



**Town of Harpswell**  
Planning Office  
263 Mountain Road  
P.O. Box 39  
Harpswell, ME 04079

## **PLANNING BOARD APPLICATION**

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](http://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 3<sup>rd</sup> 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.



# Town of Harpswell Planning Board Application

Project # _____
Map# _____ Lot# _____

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:***

**Subject Property(s):** Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_ (and) Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_

**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)       2. **Subdivision Review** (see Subdivision Ordinance §8 for submission requirements)

- Pre-Application Review
- Plan Submission
- Amendment

- 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: <input type="checkbox"/> Planning Board <input type="checkbox"/> Site Plan Review <input type="checkbox"/> Staff Review <input type="checkbox"/> 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



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**EFFECTIVE RATES AS OF January 1, 2019**

Land Use/Building Applications*	
*Structures <u>up to</u> 2,000 in square footage	\$50.00 plus \$.30 per ft <sup>2</sup>
*Structures <u>over</u> 2,000 in square footage	\$50.00 plus \$.40 per ft <sup>2</sup>
*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)	\$100.00 additional if full 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
* <i>Planning Board application and approval required</i>	
Flood Hazard Development Permit Application*	\$50.00
* <i>Required if development is within FEMA designated floodplain</i>	
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
* <i>If a Variance Request is required</i>	\$30.00 additional
<b><u>Individual components and non-complete system charges vary by application type. Please see the Code Enforcement Office for more information.</u></b>	
Planning Board Application	\$200.00
Site Plan Review	\$200.00 Application Fee PLUS: \$50.00 (Size < 500 ft <sup>2</sup> ) \$250.00 (500-20,000 ft <sup>2</sup> ) \$500.00 (Size > 20,000 ft <sup>2</sup> )
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 ft <sup>2</sup> 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*
* <i>Revised 10/18/07 by Selectmen. Successful applicants will have this fee refunded.</i>	
Mobile Food Cart Vendor Fees*	\$50.00 Application Fee PLUS:
* <i>License Fees double if approved for use on Town property</i>	\$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**

# 2020 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*

<u>PLANNING BOARD – 6:30 PM</u>		<u>STAFF REVIEW – 2:00 PM</u>	
<u>MEETING DATE</u>	<u>PAPERWORK DEADLINE</u>	<u>MEETING DATE</u>	<u>PAPERWORK DEADLINE</u>
January 15, 2020	December 25, 2019	January 1, 2020	December 11, 2019
February 5	<b>** WORKSHOP **</b>	February 5	January 15
February 19	January 29	March 4	February 12
March 18	February 26	April 1	March 11
April 15	March 25	May 6	April 15
May 20	April 29	June 3	May 13
June 17	May 27	July 1	June 10
July 15	June 24	August 5	July 15
August 19	July 29	September 2	August 12
September 16	August 26	October 7	September 16
October 21	September 30	November 4	October 14
November 4	<b>** WORKSHOP **</b>	December 2	November 11
November 18	October 28		
December 2	<b>** WORKSHOP**</b>		
December 16	November 25		

## BOARD OF APPEALS

*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*

<u>MEETING DATE – 6:30 PM</u>	<u>PAPERWORK DEADLINE</u>
January 22, 2020	January 1, 2020
February 26	February 5
March 25	March 4
April 22	April 1
May 27	May 6
June 24	June 3
July 22	July 1
August 26	August 5
September 23	September 2
October 28	October 7
November 25	November 4
December 22	December 2