

CEO PERMITTING AUTHORITY

Date Received: _____
Fee Amount: _____
Project Cost: _____
Date Approved: _____
Permit Number: _____

**PERMIT
APPLICATION**

Town of Cranberry Isles
PO Box 56
Islesford, Maine 04646
Telephone: 207-244-4475

PLANNING BOARD SITE REVIEW

Review Number: _____
Date Received: _____
Date Complete: _____
Application Fee: _____
Date Approved: _____

Applicant Name*: _____ Address: _____

Town/City: _____ State: _____ Zip: _____ Tel/Cel: _____

E-Mail _____

Owners Name: _____ Address: _____

Town/City _____ State: _____ Zip: _____ Tel/Cel: _____

* If applicant is not the property owner, written authorization of applicant as agent is required.

Right, Title or Interest Information: This application may require proof of legal interest in the property.
(You may need to append deed, option to purchase, lease or letter of authorization)

Book: _____ Page (s): _____ Deeded restrictions, covenants, right of ways or easements? Yes No

If you answered Yes, please explain: _____

Site Data: Project Street Address: _____

Map No _____, Lot No _____ : Land Use Zone _____ Total Area: _____ Acre(s) _____ Square Feet

Review Authority: Code Enforcement Officer (CEO - Permit) Planning Board (PB - Site Review)

- | | |
|--|--|
| <input type="checkbox"/> Residential single or two family (Duplex) | <input type="checkbox"/> Internal plumbing work involved |
| <input type="checkbox"/> Commercial structure, additions | <input type="checkbox"/> Septic system work involved |
| <input type="checkbox"/> Gravel, sand, mineral extraction | <input type="checkbox"/> Essential services, power line, poles |
| <input type="checkbox"/> Lot was created within last 5 years | <input type="checkbox"/> Institutional/Government Activity |
| <input type="checkbox"/> Demolition or moving structure | <input type="checkbox"/> Road or Driveway |
| <input type="checkbox"/> >10 cu. yds. earthwork, fill, spread | <input type="checkbox"/> Change of Use |
| <input type="checkbox"/> <10 cu. yds. earthwork, fill, spread | <input type="checkbox"/> Total fill, earthwork, spread : _____ cu/yds) |
| <input type="checkbox"/> Dock, structure over water/ wetland | <input type="checkbox"/> Use or building activity not listed |
| <input type="checkbox"/> Residential addition/ accessory structure | <input type="checkbox"/> Application in Harbor, CFMA zone |
| <input type="checkbox"/> Non-Conforming Structure/Use | <input type="checkbox"/> Multi-family/unit Residential |

Erosion Control Certified Contractor required for moving over one cubic yard of earth material in shoreland zone.

Contractor: _____ Certification#: _____ Certification expires: _____

Existing Use: _____

Proposed Use: _____

Describe Project: _____

Structure Information: Existing and Proposed

MAP _____, LOT _____

Proposed Structure = (P) Existing Structure = (E)	Structure 1	Structure 2	Structure 3	Structure 4	Structure 5	Structure 6	Structure 7
	Name	Name	Name	Name	Name	Name	Name
	P E	P E	P E	P E	P E	P E	P E
Structure Width (overall)							
Structure Length (overall)							
Overall Height							
Setback, sideline 1 (left)							
Setback, sideline 2 (right)							
Setback, Rear lot line							
Setback, Front lot line							
Setback, Road Centerline							
Setback, Normal High Water							
Structure Area - sq ft							

*Note _____

Lot Coverage:

Within Shore Land zones: Land below the normal high water line of a water body, or upland edge of a wetland, or beneath roads serving more than two lots shall not be included in calculating minimum lot area, or lot coverage by nonvegetated areas.

Existing _____ sq ft; Proposed _____ sq ft; Total (existing & proposed) _____ sq ft

Percent of lot covered: _____ % Maximum coverage allowed in zone: _____ sq ft: _____ %

Utilities:

Existing Water Supply: Public ___ Private ___ None ___ Existing Sewer: Public ___ Private ___ None ___

Propose Water Supply: Public ___ Private ___ None ___ Proposed Sewer: Public ___ Private ___ None ___

Parking: (minimum 9 1/2' x 18' size) Existing..... ___ Proposed..... ___ Total..... ___

Environmental Conditions: (If yes to any of the following, append necessary permits or show on site plan)

Flood Hazard area: Yes ___ No ___

Site within 100' of wetland or water body: Yes ___ No ___

Will natural drainage pattern be altered: Yes ___ No ___

Will erosion control measures be installed: Yes ___ No ___

Site Access: (Show proof of ROW)

Private Road/Driveway ___ (Length of road..... ___ ft) Town Road ___

Other Permits: (required or applied for)

(Please check all that apply and append evidence for those permits that you have to apply for or received)

- | | |
|---|---|
| ___ Flood Hazard Permit | ___ Maine Submerged Land Lease |
| ___ Army Corps of Engineers Permit | ___ Local Fire Department Approval |
| ___ State Fire Marshall/Handicap Access | ___ Internal Plumbing Permit |
| ___ MeDEP, Natural Resources Permit | ___ Me Inland Fisheries & Wildlife Approval |
| ___ Subsurface Waste Water Permit | ___ Any submissions required for Special Activities |

The **Applicant** shall submit a project key plan and a site plan. Plans for new buildings and/or structures are also required. A **Key Map** must show the entire project; its relationship to surrounding properties; and names of the property owners. A **Site Plan**, drawn to scale not less than one (1) inch equals forty (40) feet, or a scale acceptable to the CEO or Planning Board, shall include the following, as applicable.

Stated Value Total project cost: \$ _____ Property current existing value: \$ _____

- | OK | N/A | Site Plan Requirements | Map _____ | Lot _____ |
|--------------------------|--------------------------|--|------------------|------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Scale , north arrow and names of abutting property owners. | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimensions and area of each lot to be built upon or otherwise used | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of any wells on the lot or within 100' of property lines. | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Name and location of any abutting water body, streams, brooks and wetlands. | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Areas to be cleared and areas of any cut, fill, grading or other earthmoving activity. | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Size , shape and location of existing and proposed buildings and/or structures including dumpsters, piers, docks. Include set backs from lots lines, rights of way, water bodies. | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Utilities, Power-lines, Outdoor lighting, signs: Existing and proposed locations | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Sewer and water facilities and systems: Existing and proposed. | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and layout of parking areas with existing and proposed parking spaces (including commercial vehicle parking). Legal non-conforming parking spaces to be noted. | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing and proposed roads/driveways with setback from nearest lot line. | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Name/location of existing or proposed right of way and easements on the site or abutting the property. | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing grades and any proposed changes in grades. | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Soil erosion and sedimentation control plan | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Water-bodies , wetlands or hydric soils and delineations. | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Plans for proposed structures must include access and dimensions, elevation plan showing height of the building and all floor plans. | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Flood Hazard Areas as shown on current Digital Flood Information Rate Map. | | |

Permit Conditions

Procedure for administering permits:

The CEO or Planning Board, as appropriate will shall approve, approve with conditions, or deny all permit applications in writing within 35 days of receiving a complete application. If the Planning Board has a waiting list of applications, a decision on the application will occur within 35 days after the first available date on the Planning Board agenda following receipt of a complete application, or within 35 days of the public hearing if the application is found to be in compliance. The applicant/property owner shall permit CEO to inspect the project whenever the CEO deems it necessary.

PLEASE NOTE: All construction must comply with the NFPA 101 Life Safety Code.

The undersigned hereby applies for a Building Permit for the proposed development in accordance with the procedures and requirements set out in the Shoreland Zone, Notification of Intention to Build, Flood Hazard Ordinances, and other applicable requirements. The CEO and Planning Board may require additional information to approve this application.

To the best of my knowledge, all information submitted on this application is true and correct. I have read, or had the opportunity but chose not to read the Town of Cranberry Isles Ordinances and all other applicable regulations.

X _____
Signature of Applicant

Date

X _____
Signature of Agent

Date

For Town Use

MAP	LOT	ABUTTER	MAP	LOT	ABUTTER

If Checked, abutters list included on separate sheet

OK NO NA

Jurisdictions, Local/Others, Table of Uses

Right, Title, Interest

Project Key Plan

Site Plan

Performance & Land Use Standards

OK NO NA

NFPA 101 Life Safety Code Review

Harbor Committee Review

Fire Department Review

Fees paid

Abutter's Notified

Application is: APPROVED NOT APPROVED DATE _____

*Attach supporting documentation

SGNATURE _____
CODE ENFORCEMENT OFFICER

CHAIRMAN, PLANNING BOARD

BUILDING PERMIT

Please display this permit on principle frontage of work site.

Town of Cranberry Isles

Street _____
Address: _____ Zone: _____ Map: _____ Lot: _____

Issued to: _____ Permit# _____

For the Following Use: _____

Date: _____

Code Enforcement Officer