

Date Received: _____
Fee amount: _____
Status: _____

TOWN OF LIBERTY

SHORELAND ZONING PERMIT APPLICATION PACKET

ACKNOWLEDGMENT

“Upon submitting an application or pre-application for permit, or notice of construction to the Town, applicant/owner accepts that designated town officers and officials have an implicit right to visit property for purposes of validating information provided and to inspect for compliance both work in progress as well as completed projects.”

By signing below, the applicant acknowledges the above language.

Signed: _____ Date: _____

Printed Name: _____

Town of Liberty, Maine
7 Water Street
PO Box 116
Liberty, ME 04949
PHONE (207) 589-4318
FAX (207) 589-3160
email: TownClerks@libertymaine.us

Dear Liberty Landowner:

This packet contains the application for a permit to build or renovate an existing building within the Shoreland Zone in the Town of Liberty. The Shoreland Zone is defined as the land areas within 250 feet of any of Liberty's lakes or rivers, a wetland of 10 acres or larger, areas within 75 feet of a stream, or within a wetland area. For further information, please review the Town maps and ordinances.

Applications are reviewed and building permits are issued by Liberty's Planning Board at their regular meetings held on the second Thursday of each month. Permit applications must be received in the town office three (3) weeks prior to the meeting in order to be included on that month's agenda.

The application must be signed and dated by the property owner and all pages must be initialed and/or signed as indicated. If the owner wishes to be represented by an agent at the Planning Board meeting, the owner must provide the agent with a signed authorization letter to present to the board at the meeting.

A checklist is included in this packet for your convenience. The planning board reserves the right to table incomplete applications until a completed application is resubmitted in accordance with the time frame above.

All questions regarding permit application should be directed to the Code Enforcement Officer CEO Cindy Abbott - Cell (207) 505-0743 or the Town Office.

Initial _____

TOWN OF LIBERTY SHORELAND ZONING PERMIT

APPLICATION CHECKLIST

- ___ Completed application. (9 page application, each page either signed or initialed by the owner, as indicated.)
- ___ Site Plan. (Page 7 of application) Draw a sketch of proposed building including length, width and height. Include location/dimensions of existing structure(s), distance from water body and adjoining property lines, septic system (including tank and leach field), roads and driveway(s).
- ___ Wastewater disposal system information.
- New construction: ___ Site evaluation by licensed soil scientist **AND**
___ Plumbing Permit
- Existing Building: ___ Copy of existing: septic design or plumbing permit or certification by plumbing inspector. **AND**
___ Assessment of current system. **OR**
___ Design for replacement system by soil scientist.
- ___ Letter of Authorization (signed by owner) if owner's agent will be attending the meeting.
- ___ Signed and dated Acknowledgment Page.
- ___ Application fee of \$25.00. Fee for commercial permit applications may vary. Check made payable to "Town of Liberty".

Initial _____

Additional Permits, Approvals, and/or Reviews Required

Check if required

- ☐ Planning Board review/approval
(e.g. subdivision, site plan review)
- ☐ Board of Appeals review/approval
- ☐ Flood Hazard Development permit
- ☐ Exterior Plumbing permit
- ☐ Interior Plumbing permit
- ☐ DEP permit (site location, Natural Resources Protection Act)
- ☐ Army Corps of Engineers permit (e.g. Sec 404 Clean Water Act)
- ☐ Others
- ☐ _____
- ☐ _____
- ☐ _____

Applicant is advised to consult with the Code Enforcement Officer,

Cindy Abbott- Cell - (207) 505-0743 and appropriate State and Federal agencies to determine whether additional permits, approvals and reviews are required.

Initial _____

Town of Liberty Shoreland Zoning Permit Application General Information

<u>Applicant</u>	<u>Mailing Address</u>	<u>Tel#</u>
<u>Contractor*</u>	<u>Mailing Address</u>	<u>Tel#</u>
<u>Property Owner</u>	<u>Mailing Address</u>	<u>Tel#</u>

*If excavation work is to be done the name and certificate number of the contractor is required
Reference Section 16, C.6 of the Town's Shorland Zoning Ordinance

<u>Property Address/Location</u>	<u>Tax Map/Page & Lot#</u>	<u>Zoning District</u>
<u>Description of Property Including:</u> Proposed construction, Land clearing, Road building, Septic systems, and Wells. (A site plan sketch is required on page 6)		
<u>Proposed use of project</u>	<u>Estimated cost of project</u>	

Shoreland and Property Information

<u>Lot Size (Sq Ft/Acres)</u>	<u>Frontage on Road (Ft)</u>	<u>Frontage on Waterbody (Ft)</u>
<u>Elevation Above 100 Year Flood</u>		<u>Height of Proposed Structure</u>
<u>Area to be Covered by Non-Vegetated Surfaces (Sq Ft)</u>		<u>Existing Use of Property</u>

Note:

The following applies only to expansions of portions of existing structures which are less than the required setbacks

<p>A) <u>Sq Ft of portion of structure less than the required setback as of 1/1/1989:</u></p> <p>B) <u>Sq Ft of expansion of portion of structure less than setback from 1/1/89 to present:</u></p> <p>C) <u>Sq Ft of proposed expansion of portion of structure less than required setback:</u></p> <p>D) <u>% increase of actual and proposed expansions of portion of structure which is less than required setback:</u></p> <p style="text-align: center;">(% increase Sq Ft = $\frac{B+C}{A} \times 100$)</p> <p>_____</p>	<p>A) <u>Cu Ft of same:</u></p> <p>B) <u>Cu Ft of same:</u></p> <p>C) <u>Cu Ft of same:</u></p> <p>D) <u>% increase of actual and proposed expansions of portion of structure which is less than required setback:</u></p> <p style="text-align: center;">(% increase Cu Ft = $\frac{B+C}{A} \times 100$)</p> <p>_____</p>
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Initial _____

Site Plan with Dimensions

Please include
below or attach:

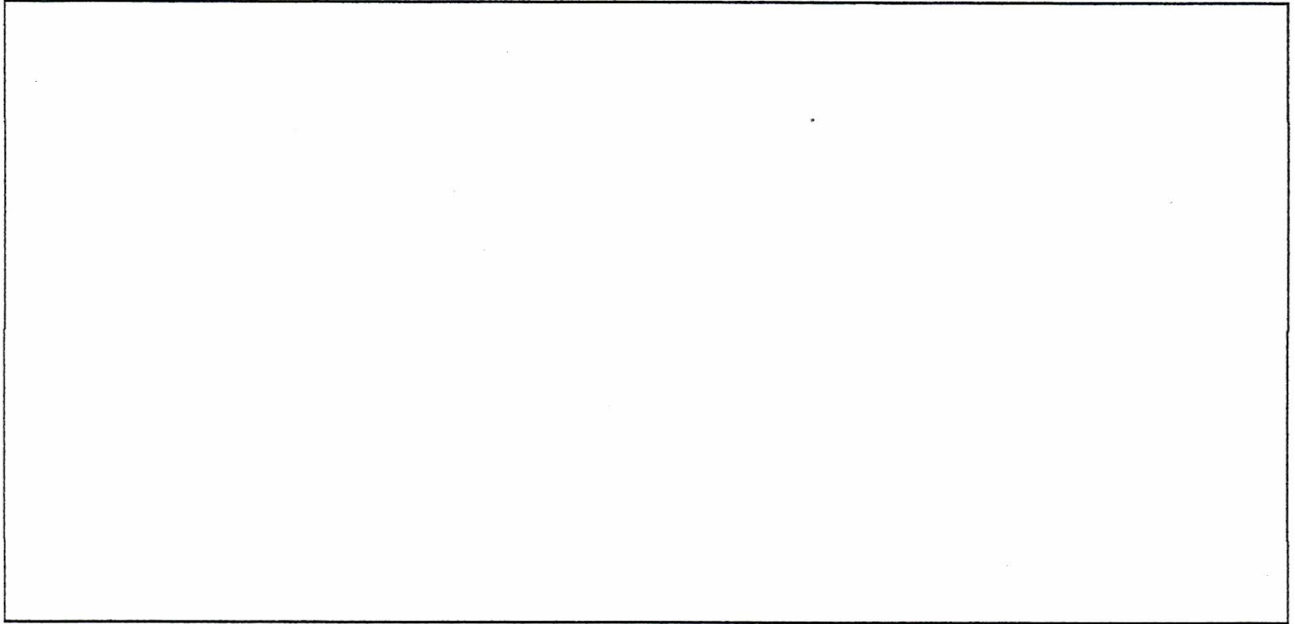
- Lot lines and location of shoreline measurements
- Position of existing structure(s), driveways, decks, porches and outbuildings with accurate setback distances
- Area to be cleared of trees and other vegetation
- Areas to be filled or graded and the amounts of material
- Location of proposed/existing septic system and/or well
- The exact position with dimensions of proposed structure
- If the proposal is for the expansion of an existing structure distinguish between the two in the drawing

Identify North

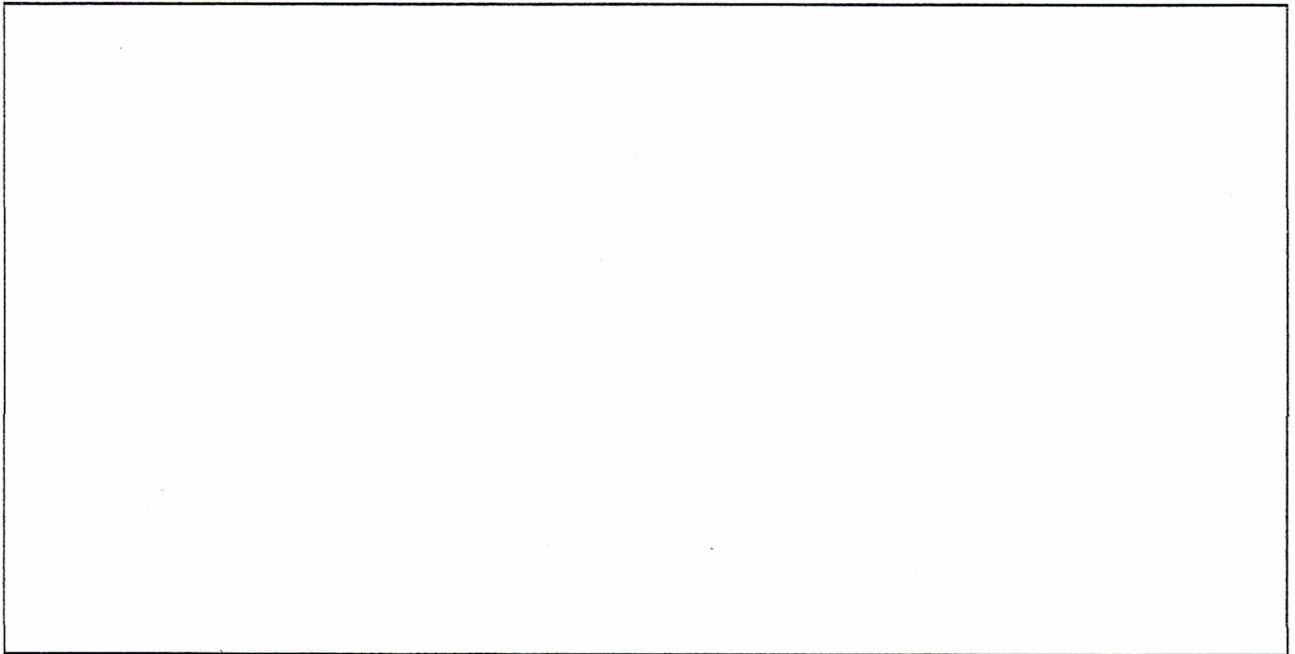
Scale: ____ = ____ Ft

Initial _____

Front or Rear Elevation with Dimensions



Side Elevation with Dimensions



Draw a simple sketch showing both existing and proposed structures

Initial_____

I certify that all the information given in this application is accurate. All proposed uses shall be in conformance with this application and the Shoreland Zoning Ordinance. I agree to the future inspections by the Code Enforcement Officer at reasonable hours.

Applicant/Agent Signature (circle one)

Date

Print Name

Helpful Resources:

- Wastewater Disposal Information (addendum to permit application)
- Erosion and Sedimentation Control Requirements
- Town of Liberty Minimum Lot Size Ordinance
- Town of Liberty Building Notification Ordinance
- Town of Liberty Shoreland Zoning Ordinance (appendix A:)
 - ▶ Alternative to 30% Expansion Rule