

TOWN OF MERCER SHORELAND ZONING PERMIT APPLICATION
Application/Permit # _____

1015 BEECH HILL ROAD, SUITE A, MERCER, ME 04957
PHONE: 587-2911 Fax: 587-2912 E-Mail: mercerclerk@outlook.com

OFFICE HOURS: Refer to town website: mercermaine.com for current office hours

All parts of the application **MUST** be complete in order for the application to be reviewed.

Red: All forms to be filled out by the applicant.

Green: Parts of the application the planning board will complete.

Blue: All parts of the application that will be completed by the Code Enforcement Officer. **Contact CEO, Jonathan Arnold 207-242-3331**

ATTENTION APPLICANTS: IMPORTANT INFORMATION:

Application Fee:

- \$300 for a new principal structure or for an expansion to an existing principal structure;
- \$200 for a garage or for road or driveway construction;
- \$100 for a storage shed, other accessory structure, dock, wharf or similar structure;
- \$ 75 for any other activity requiring a permit

Applications and Fees due: One week prior to meeting date, 3rd Tues. of month 6:30 pm
Also include completed Mercer Shoreland Zoning Permit Application Checklist

Contacting the Code Enforcement Officer is required in order to submit an application to the Planning Board

to schedule a pre-construction/activity inspection at a mutually convenient time.

- Code Enforcement Officer and/or the Planning Board must receive a separate form in writing for each activity. Applicants should review the Mercer Ordinance in order to assure that their plans conform to all applicable requirements. Copies are available at the Town Office for purchase.

Each application requiring Planning Board review shall include **One (1) Complete Original (Color) Application and Six (6) non color copies together with the fee shown above.**

- In order to be complete, the application **must include a Copy of the Notice to the abutters with the Green Return Receipts** showing proof of notice to abutting land owners. The notices to abutting property owners must specify (1) the location of the proposed activity (physical address **and** Map and Lot numbers) (2) a general description of the project and (3) the meeting date at which the Planning Board will review the application.

Please read section 16.C.6 on page 18 of the Mercer Shoreland Zoning Ordinance regarding possible additional fees.

TOWN OF MERCER SHORELAND ZONING PERMIT APPLICATION
Application/Permit # _____

Applicant/Owner Information

1. Application Date: _____ 2. Tax Map #: _____ Tax Lot #: _____
 3. Water Body: _____ (North Pond, Sandy River, Bog Stream, or other)
 4. Property Street Address: _____
 5. Deed to property recorded in Book _____ Page _____
 6. Past Permit(s) & Dates: _____
 7. Indicate what your Shoreland Zone is (Please circle only one below):
Stream Protection Resource Protection Limited Residential
 8. Owner(s) Name: _____
 9. Address if different from above:

 10. Phone#-Day: _____ Phone#-Eve: _____
 11. Applicant(s) Name (if different from above, signed letter of authorization from owner must be included): _____
 12. Address: _____
 13. Phone #-Day: _____ Phone #-Eve: _____
 14. Brief Description of Project: _____
-
15. What type of application are you applying for (see page 7 of Mercer Shoreland Zoning Ordinance)? Land Use Table # _____

Describe Your Lot

16. Lot Type: _____ (Wood, lawn, field, etc.)
17. Type of Access Road: _____ 18. Road Frontage: _____ ft.
(Town, private, state, or other)
19. Circle Type of Shore Frontage: Sandy Rocky Steep Other: _____
20. Existing Shore Path Width: _____ ft
21. Length of Shore Frontage: _____ ft
22. Measurement of lot lines: _____ ft X _____ ft

TOWN OF MERCER SHORELAND ZONING PERMIT APPLICATION

Application/Permit # _____

Please describe your EXISTING Structure(s)

___ Not Applicable

23. Check and answer all that applies:

___ Residence Square Footage _____ Distance from High Water Mark _____ ft

___ Garage Square Footage _____ Distance from High Water Mark _____ ft

___ Other* Square Footage _____ Distance from High Water Mark _____ ft

_____ *Other Description

___ Drive/Parking Square Footage _____ Distance from High Water Mark _____ ft

_____ TOTAL SQUARE FOOTAGE OF ALL NON-VEGETATED SURFACES

24. Size of lot (specify square feet or acres) _____

25.

a. The total area of all **EXISTING** structures, parking lots, and other non-vegetated surfaces = _____ sq. ft.

b. The total area of **PROPOSED** structures, parking lots, and all other non-vegetated surfaces = _____ sq. ft.

26.

a. Total Area of **EXISTING** divided by lot square footage (answer #24) = _____%.

b. Total Area of **ALL EXISTING & PROPOSED** divided by lot square footage = _____%

27. Circle the use of your existing structures: Year Round Seasonal

28. Circle Existing Type of Foundation:

Post Frost Walls Full Basement Slab Other _____

29. Height of foundation above ground: _____

30. Describe Type of Septic and amount of bedrooms it supports _____

31. Existing **Permitted** Septic System soil test design attached. If design is not attached, please identify why: (only systems prior to 1973 do not have designs)

TOWN OF MERCER SHORELAND ZONING PERMIT APPLICATION
Application/Permit # _____

Please Describe your PROPOSED Structure/Use/Construction

(A separate application is needed for each structure)

32. Circle proposed structure/use: Year Round Seasonal

Briefly describe proposed use:

33. Circle one of the following: Alteration Addition New Construction Other _____

34. Circle proposed type of foundation:

Posts Frost Wall Full Basement Slab Other _____

35. Height of foundation above ground: _____ ft

36. Does your structure have any new bedrooms? ___ No ___ Yes How many? _____

37. Does your structure have any new bathrooms? ___ No ___ Yes How many? _____

38. Distance from Normal High Water Mark: _____ ft.

39. What will be your proposed Shore Path width? _____ Ft

40. Describe any **Proposed** Septic System:

TOWN OF MERCER SHORELAND ZONING PERMIT APPLICATION

Application/Permit # _____

 Not Applicable

41. If proposed construction is less than the required set back from the high water mark the following section must be completed:

a) Attached photos of existing area & structures to help document that construction is away from water's edge AND

b). The following section must be completed in order to assess that construction is less than a total of ONE TIME, 30% expansion of current area AND volume.

CODE:

L = Length, H = Height, W = Width

AE = Area Existing, AP = Area Proposed, VE = Volume Existing, VP = Volume Proposed,

API =Area Proposed Increase, VPI= Volume Proposed Increase

COMPLEX DESIGNS MAY REQUIRE MORE THAN ONE COMPUTATION

EXISTING STRUCTURE

PROPOSED STRUCTURE

$$\frac{\quad}{L} \times \frac{\quad}{W} = \frac{\quad}{AE} \times \frac{\quad}{H} = \frac{\quad}{VE} \qquad \frac{\quad}{L} \times \frac{\quad}{W} = \frac{\quad}{AP} \times \frac{\quad}{H} = \frac{\quad}{VP}$$

APPROVED INCREASES MUST BE LESS THAN 30%

$$\frac{\quad}{AP} \square \frac{\quad}{AE} \times 100 = \frac{\quad}{API} \% \qquad \frac{\quad}{VP} \square \frac{\quad}{VE} \times 100 = \frac{\quad}{VPI} \%$$

42. Is the Area Proposed Increase (API) less than or equal to 30%? Yes No

43. Is the Volume Proposed Increase (VPI) less than or equal to 30%? Yes No

44. Other Proposed Shoreland Activity: (circle & describe below) **Not Applicable**

- | | | |
|---|--|--------------------------|
| Agricultural | Campground(s) Cut/fill | Home occupations |
| Individual campsite(s) | Mineral explorations | Parking areas Roads |
| Driveways Signs Timber harvesting | any other activities not listed please describe below: | |

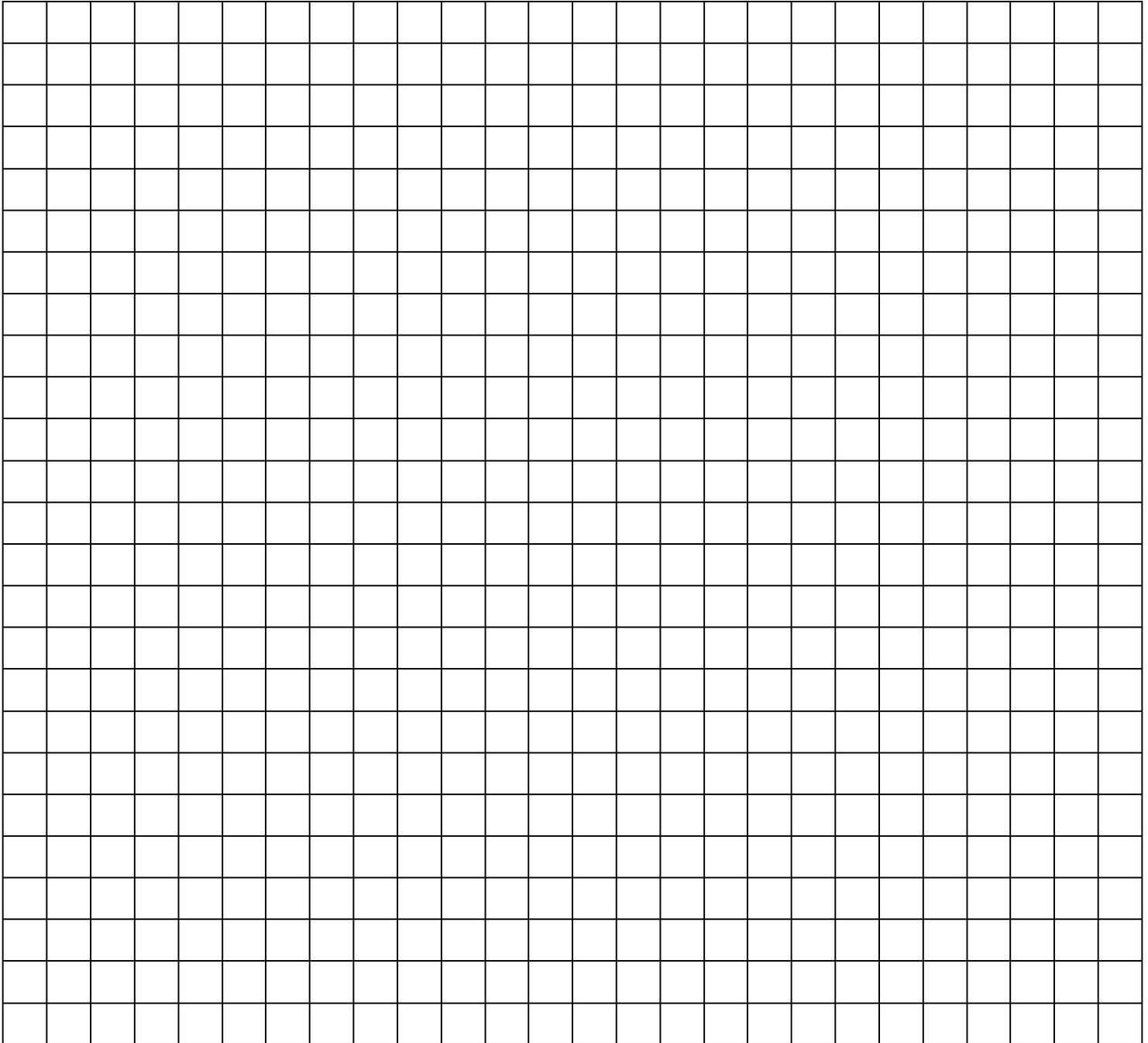
REQUIRED: COMPLETE THE FOLLOWING SITE PLAN

TOWN OF MERCER SHORELAND ZONING PERMIT APPLICATION

Application/Permit # _____

PLEASE INCLUDE: Lot lines, area to be cleared of trees and other vegetation; the exact position of proposed structures, including decks, porches and outbuildings 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 proposal is for an expansion of an existing structure, please distinguish between the existing structure and the proposed expansion.

SCALE: ¼ inch = _____ feet Please draw **ARROW** to indicate North



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Application/Permit # _____

FRONT OR REAR ELEVATION

SIDE(s) ELEVATION

Draw a simple sketch showing both the existing and proposed structure height(s) and length(s).

**CODE ENFORCEMENT OFFICER INFO AND/OR
COMMENTS**

CEO Signature: _____ Date: _____

TOWN OF MERCER SHORELAND ZONING PERMIT APPLICATION

Application/Permit # _____

The undersigned is/are applying for a permit to build, alter, or improve existing structures or grounds as stated above and as depicted and described in this application and on attachments. To the best of my/our knowledge, all information submitted on this application and all attachments is true and correct. No changes to this proposal may be made without approval from the appropriate authority (PB, CEO, Board of Appeals, etc.).

NOTE:

- A properly completed application will be processed in accordance with Section 16: Administration, sub-sections B, C, D, & E, pages 17 and 18 of the Mercer Shoreland Zoning Ordinance.
- If the proposed use/construction is a non-conforming structure (within 100' of the normal high water mark) a photo of the location is required.
- All applications are subject to confirmation by an on-site inspection.

Owner Signature _____ Date _____

Owner Signature _____ Date _____

OFFICE USE ONLY

PERMIT # _____

Approved _____
(Ordinance#/Page#)

Disapproved _____
(Ordinance#/Page#)

Pending _____

CEO _____
(Signature & Date)

Planning Board Chair _____
(Signature & Date)

DEP Notification Advised: Yes No

DEP Permit by Rule # & Date (if required) _____
