

# BRIDGE CONSTRUCTION PERMIT APPLICATION

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## WHO NEEDS TO SUBMIT THIS APPLICATION?

Anyone constructing, installing or reconstructing bridges or water crossings of major flowing or standing waters or wetlands in the plantations, unorganized townships and certain towns which remain under the Maine Land Use Planning Commission (“LUPC” or “Commission”) jurisdiction, which do not otherwise conform with standards of Section 10.27,D of the *Commission’s Land Use District and Standards*.

## WHERE CAN I GET HELP TO COMPLETE THIS APPLICATION?

Call the [LUPC office that serves your area](#) and ask to speak to one of our regional representatives (see below for office locations and contact information). Also, go to the LUPC web site at [www.maine.gov/dacf/lupc/](http://www.maine.gov/dacf/lupc/) to browse through our rules and regulations, recent publications and newsletters, Commission meeting agendas, and other valuable information.

## MAILING YOUR APPLICATION

Submit your completed application and all required attachments, including the appropriate application fee, exhibits and supplements (see page i of the instructions for details) to the [LUPC office that serves your area](#). (see the LUPC website at [www.maine.gov/dacf/lupc/about/AgencyContactSheet.pdf](http://www.maine.gov/dacf/lupc/about/AgencyContactSheet.pdf))

**THIS FORM IS NOT A VALID PERMIT.  
NO CONSTRUCTION ACTIVITIES MAY BEGIN PRIOR TO YOUR RECEIPT OF A PERMIT.  
THE LUPC MAY REQUIRE ADDITIONAL INFORMATION NOT ENCOMPASSED IN THIS APPLICATION.**

**📌 Before going through the time and expense of filing this application, it is strongly recommended that you schedule a meeting with the Commission’s staff. Our staff can assist you with understanding the requirements of submitting a bridge construction permit application proposal for the Commission’s review. A pre-application meeting and/or site visit may also reveal potential issues unique to your proposal that will need to be addressed as part of your application. Call the LUPC office that serves your area to schedule an appointment.**

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For office use:

Tracking No.

BCP

Permit No.

Fee Received

# Application for Bridge Construction Permit

*Under Land Use Planning Commission Law  
(12 M.R.S.A., SECTION 681 et seq)*

**ANSWER ALL QUESTIONS AND ATTACH ALL EXHIBITS. PLEASE TYPE OR PRINT CLEARLY IN INK.**

1. Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

2. What is the location of the proposed activity?

Name of Township or Plantation: \_\_\_\_\_

Name of County: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Name of Road: \_\_\_\_\_

Name of Waterbody(s): \_\_\_\_\_

Type of Waterbody(s): (Check all that apply)  River, Brook or Stream  Lake or Pond  Mapped Wetland

3. What is the zoning of the proposed project site? (Include ALL applicable zones. You should be aware that ALL areas below the normal high water line of any water bodies are zoned (P-WL)

Wetlands Protection Subdistricts) \_\_\_\_\_

4. Describe the present nature of the wetland or shoreline area to be affected by your proposed project (e.g. sandy, rocky, mud, marsh, tree growth etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Filling, grading, draining, dredging, or alteration of the water level in a wetland or below the normal high water line of any body of water requires review by the Commission as a SPECIAL EXCEPTION.**

**If you are proposing any of these activities, please provide the following, on a separate 8 1/2" by 11" sheet of paper attached to this application,**

a) **substantial evidence to show there is no alternative site which is suitable for the proposed use and reasonably available for that use; and**

b) **a detailed description of how the proposal will be buffered from other uses and resources with which it is incompatible.**

5. What type of water crossing(s) are you proposing to install?  Metal Culverts  Wooden Culverts  Bridge

Other (Explain) \_\_\_\_\_

6. What are the dimensions of your proposed bridge or water crossing structure?

Total Length of Structure: \_\_\_\_\_

Overall Width of Structure: \_\_\_\_\_

Travel Width: \_\_\_\_\_

Travel Surface: \_\_\_\_\_

Number of Abutments: \_\_\_\_\_

Width of Abutments: \_\_\_\_\_

Height of Abutments: \_\_\_\_\_

Height of Center Pier: \_\_\_\_\_

Number of Pilings: \_\_\_\_\_

Height of Pilings: \_\_\_\_\_

Number of Culverts: \_\_\_\_\_

Diameter of Culverts: \_\_\_\_\_

Provide the calculations, formulas and factors used to determine the sizing of the proposed bridge or water crossing structure:

\_\_\_\_\_  
\_\_\_\_\_

7. What are the dimensions of the total area of shoreline or wetland that will be affected by your proposed activity? (If river, stream, brook, or otherwise applicable, provide dimensions for shorelines on both sides of waterbody.)

Length along the wetland or shoreline: \_\_\_\_\_ feet \_\_\_\_\_ feet

Distance from the normal high water line or wetland boundary out into the waterbody or wetland:  
\_\_\_\_\_ horizontal feet \_\_\_\_\_ horizontal feet

Distance from the normal high water line or wetland boundary back landward beyond the shoreline or wetland boundary:  
\_\_\_\_\_ horizontal feet \_\_\_\_\_ horizontal feet

Maximum height above the bottom of the waterbody or wetland: \_\_\_\_\_ vertical feet

What is the estimated clearance of the proposed bridge or water crossing from the water body:  
\_\_\_\_\_ feet at normal high water \_\_\_\_\_ feet at high water

Is this portion of the water body used for canoeing, kayaking or other recreational purposes? .....  YES  NO

If YES, explain existing recreational uses and how your proposed activity would affect such uses.

\_\_\_\_\_  
\_\_\_\_\_

Explain any considerations given during your planning process to provide for the continued recreational use of this portion of the water body: \_\_\_\_\_

8. Describe the purpose of the work to be accomplished, e.g. why the project is needed, what the use of the area will be once the project is completed, and similar information.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Explain why this particular site was selected for the proposed bridge or water crossing construction. Describe what alternatives were considered and why those alternatives were rejected.

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\_\_\_\_\_  
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10. What equipment do you propose to use **below** the normal high water line or wetland boundary?

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What equipment do you propose to use **above** the normal high water line or wetland boundary?

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11. Describe how the project area will be reached by equipment and vehicles required for construction (for example, by an existing road or path, through an area that will be cleared, etc.)?

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12. Describe any site preparation that will be required, including access for materials and equipment:

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13. Describe the type(s) and estimated amount(s) of clearing of vegetative cover anticipated:

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14. Soil Disturbance, Filling and Grading, and Erosion Control.

A. Will your project involve disturbing soil or filling and grading? .....  YES  NO

*If YES, please answer the following questions. If NO, continue to Section 15.*

B. What is the total area of proposed soil disturbance or filling and grading? ..... sq. ft.

C. What is the total square feet of soil disturbance or filling and grading within 250 feet of a body of standing water, flowing water, or wetland? ..... sq. ft.

D. Will all soil disturbance or filling and grading be done when the ground is frozen or saturated? .....  YES  NO

*If YES, you will need to submit Exhibit S2-M: Erosion and Sedimentation Control Plan as part of completing the S-2 Supplement for Non-Residential Development.*

E. Will any fill used be free of hazardous or toxic materials, trash and rubbish? .....  YES  NO

F. How and when will disturbed areas be seeded or stabilized at the end of the construction season and at the completion of the project? \_\_\_\_\_

G. What will you do (during site preparation, construction, cleanup, and post-construction) to stabilize disturbed soil and prevent sediment from entering water, wetlands, natural drainage systems, catch basins, culverts or adjacent properties? \_\_\_\_\_

H. What is the average slope of land between the area to be disturbed and the nearest waterbody or wetland? ..... % slope

I. What will the sustained slope of land be between the area to be disturbed and the nearest waterbody or wetland? ..... % slope

J. Please explain how your project will not create an undue adverse impact on the resources and uses in the area. Include information about erosion control devices and other plans to stabilize the site: \_\_\_\_\_

 Be sure to include the following information on your site plans (Exhibits D1 and D2): size and location of the area to be disturbed, and the proximity of the area to be disturbed to water bodies, flowing waters, and wetlands.

15. Describe the types and estimated quantities (in cubic yards) of solid wastes anticipated to be generated by the proposed project (for example, stumps, grubbing, construction debris, demolition debris, construction personnel debris such as food and paper wastes, etc.)

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Where will such solid wastes be disposed? \_\_\_\_\_

Distance of disposal area(s) from the site: \_\_\_\_\_ mile(s). If more than one disposal area, identify each area and provide distances of each from the project site. \_\_\_\_\_

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16. What are the existing uses and resources of the area surrounding your proposed project site? (e.g., commercial forest, deer wintering area, farm land, seasonal residential use, year round residential use, commercial uses, etc.) Please be as specific as possible. \_\_\_\_\_

Describe the anticipated impact of the proposed project on those existing uses and resources. Consideration should be given particularly to impacts on existing recreational uses, visibility from residential uses, populated or developed areas, water bodies and roads used by the public.

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17. Describe what type(s) and volume of traffic your proposed project is anticipated to generate and/or serve both during and upon completion of proposed construction activities:

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Will the structure be gated or access otherwise limited?.....  YES  NO

If YES, explain: \_\_\_\_\_

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18. Is there normally a low water period of the year for the water body on which your project is proposed?.....  YES  NO

If YES, when: \_\_\_\_\_

If YES, and your project is not proposed to be undertaken during the normal low water period of the water body, explain why:

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19. Describe what provisions will be made to prevent damage to the bridge or water crossing by high water flows and ice action:

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20. Will any portion of the proposed structure be in place on a seasonal basis only? .....  YES  NO

If YES, for how many months each year: \_\_\_\_\_ months

Explain how structures will be removed and replaced seasonally: \_\_\_\_\_

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21. Provide a detailed description of all temporary and permanent stabilization, sedimentation and erosion control measures you propose to protect the project site and the area surrounding your project, both during and after construction.

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22. What is the anticipated starting date of the project? \_\_\_\_\_  
What is the estimated completion date? \_\_\_\_\_

*If YES, you will need to submit Exhibit S2-M: Erosion and Sedimentation Control Plan as part of completing the S-2 Supplement for Non-Residential Development.*

23. What is the estimated total cost of your proposed project? .....\$ \_\_\_\_\_  
(In determining the total cost of your proposed project, include costs of all materials and equipment, surveys, soils mapping, site preparation, sediment and drainage control, erosion and stabilization control, and any other factors which are included as part of your proposal.)

*If YES, you will need to submit Exhibit S2-A: Financial Capacity as part of completing the S-2 Supplement for Non-Residential Development.*

24. Attach any additional facts regarding this application that you feel may further explain your proposal or assist the Commission in its review of your application.

25. Applicant Signature

I have personally examined and am familiar with the information submitted in this application, including the accompanying exhibits and supplements, and to the best of my knowledge and belief, this application is complete with all necessary exhibits. I understand that if the application is incomplete or without any required exhibits that it will result in delays in processing my permit decision. The information in this application is a true and adequate narrative and depiction of what currently exists on and what is proposed at the property. I certify that I will give a copy of this permit and associated conditions to any contractors working on my project. I understand that I am ultimately responsible for complying with all applicable regulations and with all conditions and limitations of any permits issued to me by the LUPC. I understand that while there is a required Statewide Maine Uniform Building and Energy Code (MUBEC) administered by the Maine Department of Public Safety, Bureau of Building Codes & Standards, the Commission's review is limited only to land use issues and the Commission does not make any findings related to the MUBEC, nor do the LUPC staff inspect buildings or enforce any provisions of that Code.

Please check one of the boxes below: (see "Accessing the Project Site for Site Evaluation and Inspection" just prior to the application form)

I authorize staff of the Land Use Planning Commission to access the project site as necessary at any reasonable hour for the purpose of evaluating the site to verify the application materials I have submitted, and for the purpose of inspecting for compliance with statutory and regulatory requirements, and the terms and conditions of my permit.

I request that staff of the Land Use Planning Commission make reasonable efforts to contact me in advance to obtain my permission to fully access the project site for purposes of any necessary site evaluation and compliance inspection.

**All appropriate persons listed on the deed, lease or sales contract must sign below.**

Applicant Signature(s)

Date

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SUPPLEMENT A

FOR ROAD APPROACHES TO BRIDGES AND WATER CROSSINGS

Complete this supplement only if you are also proposing to construct or reconstruct road approaches to bridges and/or water crossings. If your proposed bridge or water crossing is part of a road construction project, it will also be necessary that you submit a Land Use Planning Commission Road Construction Permit. The Commission will review both as one consolidated application. You need only submit one application fee.

1. What are the dimensions of the proposed road approaches?

Total length of approaches on each side of bridge or water crossing:

\_\_\_\_\_ Feet \_\_\_\_\_ Side \_\_\_\_\_ Feet \_\_\_\_\_ Side

Right of Way Width: \_\_\_\_\_ Feet      Travel Width: \_\_\_\_\_ Feet

Number of Travel Lanes: \_\_\_\_\_      Width of Shoulders: \_\_\_\_\_ Feet

Type and Amount of Fill: \_\_\_\_\_

Surface Material: \_\_\_\_\_

2. Will the road approaches include any turnouts, turnarounds, parking areas or other cleared areas?.....  YES    NO  
If YES, describe and provide dimensions of each such area to be cleared:

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3. Provide a detailed description of all temporary and permanent provisions for drainage including culverts, water bars, drainage ditches, settling basins, etc, including calculations, formulas and factors used to determine the sizing of such drainage structures, and provisions for the continued maintenance of these structures. (Attach additional 8 1/2" by 11" paper if necessary.)

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SUPPLEMENT B

**FOR CONSTRUCTION BUILDINGS AND/OR OFFICES  
INCLUDING TEMPORARY STRUCTURES**

Complete this supplement only if you are also proposing construction or installation of any structures, buildings and/or offices during construction of your proposed bridge or water crossing. When planning for siting of such temporary construction buildings, it will be necessary that you site such structures in full compliance with the Commission's [Land Use Districts and Standards](#), including, but not limited to setback requirements from waterbodies, roads and property boundary lines.

Type of structure	Proposed dimensions (exterior) (LxWxH)	Will water be supplied to structure?	What type of plumbing or water fixtures (e.g., lavatory, flush toilet, shower)	Anticipated period of placement at the site	Distance(in feet) of structure from nearest:					
					Road	Property line	Lake or pond	Stream	River or	Wetland

If you propose to supply water and/or install plumbing facilities in any temporary structure(s) or if you propose the temporary installation and use of portable privies during construction, *you will need to submit **Exhibit S2-E: Contract for Privy Maintenance or Application for Subsurface Waste Water Disposal** as part of completing the S-2 Supplement for Non-Residential Development.*

## REQUIRED EXHIBITS

Because your Bridge Construction Permit Application cannot be considered complete until all necessary exhibits have been submitted and found to be complete, please read the description of what is required for each of the exhibits carefully. **Incomplete or inadequate applications and exhibits may be returned.** If you do not fully understand what is being asked in a question or exhibit, please contact the Land Use Planning Commission staff for assistance.

Each exhibit must be clearly identified with the applicant's name and the exhibit letter and/or identification (*i.e.*, Exhibit D, SITE PLAN) included on each page. **All plans must be drawn to scale and that scale clearly identified.** All exhibits must be clear and in ink. Pencil notes and drawings, very light copies of materials, and drawings and notes on onionskin paper are not acceptable and may be returned. Plans must not exceed 24" by 36" in size. If more than one sheet is required, match lines must be included on each sheet.

Any exhibits larger than 8 1/2" by 11", exclusive of Land Use Guidance Maps and deeds, must be submitted in multiple copies, each folded to 8 1/2" by 11". In some instances, the Land Use Planning Commission staff may request that you provide additional copies of the entire application. It may save time if you discuss your application with the staff prior to final submission. They should be able to advise how many extra copies should be included.

### APPLICATION FEE (*nonrefundable*)

Submit a check or money order payable to "Treasurer, State of Maine" for the appropriate fee: Base fee \$250 plus \$2 per linear foot of span length. After-the-fact permit fees are triple the application fee.

### EXHIBIT A: LOCATION MAP AND DIRECTIONS TO SITE

Submit, as EXHIBIT A, a copy of a Land Use Guidance Map, a U.S.G.S. Topographic or equivalent map on which you have clearly marked the location of the project site. Mark the project site location with an X, then draw a circle around the X and then an arrow which points to your lot.

Land Use Guidance Maps are available for all towns, townships and plantations under Land Use Planning Commission jurisdiction. If you did not receive one of these maps with your application, copies are available, upon request, from the commission's office. There is no charge for these maps when associated with an application.

**You must also provide specific directions to the proposed development site.** These directions should be typed or printed on a separate 8 1/2" by 11" sheet of paper and attached to the location map. The directions should provide enough detail so that someone from the Commission can locate the site.

### EXHIBIT B: TITLE, RIGHT OR INTEREST

Provide each applicable document, label each applicable in the upper right hand corner of the first page of each document numbering each separately (*e.g.*, Exhibit B1: Deed; Exhibit B2: Submerged Land Lease).

- **Deed, Lease or Sales Contract.** Unless already on file with the LUPC, submit complete, signed copies of all deeds or leases that demonstrate the applicant's title, right or interest in all of the land addressed in this application. A current binding option to purchase all necessary interest in the land, or a similar contractual agreement that establishes terms for future title and provides a description of the property are also acceptable. If you are submitting a contractual agreement, you must also submit complete, signed copies of all deeds or leases that demonstrate the current land owner's title, right or interest in all of the land addressed in this application. If you are submitting a lease that requires the lessor's approval, also submit written approval signed by the lessor.
- **Submerged Land.** Many activities below the natural low water line on lakes or ponds must be approved by the Maine Bureau of Parks and Lands (BPL). Contact BPL (207) 287-3061 to determine if your activity requires a submerged lands approval. [www.maine.gov/dacf/parks/about/submerged\\_land.shtml](http://www.maine.gov/dacf/parks/about/submerged_land.shtml). If so, include the BPL approval with this application. If not, indicate by "n/a".
- **Flowed Land.** Activities conducted on flowed land must be approved by the owner of the flowed land, if the owner can be identified. If applicable, include a letter of permission from the owner with this application. If not applicable, indicated by "n/a".

↳ If you are leasing your property, read your lease carefully and contact the lessor before submitting this application to the LUPC. You may need to get written permission for your proposal from the lessor first.

↳ **Flowed land** is the area between the normal high water mark and the natural low water line for lakes where the water level is controlled by a dam. For general information on flowed land, contact BPL or your LUPC regional representative.

### EXHIBIT C: PHOTOGRAPHS OF THE PROJECT SITE

Submit, as EXHIBIT C, a series of recent photographs, which show the project site as it presently exists. Such photographs must have been taken within the past two years and must include at least one of each of the following:

- the existing shoreline, as taken from the waterbody or wetland, or from the opposite shoreline if a stream or brook, to show the shoreline vegetation and characteristics of the area(s) to be developed;
- both upstream and downstream views of the waterbody or wetland as taken from the proposed development site(s);
- any existing structures, or remains of previously existing structures, including, but not limited to, abutments, cribs, piers, or similar structures.

Photographs should be mounted on 8 1/2" by 11" paper, and each page clearly identified with the applicant's name and address. Each photograph should have a caption, which includes the date taken and be clearly identified (*i.e.*, north shoreline taken from the center of stream, upstream of proposed water crossing.) All photographs are considered part of the application and, as such, cannot be returned.

#### **EXHIBIT D: SITE PLANS**

Submit, as EXHIBIT D, **two** site plans showing what the site will look like when the project is completed. These plans must each be drawn to the same scale, with that scale clearly identified, and must include both an accurate overhead view of the entire project area and a side view or cross section of the proposed bridge and/or water crossing structure and associated facilities.

Exhibit D-1 – The overhead view should include all of the following items within 250 feet of the project site:

- all property boundary lines, including dimensions;
- normal high water and normal low water lines;
- the shoreline area to be affected, including dimensions
- the proposed project, including all dimensions;
- all existing structures, including water crossings, abutments or similar structures, permanent docks, wharfs, retaining walls, etc., including dimensions;
- existing and/or proposed roads, driveways or other access ways; and
- any outstanding features associated with the waterbody such as large rocks, major shoreline vegetation, steep cliffs or ledge overhang along the shoreline

Exhibit D-2 – The **side view** or cross section should be a "close-up" view of the project and should show the following:

- the proposed project, including all dimensions;
- normal high water and normal low water lines;
- location, elevation and dimensions of all proposed work
- location, elevation and dimensions of any associated site preparation necessary for completion of the project;
- location of existing and/or proposed roads, driveways or other access ways;
- location and dimensions of any existing nearby structures; and
- any outstanding features associated with the waterbody such as large rocks, major shoreline vegetation, steep cliffs or ledge overhang along the shoreline.

All site plans should be drawn to the same scale, with that scale clearly identified, and should include the applicant's name and mailing address. Do not use colors as they do not photocopy. If symbols are used in preparing your site plans, such plans must include a key to all symbols with such key located in the lower left corner of each plan.

**Site plans should be supplemented with any applicable engineering specifications for the bridge and abutments.**

#### **EXHIBIT E: CORPORATE GOOD STANDING.**

If the owner of the proposed development is a corporation, submit, as EXHIBIT E, a certification of corporate good standing from the Secretary of State, State of Maine. Certification of good standing can be requested at: <https://icrs.informe.org/nei-sos-icrs/ICRS?MainPage=x> or by contacting the Bureau's Reporting and Information Section at (207) 624-7752.

#### **EXHIBIT F: BLASTING PLAN**

If explosive devices will be used as part of the road construction project, you must submit, as EXHIBIT F, a blasting plan that meets the requirements under 38 M.R.S.A. Subsection 490-Z. This may include a pre-blast survey and will require that certain data be recorded for each blast.

#### **SUPPLEMENT S-2: REQUIREMENTS FOR NON-RESIDENTIAL DEVELOPMENT.**

You must submit this supplement with this LUPC permit application. A pre-application conference with LUPC is strongly encouraged for first-time or large-scale non-residential development proposals. Contact the [LUPC office that serves your area](#) to make an appointment for a pre-application meeting or to obtain a copy of this supplement.

#### **SUPPLEMENT S-5: AGENT AUTHORIZATION.**

In applying for this permit you wish to authorize an agent to act on your behalf in this permit process, please provide a completed S-5 supplement form for each agent. Contact the [LUPC office that serves your area](#) for additional information and to obtain a copy of this supplement or go to [www.maine.gov/dacf/lupc/application\\_forms/index.shtml](http://www.maine.gov/dacf/lupc/application_forms/index.shtml).