Dear Applicant:

Welcome to the Town of Harpswell Planning Board process.

The Planning Board is established in accordance with the Town of Harpswell’s Basic Land Use Ordinance § 12.2. All decisions reached by the Planning Board are in accordance with and governed by the Town of Harpswell’s ordinances. Copies of all ordinances are available on line at www.harpswell.maine.gov or at the Town Office. It is recommended that you familiarize yourself with the requirements and standards of the Town’s ordinances as applicable to your application review.

The regular meeting date of the Harpswell Planning Board is the 3rd Wednesday of each month. A complete application must be submitted to the Planning Office NO later than three weeks prior to the next meeting. The proper application fee must accompany the application.

Attached is the Planning Board application packet. Please use the checklist or refer to the ordinances as you prepare your application to determine completeness. You are encouraged to schedule a meeting with the Town Planner to discuss your proposal two months prior to submitting an application to the Planning Board. The Town Planner will be able to assist you in determining what type of application you need to submit, identify submittal materials required and answer any questions you may have. The Town Planner may be reached at (207) 833-5771.

A site visit (on property) will be scheduled the Friday prior to the regularly scheduled Planning Board meeting. If this Friday is a holiday, the site visit will be the Monday before the meeting. Applicant/owners and abutters are invited to attend the site visit and the meeting.
Name of Applicant: 
Mailing Address: 
City or Town: 
State:  Zip:  Telephone:  
E-mail Address:  

Name of Property Owner:  
Mailing Address:  
City or Town: 
State:  Zip:  Telephone: 
E-mail Address:  

Name of Representative: (If applicable)  
Mailing Address:  
City or Town:  
State:  Zip:  Telephone:  
E-mail Address:  

The undersigned requests that the Planning Board consider the following:

<table>
<thead>
<tr>
<th>Subject Property(s):</th>
<th>Tax Map:</th>
<th>Lot:</th>
<th>(and) Tax Map:</th>
<th>Lot:</th>
</tr>
</thead>
</table>

Physical Address(es) or Location:  

Zoning District: (Circle all that apply)  
INT  • SR  • SB  • CF1  • CF11  • RP  • Other

1. Site Plan Review (see Site Plan Review Ordinance §14 for submission requirements)
   - Pre-Application Review
   - Plan Submission
   - Amendment

2. Subdivision Review (see Subdivision Ordinance §8 for submission requirements)
   - Pre-Application Review
   - Preliminary Plan Submission
   - Final Plan Submission
   - Amendment

3. Approval of Land Use in the Shoreland Zone (see Table 1 in Shoreland Zoning Ordinance)  
   (See attached checklist for submission requirements.)

4. Reconstruction of Nonconforming Structure (See Sec. 10.3.2 of Basic Land Use Ordinance) OR Exemption for Nonconforming Foundation (See Sec. 10.3.1.2 of Basic Land Use Ordinance) (See attached checklist for requirements)

5. Wharf Approval (Land Use Application, Deed and Sketch must accompany this request.)

6. Other:  

Signature of Applicant:  __________________________________________________________________________ Date:  

Office Use Only  
Fee Paid:  □ Planning Board □ Site Plan Review □ Staff Review □ Subdivision  $__________  
Escrow Fee: $____________________ Received by:  __________________________________________________________________________
BASIC PLANNING BOARD APPLICATION REQUIREMENTS

A complete application to the Planning Board consists of **10 copies** of the following documentation (Note: For Site Plan and Subdivision applications please refer to the applicable ordinance(s)): This is not all encompassing. Please see relevant ordinances.

1. □ Planning Board Application
2. □ Receipt of Fees – (circle one) Planning Board – Site Plan – Staff Review - Subdivision
3. □ Land Use Application
4. □ **Existing** Conditions Site Plan to include the following information: (site plan drawn to scale)
   - Required setbacks for the edge of all boundaries (Building Envelope)
   - Zoning District Lines
   - North Arrow
   - Footprints and dimensions of all structures
   - Impermeable surface areas: includes all buildings, drives, parking areas etc.
   - High water line
   - Septic system location
   - Well location(s)
   - Square footage of lot
   - Abutting Roads
     - Road right-of-way widths if applicable
     - Amount of frontage if applicable
   - If applicable:
     - Wetlands
     - Streams, ponds, etc.
     - USGS contours of 2ft (5 ft waiver, 20ft for basic application)
     - Erosion Control Plan
     - FEMA 100 yr floodplain line
5. □ **Proposed** Conditions Site Plan to show the following information:
   - All elements as required above and any changes thereof
6. □ Erosion control plan
7. □ Written description of proposed project/activity
8. □ Planning Board Signature Block
9. □ Stormwater Management Plan
10. □ Septic Plans (Subsurface Wastewater Design)
11. □ Letter of authorization if applicable
12. □ Copy of any applications or permits from other agencies (MDOT, LOMA, DEP etc.)
13. □ Letter of financial and technical capacity
14. □ Copy of letter to Maine Historic Preservation Commission
15. □ Applicant’s right, title or interest in the property (usually a copy of the deed)

**Reviewed for Completion by:**

Signature ___________________________________________ Date ______________

Codes: □ Site Plan □ Staff Review □ Land Use in SLZ □ Wharf □ N/C Structure □ Other
Town of Harpswell
P.O. Box 39
Harpswell, ME 04079

EFFECTIVE RATES AS OF January 1, 2019

Land Use/Building Applications*

*Structures up to 2,000 in square footage $50.00 plus $.30 per ft²
*Structures over 2,000 in square footage $50.00 plus $.40 per ft²
*Structures under 100 square feet and NO utilities $25.00
*Non-conforming structure $75.00 additional
*Permit renewal 50% of original permit fee
*Planning Board Jurisdictional Review $100.00
(Required for relocation, reconstruction or replacement of Nonconforming structures) Planning Board Review is required

Blasting Permit Application (300 cubic yards or less) $50.00
Blasting Permit Application (300 cubic yards or more)* $135.00
*Planning Board application and approval required

Flood Hazard Development Permit Application* $50.00
*Required if development is within FEMA designated floodplain

Wharf Application $350.00 + $70 for advertisement
Sign Permit Application $25.00
Internal Plumbing $12.00/fixture, minimum $40.00
Septic (Complete system)* $265.00
*If a Variance Request is required $30.00 additional

Individual components and non-complete system charges vary by application type. Please see the Code Enforcement Office for more information.

Planning Board Application $200.00
Site Plan Review $200.00 Application Fee PLUS:
$50.00 (Size < 500 ft²) $250.00 (500-20,000 ft²) $500.00 (Size > 20,000 ft²)

Jurisdictional Review $100.00
(+ $100.00 additional if Planning Board takes Jurisdiction over application)

Site Plan Review for Commercial Wharves (ONLY) $200.00 – No additional ft² fee
Staff Review Committee or PB Minor Amendment $75.00

Subdivision Application $200.00 Application Fee PLUS:
$175.00 per Lot PLUS $100.00 per Lot or dwelling unit into trust account.

Significant Subdivision Revision (Addition of lots) $150.00 per Lot
Minor Subdivision Revisions (Revisions to lot boundaries, etc.) $200.00 Application Fee
Board of Appeals – Variance (Appeals an Ordinance provision) $270.00
Board of Appeals – Administrative (Appeals a decision) $200.00*
*Revised 10/18/07 by Selectmen. Successful applicants will have this fee refunded.

Mobile Food Cart Vendor Fees*
*License Fees double if approved for use on Town property $50.00 Application Fee PLUS:
$250.00 Season License $100.00 Event License
$50.00 One Day License

WORK BEGUN WITHOUT A VALID PERMIT IS SUBJECT TO TRIPLE THE NORMAL FEE, WITH A MINIMUM CHARGE OF $250.00
2019 APPLICATION DEADLINES

PLANNING BOARD

Note: In the case of inclement weather and the meeting is cancelled, the meeting will be postponed to the following Tuesday at 6:30 pm

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BOARD OF APPEALS

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