

COMPLETENESS AND COMPLIANCE OF APPLICATION WITH THE SOUTHWEST HARBOR LAND USE ORDINANCE

Name: _____

Map: _____ Lot: _____ ATF

Land Use: _____

COMPLETENESS OF APPLICATION

___ **Completed Application Form:** setbacks, parking spaces, abutters, etc.

___ **Right, Title, or Interest to Property:** sufficient legal interest in property must be demonstrated by deed, purchase option, or lease.

___ **Federal, State, and Local Permits:** (or applications) appended, if needed:

- ___ Army Corps of Engineers
- ___ Dept. of Environmental Protection, Natural Resource Protection Act
- ___ DOT Highway Opening and/or Highway Entrance Permits
- ___ Human Services, Subsurface Wastewater Permit
- ___ Human Services, Local Plumbing Hook-up Permit
- ___ Fire Marshal's Office - Fire Safety and/or Handicapped Access
- ___ SWH Road Opening and/or Entrance Permit
- ___ SWH Water Notification Permit and Fee
- ___ SWH Sewer Connection and Inspection Permit and Fee
- ___ FEMA Application (Floodplain Management Ordinance) and Fee

___ **Project key plan:** the entire project, its relation to surrounding properties, and the names of the property owners

___ **Site Plan** (must include the following if applicable):

- ___ scale not less than 1"= 40'; or scale acceptable to CEO or Planning Board
- ___ north arrow
- ___ dimensions & area of each lot to be built upon or used
- ___ location of any wells on lot or within 100' of property line
- ___ name and location of any abutting water body
- ___ location of any streams, brooks, and wetlands
- ___ areas to be cleared and areas of any cut, fill, grading, etc.
- ___ size & location of existing & proposed buildings & structures, noting setbacks from lot lines, rights of ways, water bodies, etc.
- ___ existing and proposed locations of outdoor lighting and signs
- ___ sewer & water facilities & connections, existing & proposed
- ___ location and layout of parking areas, and all parking spaces
- ___ location of existing and proposed roads/driveways and the distance of each from nearest lot lines
- ___ name and location of existing or proposed rights of way and easements on the site, or abutting the property
- ___ existing grades and any proposed changes in grades
- ___ a soil erosion and sedimentation control plan
- ___ freshwater wetlands or hydric soils

___ **Construction Plans (if applicable):**

- ___ all floor plans for any proposed building access to the building(s) must be shown
- ___ all plans for any proposed structure
- ___ an elevation plan showing the height of the building

___ **Landscape/Buffering Plan Opinion** (as described in SECTION VI.A.), (if applicable):

- ___ Opinion requested and received from Conservation Commission's Buffering Sub-Committee.

___ **Marina Development and Marine Structures** (as described in SECTION VII.J. & N), (if applicable):

- ___ Additional application information required for Marina Development and Marine Structures.
- ___ Opinion requested and received from Harbor Committee.

Application accepted as COMPLETE by _____ Date: _____
CEO or Planning Board Chairman

COMPLIANCE OF APPLICATION

OK NO N/A

GENERAL REGULATIONS AND STANDARDS (page 3): _____

ZONE STANDARDS (page 13):

Land Use Standards

Permitted use..... _____

Lot Standards

A. Minimum lot size..... _____

B. Minimum shore frontage..... _____

Structure Standards

A. Minimum structure setback:

1. centerline or edge of road? _____
planted strip from edge of row? _____

2. lot lines? _____

3. NHW line of sea, wetlands, or streams? _____

In compliance with the minimum structure setback:..... _____

B. Maximum building height?..... _____

C. Maximum lot coverage?

1. in shoreland (non-vegetated coverage)?..... _____

2. in other zones (building coverage)?..... _____

NON-CONFORMANCE (page 7):

A. Existing Non-Conforming Structure(s): yes ___ no ___

1. Proposed Expansions? _____
Single family residential? _____
Business in Zone A? _____
Principal residential structure within 75' of NHL? _____

2. Relocation? _____

3. Reconstruction or replacement? _____

4. Change of Use? _____

5. Excessive Lot Coverage? _____

B. Existing Non-Conforming Use: yes ___ no ___

1. Expansion? _____

2. Resumption prohibited? _____

3. Change of use? _____

C. Non-Conforming Lot: yes ___ no ___

1. Vacant Lot? _____

2. Built Lot? _____

3. Contiguous built lots? _____

4. Contiguous vacant or partially built lots? _____

5. Boundary Adjustment? _____

In Compliance with the Non-Conforming Section:..... _____

PERFORMANCE STANDARDS (page 21):

OK NO N/A

A. Landscaping and Buffering Conformance.....	___	___	___
B. Clearing of Vegetation for Development (Shore).....	___	___	___
C. Driveway and Driveway Opening.....	___	___	___
1. Number of curb cuts? _____			
2. Width? _____			
D. Erosion and Sedimentation Control.....	___	___	___
E. Exterior Lighting.....	___	___	___
F. Fill and Excavation.....	___	___	___
G. Fire Protection.....	___	___	___
H. Flood Hazard Permit.....	___	___	___
I. Handicapped Access.....	___	___	___
J. Heavy Commercial or Industrial Pollutants.....	___	___	___
K. Noise.....	___	___	___
L. Parking and Loading.....	___	___	___
1. Number of spaces: existing ___ grandfathered ___ required ___ provided _____			
2. Ingress & egress? Correct and safe? _____			
3. Interior circulation? Safe for pedestrian & cars? _____			
4. 25' setback from NHW? _____			
5. Number of shade trees? _____			
6. Loading facilities? _____ If so, what size? _____			
7. Off-street/off-site? _____			
M. Roads.....	___	___	___
1. Town Road Proposal? _____ Meets Town Standards? _____			
2. Private Road Proposal? _____ Meets Private Road Standards? _____			
Access to 1 single family residence only? _____			
Access to residential uses only? _____			
Access to all uses? _____			
3. Road Surface Drainage? _____			
4. Setback Standards? _____			
ROW by a Structure? _____			
Road Surface? _____			
N. Sewage Disposal.....	___	___	___
1. Town Sewer Permit and Fee Paid? _____			
2. Subsurface Wastewater System Permit? _____			
O. Sign Regulation.....	___	___	___
1. Sign area _____			
2. Single sign? _____			
3. Combination of signs? _____			
4. On-building signs? _____ Size? _____			
5. Height of sign? _____			
6. Illumination of sign area (Zone A only)? _____			
7. Leaseholder signs? _____			
8. Number of Signs on site? _____			
9. Setbacks all conforming? _____			
P. Soils.....	___	___	___
Q. Storm Water Runoff.....	___	___	___
R. Stream Standards (perennial & non-perennial).....	___	___	___
S. Vibration.....	___	___	___
T. Water Quality.....	___	___	___
1. Surface drainage of any pollutants? _____			
2. NRPA permits necessary & obtained? _____			
U. Water Supply.....	___	___	___
Town Water Permit and Fee Paid? _____			

SPECIAL ACTIVITIES AND THEIR STANDARDS (page 41):

OK NO N/A

- A. Agriculture.....
- B. Archaeological and Historical Sites.....
- C. Bed and Breakfast.....
- D. Campground.....
- E. Campsite.....
- F. Essential Services.....
- G. Health Institution.....
- H. Home Occupation.....
- I. Marina Development.....
 - 1. Letter from the Harbor Committee? _____
- J. Maritime Activities (not located on land).....
- K. Mineral Exploration and Extraction.....
- L. Mobile Home Park.....
- M. Motel, Hotel, Boatel, Cabins, Cottages, etc.....
- N. Piers, Docks, Wharves, Bridges, etc.....
 - 1. Letter from the Harbor Committee? _____
 - 2. Permits (or applications) to ACE, DEP, Submerged Lands, etc.? _____
- O. Timber Harvesting.....
- P. Trailer, Camper, or Other Recreational Vehicle.....

CERTIFICATION

Applicant's Name: _____

Address and Phone Number: _____

Owner's Name (if different): _____

Address and Phone Number: _____

Description of project:: _____

The Application is **APPROVED** **DENIED**

If denied, reason and Land Use Ordinance reference:

Denial Finding of Fact completed and attached

If approved, the following condition must be met before a permit will be issued (if NONE, so state): _____

Application accepted as IN COMPLIANCE by _____ **Date:** _____

CEO or Planning Board Chairman

Permit number issued: _____

Fee amount: _____ **Date received:** _____