



**TOWN OF BOOTHBAY HARBOR**  
11 Howard Street, Boothbay Harbor, ME 04538  
(207) 633-3671

**Planning Board Application**

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Location of Lot: \_\_\_\_\_ Map: \_\_\_\_ Lot: \_\_\_\_ Book: \_\_\_\_ Page: \_\_\_\_

Existing Use of Property: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Is property part of a Subdivision? \_\_\_\_\_

Please explain the reason for this request: \_\_\_\_\_

Code Reference: Chapter: \_\_\_\_ Article: \_\_\_\_ Section: \_\_\_\_ Subsection: \_\_\_\_ Page: \_\_\_\_

Other Relevant Facts: \_\_\_\_\_

**CERTIFICATION**

I \_\_\_\_\_ certify that if this application is approved, I will conform with the provisions of the Code of Boothbay Harbor and any restrictions or conditions imposed by the Planning Board through the approval process. If the property owner is not able to attend the Planning Board Hearing, please enter the name of the person who will be representing you, \_\_\_\_\_.

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

NOTE: Please be advised that a party aggrieved by a decision of the Planning Board or actions of the Code Enforcement Officer relating to this application shall have the right to appeal said decision or action to the Board of Appeals. Any appeal must be filed within thirty (30) days of the date of the decision or action causing said grievance or said right is forever forfeited. Please cross reference Chapter 170, the Article on Appeals, of the Code of the Town of Boothbay Harbor.

**OFFICE USE ONLY**

Decision: Granted \_\_\_\_ Denied \_\_\_\_

Conditions(s) / Remarks: \_\_\_\_\_

Date: \_\_\_\_\_

Chairperson Signature \_\_\_\_\_

## **SITE PLAN APPLICATION CHECK-LIST**

The following items are listed in the Town Code and are considered to be required information. However, the Planning Board recognizes that each application is unique and that not all required information is necessary for the Board to review an application. The applicant should review the list below and submit the information they feel is pertinent to their application.

Be aware that the Planning Board will review the submitted information and has the right to table the application if they feel information required by the Code is relevant and necessary but which the applicant has not submitted.

### **SUBMISSION ITEMS**

**1. Application form, completed and signed**

**2. Required fee**

**3. Sketch Plan**

- Property lines
- Zoning
- Existing buildings with setbacks to property lines
- Roads, streets, driveways, parking areas
- Utility lines (electric, water, sewer)
- Septic tank and leach fields
- Topography
- Major natural features
- Fences, walls,
- Drainage
- Signs
- Lighting
- Shore land zoning
- Flood plains

**4. Copies of any Applicable Tax Maps**

**5. Evidence of Right, title or interest**

**6. Proposed Site Plan**

- Buildings, additions, demolitions
- Driveways and parking
- ROW's, easements
- Setbacks from property lines
- Setbacks from shore land zoning
- New water lines, sewer lines, and change in volume or use
- Solid waste storage
- Illumination
- Proposed Signs
- Storm water control
- Fences, walls, piers, landscaping
- Schedule of Construction
- Incinerators
- Machinery, equipment
- Outside storage
- Estimate of changes in traffic

**7. Covenants, deed restrictions**

**8. A Brief Summary of the Proposed Activity**

**PLEASE PROVIDE 8 COPIES OF THE APPLICATION AND ALL SUBMITTED MATERIAL**