

## Shoreland Zoning Permit Application Information

**General Information (page 1)** – This section requests basic information about the location and type of project proposed. Included here is a brief written description of the project. Note that site plans and other sketches are required in subsequent sections of the application form.

If a project is approved, a small box at the top right-hand corner of page 1 provides space for the Code Enforcement Officer or other appropriate municipal official to fill in the permit number, the date of issue, and the fee amount.

**Site Plan (page 2)** – To assist the Code Enforcement Officer and Planning Board in reviewing a proposed project, the applicant is asked to sketch a site plan, including the position of any structures with setback distances from the shoreland, all property lines, areas to be cleared of trees and other vegetation, areas and amounts to be filled or graded, and the location of proposed wells, septic systems, and driveways. Applicants are also requested to provide a scale for the site plan and distinguish the proposed expansion from the existing structure. (A professional plan showing 25' delineations within the 100-year highwater mark may also be required)

**Front and Side Elevations (page 3)** – Like the site plan, these simple sketches of the front (or rear) and side elevations of existing and proposed structures are intended to give the Code Enforcement Officer and Planning Board a clear picture of the proposed project.

**What Information is needed for Best Possible Location – 30% Expansion Plans (page 4)**

This lists the information that should be included in a Best Possible Location – 30% Expansion Plan (additional information may or may not be requested)

**30% Expansion and Lot Coverage Calculation Sheets (pages 5 & 6)** These sheets will assist with calculating the whether a proposed expansion of a portion of a structure which is less than the required setback meets the requirement in the Mandatory Shoreland Zoning Act that limits such expansions to 30% of the total footprint. The 30% limitation is applicable to any proposed construction since January 1, 1989 and applies over the lifetime of a structure.

**Footprint:** The entire area of ground covered by the structure(s) on a lot, including, but not limited to cantilevered or similar overhanging extensions, as well as unenclosed structures, such as patios and decks.

Determining whether an expansion meets the 30% limitation is a four-step process:

- A. First, the footprint (sq. ft.) of that portion of the structure which is less than the required setback as of January 1, 1989 must be determined (this is “baseline” information);
- B. Second, the footprint of any expansions of that portion of the structure which is less than the required setback constructed between January 1, 1989 and the time the pending application is submitted must be determined;

**Certified List of Abutters (page 7)** This is used to notify abutters of the project if warranted

**Confirmation, fee(s) and Signature (page 8)** This page requires a signature(s) to confirm that all information submitted is accurate, whether or not it is a Best Possible Location or 30% Expansion and notes the fee(s) and form of payment.

**TOWN OF LEBANON  
SHORELAND ZONING  
PERMIT APPLICATION**

FOR OFFICE USE ONLY:	
PERMIT NO:	
ISSUE DATE:	
FEE AMOUNT:	

1. APPLICANT	2. APPLICANT'S ADDRESS		3. APPLICANT'S TEL./EMAIL
4. PROPERTY OWNER	5. OWNER'S ADDRESS		6. OWNER'S TEL./EMAIL
7. CONTRACTOR	8. CONTRACTOR'S ADDRESS		9. CONTRACTOR'S TEL./EMAIL
10. LOCATION/ADDRESS OF PROPERTY	11. a. MAP/LOT # b. LOT SIZE  12. DEED - Book/Page	13. ZONING DISTRICT  GD    LR    RP    SP    LC	
14. 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 3).			
15. EXISTING USE OF PROPERTY/PROJECT	16. PROPOSED USE OF PROPERTY/PROJECT		
17. ESTIMATED COST OF CONSTRUCTION	18. FRONTAGE ON WATERBODY (FT.)		
19. HEIGHT OF EXISTING STRUCTURE  HEIGHT OF PROPOSED STRUCTURE	20. ROAD FRONTAGE (FT.)		
21. ELEVATION ABOVE 100 YEAR FLOOD	22. YEAR CURRENT SEPTIC SYSTEM INSTALLED _____  <input type="checkbox"/> COPY OF PROPOSED SEPTIC SYSTEM		

## SITE PLAN

PLEASE INCLUDE: LOT LINES; AREA TO BE CLEARED OF TREES AND OTHER VEGETATION; THE EXACT POSISTION 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 PROPSAL IUS FOR THE EXPANSION OF AN EXISTING STRUCTURE, PLEASE DISTINGUISH BETWEEN THE EXISITING STRUCTURE AND THE PROPOSED EXPANSION.



North

[illegible]

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

FRONT OR REAR ELEVATION

SIDE ELEVATION

DRAW A SIMPLE SKETCH SHOWING BOTH THE EXISTING AND PROPOSED STRUCTURES

Determining a “Best Possible Location” and or a “30% Expansion” requires specific information in order for the Planning Board to review the proposal. A professional “Plot Plan” should be submitted with the Shoreland Zoning application. Below is a list of what should be included on the plan.

- ☐ Name and address of property owner
- ☐ Address and Map/Lot of the property
- ☐ Location and names of all adjacent streets
- ☐ Any and all bodies of water including ponds, basins, lakes, rivers, streams, and or stormwater swales, etc. (Plan should indicate the presence of any bodies of water within 125’ of your property, as well as those located on your property)
- ☐ Abutter information
- ☐ Name of who prepared the plan/credentials
- ☐ Amount of soil to be disturbed and or moved (yards)

Existing	Proposed	
<input type="checkbox"/>	<input type="checkbox"/>	Location of all driveways, parking areas, sidewalks
<input type="checkbox"/>	<input type="checkbox"/>	Any easements that cross the property, deed restrictions or other pertinent legal info
<input type="checkbox"/>	<input type="checkbox"/>	The property lines and their dimensions along with the property’s total acreage
<input type="checkbox"/>	<input type="checkbox"/>	Dimensions showing setbacks of all structures on the property
<input type="checkbox"/>	<input type="checkbox"/>	Structures to be removed and not replaced
<input type="checkbox"/>	<input type="checkbox"/>	Trees/vegetation that will be removed
<input type="checkbox"/>	<input type="checkbox"/>	Location of Septic System
<input type="checkbox"/>	<input type="checkbox"/>	Location of Well
<input type="checkbox"/>	<input type="checkbox"/>	Dimensions of all structures
<input type="checkbox"/>	<input type="checkbox"/>	Abutters well if less than the required 100 ft setback from Septic System
<input type="checkbox"/>	<input type="checkbox"/>	Height
<input type="checkbox"/>	<input type="checkbox"/>	Erosion Control Plan
<input type="checkbox"/>	<input type="checkbox"/>	Revegetation Plan
<input type="checkbox"/>	<input type="checkbox"/>	Delineation of the 100’ Highwater mark in 25’ increments
<input type="checkbox"/>	<input type="checkbox"/>	Square footage of ALL structures on the property
<input type="checkbox"/>	<input type="checkbox"/>	Total lot coverage
<input type="checkbox"/>	<input type="checkbox"/>	Elevation of lowest floor to 100-year flood elevation

**There is the possibility that more detailed, specific or additional information is requested during review. I certify that all information given in this application is accurate. All proposed uses shall be in conformance with this application and the Town of Lebanon Shoreland Zoning Ordinance. I agree to future inspections by the Code Enforcement Officer at reasonable hours.**

Owner/Applicant Signature

Date

Contractor Signature

Date

**SHORELAND ZONING  
30% EXPANSION CALCULATION WORKSHEET  
TOWN OF LEBANON, MAINE**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone# \_\_\_\_\_ Email: \_\_\_\_\_  
 Property Location: \_\_\_\_\_ Map/Lot # \_\_\_\_\_

*Non-conforming structures within 100' of the highwater mark*

	<u>Existing</u>	<u>Proposed</u>
Within the 25' highwater mark is prohibited		

<b>Existing Structure Falls Within the:</b>	<b>Proposed Structure Falls Within the:</b>	<b>Sq Ft. Existing:</b>	<b>Sq. Ft. Proposed:</b>
<input type="checkbox"/> 25' highwater mark	<input type="checkbox"/> 25' highwater mark		<i>No expansion</i>
<input type="checkbox"/> 50' highwater mark <i>No more than 20' in Height or Height of existing structure</i>	<input type="checkbox"/> 50' highwater mark <i>No more than 20' in Height or Height of existing structure</i>		<i>Max - 800 sq ft</i>
<input type="checkbox"/> 75' highwater mark <i>No more than 25' in Height or Height of existing structure</i>	<input type="checkbox"/> 75' highwater mark <i>No more than 25' in Height or Height of existing structure</i>		<i>Max - 1,000 sq ft</i>
<input type="checkbox"/> 100' highwater mark <i>No more than 25' in Height or Height of existing structure</i>	<input type="checkbox"/> 100' highwater mark <i>No more than 25' in Height or Height of existing structure</i>		<i>Max - 1,500 sq ft</i>

Some structures fall within two (2) setbacks – check all that apply

*Expansions prior to January 1, 1989 will be viewed as original /current square footage rather than a previous expansion when calculating the allowed square footage for a 30% expansion*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact#: \_\_\_\_\_  
Map/Lot \_\_\_\_\_ Date \_\_\_\_\_

**Step # 1      Lot Size**

## Step # 2 Existing Lot Coverage

### Step # 3 Proposed Increase in Lot Coverage

**Step # 4      Total Proposed Lot Coverage**

6

### Certified List of Abutters

The following information must be completed by the applicant in order to accompany the Best Possible Location – Expansion Application within the Shoreland Zone. List the names and mailing addresses of the applicant, authorized agent (surveyor) and all abutters. Attach additional copies of this form if necessary.

<u>Map</u>	<u>Lot</u>	<u>Property Owner</u>	<u>Mailing Address</u>

I hereby certify that all information presented on this form, is to the best of my knowledge, correct.

\_\_\_\_\_  
Print preparers name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of preparer

**Required Signatures:**

By signing this application, as the foresaid applicant or authorized agent:

- I certify that I have read and completely understand the application;
- I certify that the information contained in this application and its attachments are true and correct;
- I understand that all information provided on this form and all other documents submitted as part of my proposal is a matter of public record;
- I understand that copies of this information may be supplied upon request to an interested party.
- I understand that additional funds may be required through the course of review for special studies, legal review costs, and/or engineering review.
- I understand that by submitting this application I am not guaranteed a place on any particular agenda. I further understand that the Land Use Clerk will place me on the next available agenda for review when the application is deemed substantially complete.
- I understand that it is my responsibility and/or a designated representative on my behalf to consult with the Code Enforcement Officer as well as State and Federal agencies to determine whether additional permits (Local, State, and/or Federal) are needed. It is also my responsibility and/or a designated representative, to apply for and obtain all required permits, approvals, inspections and/or reviews that may be required by Town Ordinances as well as State and/or Federal

The applicant must sign and date the completed application form before it is submitted to the Code Enforcement Officer. Note that the applicant's statement includes an agreement to allow future inspections by the CEO.

_____ Signature of applicant/agent	_____ Date
_____ Signature of property owner	_____ Date

**IF APPROVAL IS ANTICIPATED, PROVIDE 4 PAPER COPIES FOR BOARD SIGNATURE  
(IF APPLICABLE). CHECK WITH PLANNING STAFF FOR CLARIFICATION.**

**This project has been classified as:**

☐ Best Possible Location                      ☐ 30% Expansion                      ☐ Both

**This project has been referred to CEO or Appeals Board**

☐ Reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fees (due at time of application):**

☐ \$ 50.00

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ Cash \_\_\_\_\_ Amount \$ \_\_\_\_\_

*If applicant does not understand any part of this application, applicant is encouraged to seek the advice of surveyors, engineers and or an attorney.*