

☐ New Construction or Substantial Improvement ☐ Minor improvement or minor addition to existing development

TYPE OF DEVELOPMENT

Check the appropriate box to the left of the type(s) of development requested and complete information for each applicable line:

	Dimensions
☐ 1. Residential Structure	
☐ 1a. New Structure	_____
☐ 1b. Add to Structure	_____
☐ 1c. Renovations/repairs/maintenance	
☐ 2. Non-Residential Structure	
☐ 2a. New Structure	_____
☐ 2b. Add to Structure	_____
☐ 2c. Renovations/repairs/maintenance	
☐ 2d. Floodproofing	
☐ 3. Accessory Structure	_____
☐ 4. Functionally Dependent Use:	
☐ 4a. Dock	_____
☐ 4b. Pier	_____
☐ 4c. Boat Ramp	_____
☐ 4d. Other	_____
☐ 5. Paving	_____
☐ 6. Conditional Use (Lobster/Fish Shed seaward of mean high tide)	

Note: Conditional Use requires add'l. information due to specific standards, public hearing, and Planning Board review.

	Cubic Yards
☐ 7. Filling[1]	_____
☐ 8. Dredging	_____
☐ 9. Excavation	_____
☐10. Levee	_____
☐ 11. Drilling	
	Number of Acres
☐ 12. Mining	_____
☐ 13. Dam: Water surface to be created	_____
☐ 14. Water Course Alteration	_____

Note: Detailed description must be attached with copies of all applicable notifications, state and federal permits.

☐ 15. Storage of equipment or materials
☐ 16. Sewage Disposal System
☐ 17. Water Supply System
☐ 18. Other: Explain _____

[1] Certain prohibitions apply in Velocity Zones

Attach a Site Plan – Drawn to scale with north arrow.

- Show property boundaries, floodway, and floodplain lines.
- Show dimensions of the lot.
- Show dimensions and location of existing and/or proposed development on the site.
- Show areas to be cut and filled.

Attach Statement – describing in detail how each applicable development standard in Article VI will be met.

For New Construction or Substantial Improvement also show:

- Existing and proposed grade elevations adjacent to the walls of the structure done by a Professional land Surveyor, Architect, or Engineer.
- Location and elevation of temporary elevation reference marks on the site.

Special Note:
Substantial Improvement is defined as any reconstruction, rehabilitation, addition or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. Please refer to the floodplain management ordinance, Article XIV, for more complete definitions of New Construction and Substantial Improvement.

The applicant understands and agrees that:

- The permit applied for, if granted, is issued on the representations made herein;
- Any permit issued may be revoked because of any breach of representation;
- Once a permit is revoked all work shall cease until the permit is reissued or a new permit is issued;
- Any permit issued on this application will not grant any right or privilege to erect any structure or sue any premises described for any purposes or in any manner prohibited by the ordinances, codes, or regulations of the municipality;
- The applicant hereby gives consent to the Code Enforcement Officer to enter and inspect activity covered under the provisions of the Floodplain management Ordinance;
- If issued, the permit form will be posted in a conspicuous place on the premises in plain view; and,
- If issued, the permit will expire if no work is commenced within 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to this application are a true description of the existing property and the proposed development project.

Owner: _____ Date: _____
Signature

or

Authorized Agent: _____ Date: _____
Signature

(This section to be completed by Municipal Official)

Date: Submitted _____; Fee Paid _____; Reviewed by CEO _____; Reviewed by Planning Board _____

Permit # _____ Issued by _____ Date _____

FLOOD HAZARD DEVELOPMENT PERMIT
PART I

_____, Maine

(For New Construction or Substantial Improvements)

For New Construction or Substantial Improvement of any structure, this Flood Hazard Development Permit allows construction only up to the establishment of the lowest floor. This permit is issued based on documentation that the information provided in the Flood Hazard Development Permit Application is in compliance with the Floodplain Management Ordinance. Once the lowest floor is established, the permittee must provide an Elevation Certificate establishing the as built lowest floor elevation. When the Code Enforcement Officer finds the documentation in the Elevation Certificate to be in compliance with the Floodplain Management Ordinance, the Part II Flood Hazard Development Permit shall be issued. The Part II Permit must be issued in order for construction to continue.

A Part I Flood Hazard Development Permit is hereby issued as provided under Article V.F. of the Floodplain Management Ordinance of _____, Maine, for development as defined in said ordinance.

Tax Map: _____ Lot #: _____

Project Description: _____

The permittee understands and agrees that:

- The permit is issued on the representations made herein and on the application for permit;
- The permit may be revoked because of any breach of representation;
- Once a permit is revoked all work shall cease until the permit is reissued or a new permit is issued;
- The permit will not grant any right or privilege to erect any structure or use any premises described for any purposes or in any manner prohibited by the ordinances, codes, or regulations of the municipality;
- The permittee hereby gives consent to the Code Enforcement Officer to enter and inspect activity covered under the provisions of the Floodplain Management Ordinance;
- The permit form will be posted in a conspicuous place on the premises in plain view; and,
- The permit will expire if no work is commenced within 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to this permit are a true description of the existing property and the proposed development project.

Owner: _____ Date: _____
Signature

or

Authorized Agent: _____ Date: _____
Signature

Issued by: _____ Date: _____

Permit #: _____

FLOOD HAZARD DEVELOPMENT PERMIT
PART II

_____, Maine

(For completion of New Construction or Substantial Improvements)

The following information has been submitted and found compliant with the Development Standards of the Floodplain Management Ordinance:

☐ FEMA Elevation Certificate Form 81-31

A Part II Flood Hazard Development Permit is hereby issued as provided under Article V.F. of the Floodplain Management Ordinance of _____, Maine, for development as defined in said ordinance.

Tax Map: _____ Lot #: _____

The permittee understands and agrees that:

- The permit is issued on the representations made herein and on the elevation certificate;
- The permit may be revoked because of any breach of representation;
- Once a permit is revoked all work shall cease until the permit is reissued or a new permit is issued;
- The permit will not grant any right or privilege to erect any structure or use any premises described for any purposes or in any manner prohibited by the ordinances, codes, or regulations of the municipality;
- The permittee hereby gives consent to the Code Enforcement Officer to enter and inspect activity covered under the provisions of the Floodplain Management Ordinance;
- The permit form will be posted in a conspicuous place on the premises in plain view; and,
- The permit will expire if no work is commenced within 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to this permit are a true description of the existing property and the proposed development project.

Owner: _____ Date: _____
Signature

or

Authorized Agent: _____ Date: _____
Signature

Issued by: _____ Date: _____

Permit #: _____

HARPSWELL WHARF APPROVAL

Each applicant who applies for a wharf is required to read, sign and submit this form with a completed application.

When the Harpswell Board of Selectmen gives final approval to a wharf/ramp/float application pursuant to 38 MRSA §1022, construction cannot begin until the applicant has met all other legal requirements, which may include, but are not limited to approvals of the U.S. Army Corps of Engineers, the Department of Environmental Protection and the Submerged Lands Program of the Bureau of Lands and Parks as well as relevant property ownership or rights of usage.

I understand as an applicant that I am asserting right, title or interest in the intertidal area, and that the Town, in issuing the permit, has made no judgment as to the accuracy of that claim and therefore, I, as the applicant, assume any and all related risks regarding this claim.

I certify that I will obtain all necessary rights and approvals to construct the wharf system for which I have applied before beginning construction and understand that a false statement my be a violation of 17 – A MRSA §456.

Date_____ _____

Applicant

Letter of Authorization

Date_____

To Whom It May Concern:

I _____, owner of property at Harpswell Tax Map _____, Lot _____, hereby authorize _____ to act as my agent in obtaining the necessary permits for the above referenced property.

_____
Name

_____
Address

_____
City/State

Consent Form

To Whom It May Concern:

I, _____, owner of property located at Tax

Map___Lot _____, with an address of _____

hereby give my consent for _____, owner of

property located at Tax Map____, Lot _____ with an address of

_____, to construct a _____,

closer to my property line than 25' as the Ordinance requires. The structure

will be located _____feet from my property line.

_____
Signature

_____
Printed Name

_____
Date

State of Maine _____,ss
(County)
Subscribed and sworn by the above named _____

_____(and _____)

this date of _____ at _____

Maine.

Before me _____
Notary Public