

# APPLICATION FOR A LUPC PERMIT

## For Non-Residential Development

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### WHO NEEDS TO SUBMIT THIS APPLICATION?

Anyone wishing to build structures or carry out certain uses which are non-residential (commercial, industrial, public, institutional, etc.) within the Commission's jurisdiction may need to complete this application in order to obtain a LUPC permit. This application form is used when a particular proposal does not come under any of LUPC's specific permit application forms.

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

Call the [LUPC regional office that serves your area](#) and ask to speak to one of our regional representatives (see below for office locations and contact information). Also, visit our 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.

### APPLICATION CHECKLIST.

Your application is not complete until you have...

- ... answered all applicable questions on pages 1 through 4 of this permit application,
- ... reviewed and signed the application (see Question 2 on page 1), and
- ... prepared and enclosed all applicable fees, exhibits and supplements (see Question 15 on page 4 for details).

 *Your application may be returned if it is incomplete! Contact the LUPC office that serves your area if you need any help with this application.*

### MAILING YOUR APPLICATION.

Submit pages 1 through 4 of your completed application and all required attachments (including the appropriate application fee, exhibits and supplements (see Question 15 on page 4 for details) to the appropriate LUPC office. (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 UNTIL IT IS SIGNED BY AN AUTHORIZED LUPC REPRESENTATIVE.  
NO CONSTRUCTION ACTIVITIES MAY BEGIN PRIOR TO YOUR RECEIPT OF A PERMIT.  
LUPC MAY REQUIRE ADDITIONAL INFORMATION NOT ENCOMPASSED IN THIS APPLICATION.**

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For office use:

	<b>DP</b>		<b>\$</b>	
Tracking No.		Permit No.		Fee Received

# Permit Application

for non-residential development

## 1. APPLICANT INFORMATION

Applicant Name(s)	Daytime Phone	FAX	E-mail
Mailing Address			

## 2. AGENT AUTHORIZATION AND APPLICANT SIGNATURES

Agent Name	Daytime Phone	FAX	E-mail
Mailing Address			

All persons listed on the deed, lease or sales contract as owners or lessees of the property must read the statement and sign below.  
*I hereby authorize the above-listed individual to act as my legal agent in all matters relating to this permit application. 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 true and accurate. 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.*

<b>Applicant Signature(s)</b>	<b>Date</b>

## 3. PROJECT LOCATION AND DESCRIPTION

Describe in detail what you are proposing and the purpose of the work to be accomplished (use additional paper if you need more space).

<b>Property Location</b>	Township, Town or Plantation	County	Lessor and Lease Lot Numbers (check your lease)
	Tax Plan and Lot Numbers (check your tax bill)		Book and Page Numbers (check your deed)
	<b>Lot Size</b> (in acres, or in square feet if less than 1 acre)		<b>Zoning</b> (check a LUPC map - list all subdistricts covering your property)
	<b>Road Frontage.</b> Is your property adjacent to any roads, streets or other rights-of-way (including any camp roads)? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, write the name and frontage (in feet) for each road: _____ _____ If NO, describe how you access your property: _____		<b>Water Frontage.</b> Is there a lake, pond, river, stream, brook, or other water body on or adjacent to your lot? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, write the name and frontage (in feet) for each water body: _____ _____ _____

## 4. LAND DIVISION HISTORY

Using your deed as a starting point, trace the ownership history and configuration changes of your property back to 20 years from today. List all changes in ownership and all divisions of those lots from which your property originated (use additional paper if you need more space).

Description of Transaction (including seller's and buyer's names)	Date of sale or lease	Lot size

### 5. EXISTING USES, STRUCTURES AND FEATURES

**Existing Use:** What is the current use of your property?  
 Residential    Residential with Home Occupation    Commercial or Industrial    Public or Institutional    Other: \_\_\_\_\_

**Existing Structures:** Are there any structures on your property? .....  Yes    No  
**If YES,** fill in a line on the table below for each structure on your lot (use additional paper if necessary):

Type of structure (dwelling, garage, office building, rental cabin, deck, porch, shed, etc.)	Year built	Exterior dimensions (LxWxH)	Number of:		Type of Foundation (full basement, slab, post, etc.)	Distance (in feet) of structure from nearest:					
			Bedrooms	Plumbing or water fixtures		Road	Property line	Lake or pond	River or stream	Wetland	

**Other Existing Features:** If any of these features exist on your property, check off the feature and answer the appropriate questions.

<input type="checkbox"/> Driveways	Dimensions (LxW): _____ Shared driveway? <input type="checkbox"/> Yes <input type="checkbox"/> No Distance of driveway (in feet) from nearest: _____	<input type="checkbox"/> Parking areas	Number of parking areas: _____ Dimensions (LxW): _____ Distance of parking areas (in feet) from nearest: _____																			
	<table border="1"> <tr> <th>Property line</th> <th>Lake or pond</th> <th>River or stream</th> <th>Wetland</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>		Property line	Lake or pond	River or stream	Wetland					<table border="1"> <tr> <th>Road</th> <th>Property line</th> <th>Lake or pond</th> <th>River or stream</th> <th>Wetland</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Road	Property line	Lake or pond	River or stream	Wetland						
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Road	Property line	Lake or pond	River or stream	Wetland																		
<input type="checkbox"/> Water supply	What type of water supply serves your property? _____	<input type="checkbox"/> Exterior lighting	List the fixtures that have been installed to illuminate your property:																			
<input type="checkbox"/> Signs	Number of signs: _____ Dimensions (LxWxH): _____ Are any signs lighted? <input type="checkbox"/> Yes <input type="checkbox"/> No Distance of signs (in feet) from advertised structure or activity: _____		<table border="1"> <tr> <th>Type of bulb</th> <th>Watts</th> <th>Date fixture installed</th> <th>Cutoff fixture?</th> <th>Motion activated?</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Type of bulb	Watts	Date fixture installed	Cutoff fixture?	Motion activated?				<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
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			<input type="checkbox"/>	<input type="checkbox"/>																		

### 6. CHANGES TO EXISTING STRUCTURES OR FEATURES

Will you be expanding, reconstructing, relocating, or otherwise altering any existing structures on your property? .....  Yes    No  
**If YES,** fill in a line on the table below for each structure proposed to be altered (use additional paper if necessary):

Structure to be altered (dwelling, garage, office building, rental cabin, porch, shed, driveway, sign, etc.)	Proposed alterations (check all that apply)						New exterior dimensions (LxWxH)	New number of:		Distance (in feet) of altered structure from nearest:				
	Expand or add on	Reconstruct or replace *	Permanent foundation	Relocate	Enclose deck or porch	Other **		Bedrooms	Plumbing or water fixtures	Road	Property line	Lake or pond	River or stream	Wetland
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								

\* **Reconstruction or installation of a permanent foundation.** If you are reconstructing an existing structure, or if you are installing a permanent foundation beneath an existing structure:

- Has the existing structure been damaged, destroyed or removed from your property? .....  Yes    No  
**If YES,** provide the date the structure was damaged, destroyed or removed: \_\_\_\_\_
- If the reconstructed structure or permanent foundation will not meet the Commission's minimum setback requirements from property lines, roads, water bodies or wetlands, explain what physical limitations (such as lot size, slope, location of septic system, etc.) prevent the structure or foundation from meeting such setbacks:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**\*\* Other.** If you selected "Other" from the table above, describe in detail the type of alteration you are proposing (use additional paper if needed):

\_\_\_\_\_

\_\_\_\_\_

**7. PROPOSED USES, STRUCTURES AND FEATURES**

**Proposed Use:** What is the proposed use of your property?  
 Commercial or Industrial     Public or Institutional     Other: \_\_\_\_\_

**New Structures:** Will you be constructing or installing any new structures on your property? .....  Yes     No  
**If YES,** fill in a line on the table below for each new structure.

Type of structure (Office Building, Rental Cabin, porch, shed, etc.)	Exterior dimensions (LxWxH)	Number of:		Type of Foundation (full basement, slab, post, etc.)	Distance(in feet) of structure from nearest:					
		Bedrooms	Plumbing or water fixtures		Road	Property line	Lake or pond	River or stream	Wetland	

**Other Proposed Features:** If you are proposing to add any of these features, check off the feature and answer the appropriate questions:

<input type="checkbox"/> Driveways	Dimensions (LxW): _____ Shared driveway? <input type="checkbox"/> Yes <input type="checkbox"/> No Distance of driveway (in feet) from nearest:	<input type="checkbox"/> Parking areas	Number of parking areas: _____ Dimensions (LxW): _____ Distance of parking areas (in feet) from nearest:																
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Road	Property line	Lake or pond	River or stream	Wetland															
<input type="checkbox"/> Water supply	What type of water supply will serve the property?	<input type="checkbox"/> Signs exceeding LUPC standards	Number of signs: _____ Dimensions (LxWxH): _____ Will any signs be lighted? <input type="checkbox"/> Yes <input type="checkbox"/> No Distance of signs (in feet) from advertised structure or activity: _____ What features of the signs exceed LUPC standards? _____ Why do the signs need to exceed LUPC standards? _____																
<input type="checkbox"/> Exterior lighting	List the fixtures that will be installed to illuminate your property:		Will the driveway have a slope greater than 8%? <input type="checkbox"/> Yes <input type="checkbox"/> No Will the driveway cross any flowing water? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, what type of crossings will be used? <input type="checkbox"/> Bridge <input type="checkbox"/> Culvert Will crossings be sized at least 2½ times the cross-sectional area of the flowing water? <input type="checkbox"/> Yes <input type="checkbox"/> No																
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Type of bulb	Watts	Cutoff fixture?	Motion activated?																
		<input type="checkbox"/>	<input type="checkbox"/>																
		<input type="checkbox"/>	<input type="checkbox"/>																
		<input type="checkbox"/>	<input type="checkbox"/>																

**8. SEWAGE DISPOSAL FOR NEW AND ALTERED STRUCTURES**

Will any proposed new or altered structures include bedrooms, bathrooms or plumbing/water fixtures, or otherwise generate waste water?  Yes     No

**9. WETLAND ALTERATIONS**

Will your proposal alter any amount of land that is a mapped P-WL subdistrict or any ground below the normal high water mark of a lake, pond, river, stream, or intertidal area?  Yes     No  
 Will your proposal alter an acre or more of any land area, either upland or wetland?  Yes     No

**10. DEVELOPMENT IN FLOOD PRONE AREAS**

Is your proposed activity located within a mapped P-FP (Flood Prone Area Protection) Subdistrict, a mapped FEMA (Federal Emergency Management Agency) flood zone, or an unmapped area prone to flooding?  Yes     No

### 11. VEGETATION CLEARING

Will your project involve any clearing of vegetation? (If **YES**, answer the following questions)  Yes  No

- Total area of clearing: \_\_\_\_\_ sq. ft.
- Distance between edge of cleared area and the nearest:

Road	Property line	Lake or pond	River or stream	Wetland

### 12. BUFFERING IN PROSPECTIVELY ZONED AREAS

Is your property located in a development subdistrict within a prospectively zoned area?  Yes  No

- If **YES**, how wide are any existing wooded buffers (as measured at the narrowest point) between existing and proposed structures on your property and the nearest:

Road	Side property line	Rear property line	Subdistrict boundary (if in D-ES or D-CI)

- Do these buffers or any other features of your property screen the proposed development from view from the road and adjacent properties?  Yes  No

### 13. EROSION AND SEDIMENTATION CONTROL

- Total area of new or expanded soil disturbance: \_\_\_\_\_ sq. ft.
- Distance between the disturbed area and the nearest:

Road	Property line	Lake or pond	River or stream	Wetland

- If soil disturbance will occur within 250 feet of a water body or wetland, what is the average slope of the land between the disturbed soil and the normal high water mark or upland edge? Slope: \_\_\_\_\_ %
- Will soil disturbance occur when the ground is frozen or saturated?  Yes  No
- Will soil disturbance occur (a) in water bodies, wetlands, natural drainage systems, or water crossings; (b) on slopes exceeding 15%; or (c) in other sensitive areas?  Yes  No  
 If yes, how will you stabilize disturbed areas and minimize the amount and duration of soil exposure?  
 \_\_\_\_\_  
 \_\_\_\_\_
- Will existing catch basins and culverts on or near the property be protected from sediment by the use of hay bale check dams, silt fences or other effective measures?  Yes  No
- Will topsoil be stripped from the property?  Yes  No  
 If **YES**, will the topsoil be stockpiled at least 100 feet from water and wetlands?  Yes  No
- Will all disturbed areas and stockpiled soils be effectively stabilized at the end of each workday?  Yes  No
- Will any fill used be free of hazardous or toxic materials, debris, trash and rubbish?  Yes  No
- 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?  
 \_\_\_\_\_  
 \_\_\_\_\_
- What provisions will you make for the continued maintenance of all proposed erosion and sedimentation control measures?  
 \_\_\_\_\_  
 \_\_\_\_\_
- Provide a general timeline of construction activities on your property, including clearing, grading, construction and landscaping:  
 \_\_\_\_\_  
 \_\_\_\_\_

### 14. ADDITIONAL INFORMATION

State any facts that further explain your proposal or may help us in our review of your application (Use additional paper if needed).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 15. REQUIRED FEES, EXHIBITS AND SUPPLEMENTS

Submit all necessary fees, exhibits and supplemental information with this application, as described in the instructions.

## 1. APPLICANT INFORMATION

Print the legal names and mailing addresses of all persons or companies with right, title or interest in the property associated with this application. Persons with “right, title or interest” are those listed on any deed, lease or sales contract for the property.

## 2. AGENT AUTHORIZATION AND APPLICANT SIGNATURES

Applicants are all persons, companies or other entities with right, title or interest in the property associated with this application. Agents are persons (such as realtors, lawyers, or contractors) acting on the applicant’s behalf. If you have a designated agent, provide the requested information.

**!** All applicants must sign and date the form. Agents may not sign the form for the applicant!

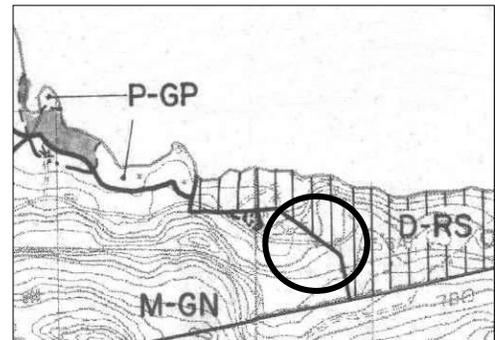
## 3. PROJECT LOCATION AND DESCRIPTION

**Tax Plan and Lot Numbers.** The tax plan and lot numbers are listed on your tax bill. These numbers are NOT your deed book and page numbers! If you need help identifying the plan and lot numbers for your property, please call the LUPC office that serves your area (refer to the cover page of this application for office locations and contact information).

**Book and Page Numbers.** The book and page numbers are listed on your deed. You may leave this question blank if you lease your property. If you need help finding these numbers for your property, please call your county registry of deeds.

**Lessor and Lease Lot Numbers.** If you lease your property, contact your lessor or check your lease to find out whether a unique lease lot number has been assigned to your property. List the name of the lease company and the lease lot number(s) of your property.

**Zoning.** You may obtain a copy of a LUPC Land Use Guidance Map free of charge for the township, town or plantation in which your property is located by contacting the [LUPC office that serves your area](#). Locate your property on the map and identify all the subdistricts (zones) covering your lot. For instance, the circled area on this LUPC map includes two subdistricts: M-GN and D-RS.



**Road and Water Frontage.** Measure road frontage along the traveled portion of the road, between the points of intersection of side property lines and the road. Measure water frontage in a straight line between the points of intersection of side property lines and the normal high water mark of the shoreline.

## 4. LAND DIVISION HISTORY

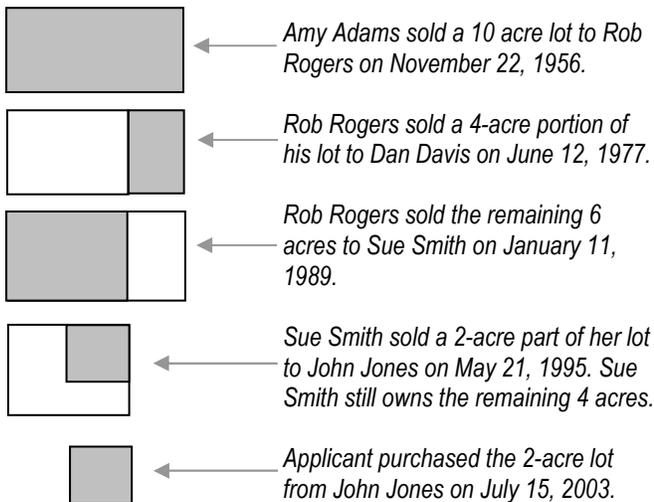
Before a permit can be issued, we need to know whether your property is part of a subdivision created prior to 1971, part of an unauthorized subdivision or not part of a subdivision at all.

Using your deed, lease or sales contract as a starting point, trace the ownership history and configuration changes of your property back to 20 years from today.

List all of the changes in ownership and all divisions of those lots from which your property originated. Be sure to include any land transfers to neighboring land owners as well as property gifted to relatives.

**!** If you own or are under contract to buy the property to be developed, your county registry of deeds office or the previous owner of the property may provide you some helpful information. If you lease your property, contact your lease company for information on the lease history of your lot.

### A Land Division History Example

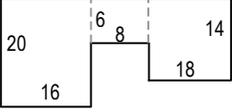


Transaction Description	Date of sale or lease	Lot size
Amy Adams → Rob Rogers	11/22/1956	10 acres
Rob Rogers → Dan Davis	06/12/1977	4 acres
Rob Rogers → Sue Smith	01/11/1989	6 acres
Sue Smith → John Jones	05/21/1995	2 acres
John Jones → Applicant	07/15/2003	2 acres

 If your property is NOT developed with any structures, driveways, or other features, proceed to Question 7 (skip Questions 5-6).

## 5. EXISTING USES, STRUCTURES AND FEATURES

**Type of Structure:** Types of structures include a house, camp, rental cabin, garage, office, deck, porch, patio, walkway, or other building

**Exterior Dimensions:** Measure the dimensions (length, width and height) of the structure along its exterior surfaces. Measure the height of the structure from the peak of the roof (excluding chimneys or antennae) to the lowest point of the structure at grade along the downhill side (such as the floor of a daylight basement). If the structure is irregularly shaped, write in its detailed dimensions. For example, a structure that is 24 feet high and is shaped like this ...  ... would have these dimensions: 16x20x24; 6x8x24; 14x18x24.

**Type of Foundation:** Write in whether the structure is supported by a full foundation, basement, frost wall, slab, posts, sono tubes, or another type of foundation.

**Setback Distances:** All setback distances should be measured horizontally. Road setbacks should be measured as the distance from the edge of the pavement or traveled way to the nearest portion of the structure. Property line setbacks should be measured as the distance from the property boundary line to the nearest portion of the structure. Setbacks from lakes, ponds, rivers, streams and wetlands should be measured as the distance from the normal high water mark to the nearest portion of the structure.

 The **normal high water mark** is the line on the shores and banks of non-tidal waters which is identifiable by the different character of the soil or vegetation due to the influence of surface water. The normal high water mark is not necessarily the location of the water line! If you need help identifying the normal high water mark, contact the [LUPC office that serves your area](#).

**Driveways and Parking Areas:** Record the dimensions (length and width from the pavement or the traveled edge) of any existing driveways and parking areas on your property or any existing driveways used to access your property. If the driveway is used to access more than one lot, it is a shared driveway. All setback distances for driveways and parking areas should be measured horizontally. Property line and road setbacks should be measured as the distance from the property boundary line or the road to the nearest portion of the driveway or parking area. Setbacks from lakes, ponds, rivers, streams and wetlands should be measured as the distance from the normal high water mark to the nearest portion of the driveway or parking area.

**Water Supply:** Types of water supply include private wells, public water supplies (such as town or community water), hand-carried or hand-pumped water supply, gravity-fed water, and water piped from a lake or other water body.

**Signs:** Record the number of signs on your property and the dimensions (length, width, and height above ground level) of each sign.

**Exterior Lighting:** LUPC standards require that exterior lighting not produce glare or illuminate the night sky more than is necessary. List the type of bulb that each existing exterior fixture on your property is designed to accommodate and the date that the fixture (not the bulb) was installed. Bulb types include incandescent, fluorescent, mercury vapor, high-pressure sodium (HPS), and others. Check off whether the fixture is a cut-off fixture and whether it is motion-activated. A cut-off (or shielded) fixture has a recessed bulb that prevents glare and directs light downward. A motion-activated fixture turns on when stimulated by movement in its path, such as a car pulling into a driveway.

## 6. CHANGES TO EXISTING STRUCTURES OR FEATURES

**Structure or Feature to be Altered:** Types of structures and features include an office building, garage, rental cabin, porch, shed, walkway, driveway, sign, etc. Any item listed here should also be listed under Existing Structures or Existing Features in Question 5, above.

**Expand or add on:** Check off this box if you plan to enlarge or add on to a structure or increase the structure's height.

**Relocate:** Check off this box if you plan to move your structure to another place on your property.

**Reconstruct:** Check off this box if you plan to reconstruct a structure, and answer the appropriate questions below the table. Reconstruction is the rebuilding of a structure after more than 50% of its structural components (including walls, roof or foundation) has been destroyed, damaged, demolished or removed. Leaving one or two walls or the floor of a structure in place while rebuilding the remainder of the structure is considered a reconstruction.

**Enclose deck or porch:** Check off this box if you plan to completely or partially enclose a deck or porch.

**Other:** Check off this box if you plan to make any other changes to an existing structure on your property. Below the table, describe in detail the changes you wish to make to the structure.

**Install a permanent foundation:** Check off this box if you plan to install a permanent foundation beneath a structure, and answer the appropriate questions below the table. Permanent foundations are any supporting substructures that extend below the frost line or permanently withstand freeze-thaw conditions. Examples are full foundations, basements, slabs and frost walls. "Sono tubes" or posts installed with augers are not permanent foundations.

 LUPC has specific standards for nonconforming structures (i.e. structures that don't meet minimum dimensional requirements, such as those within 100 feet of a lake). The standards include limits on the size that such structures can be expanded and requirements that reconstructed structures and permanent foundations beneath nonconforming structures meet minimum setbacks to the greatest possible extent. Contact the [LUPC office that serves your area](#) for additional details on standards for nonconforming structures and uses.

## 7. PROPOSED USES, STRUCTURES AND FEATURES

**New Structures:** Fill in a line on the table for each new structure that you wish to construct or install on your property. Do not list any structures that presently exist on your property (all existing structures should be listed in Question 5).

 For details on how to fill out this table (including how to measure dimensions and setbacks), see the instructions for Question 5.

**Driveways and Parking Areas:** Record the dimensions (length and width from the pavement or the traveled edge) of any proposed driveways and parking areas. A shared driveway is used to access more than one lot. All setback distances for driveways and parking areas should be measured horizontally. LUPC has specific standards for constructing driveways and associated water crossings such as bridges and culverts. Contact the [LUPC office that serves your area](#) for details on these requirements.

**Water Supply:** Types of water supply include private wells, public water supplies (such as town or community water), hand-carried or hand-pumped water supply, gravity-fed water, and water piped from a lake or other water body.

**Exterior Lighting:** LUPC standards require that exterior lighting not produce glare or illuminate the night sky more than is necessary. List the type of bulb and wattage that each proposed exterior fixture on your property is designed to accommodate. Bulb types include incandescent, fluorescent, mercury vapor, high-pressure sodium (HPS), and others. Check off whether the fixture will be cut-off and/or motion-activated. A cut-off fixture has a recessed bulb that prevents glare and directs light downward. A motion-activated fixture turns on when stimulated by movement in its path.

**Signs Exceeding LUPC Standards:** Answer these questions only if you are proposing to install any signs that do not conform to LUPC's sign standards. Signs that meet LUPC standards do not require permit approval. You need to demonstrate that any proposed nonconforming signs will be erected and maintained in a way which causes no undue adverse impact on resources and uses in the area. If you're not sure whether your sign needs a permit, contact the LUPC office that serves your area for more information on our sign standards.

## 8. SEWAGE DISPOSAL FOR NEW AND ALTERED STRUCTURES

If any of the structures listed in the tables on Questions 5 and 7 have or will include bedrooms, bathrooms, plumbing or water fixtures, or otherwise generate waste water, you will need to contact a licensed site evaluator, your local plumbing inspector or the Department of Health and Human Services, Division of Environmental Health, Subsurface Wastewater Program to determine what requirements you must meet to comply with the Maine plumbing code. If you have questions about the plumbing code, wish to obtain contact information for your Local Plumbing Inspector, or need a list of licensed site evaluators, contact the Division of Environmental Health, Subsurface Wastewater Program at (207) 287-5689 or visit the Division's web site ([www.maine.gov/dhhs/eng/plumb/index.htm](http://www.maine.gov/dhhs/eng/plumb/index.htm)).

 If you answer YES to the sewage disposal question, you must submit **EXHIBIT E** with your application! (see instructions on page v)

## 9. WETLAND ALTERATIONS

Alteration means removing or displacing soil, sand, vegetation or other materials; dredging; bulldozing; draining or dewatering; filling; or any other construction, repair or alteration of any permanent structure.

P-WL subdistricts include lakes, ponds, rivers, streams, bogs, marshes, intertidal areas and other types of wetlands identified on LUPC's Land Use Guidance Maps. Mapped wetlands usually show on the maps as P-WL1, P-WL2 or P-WL3 subdistricts. However, small streams are also considered P-WL subdistricts, even if they are not shown on LUPC's maps. The legend on the maps will help you interpret the symbols.

 If you answer YES to either wetland question, you must submit **SUPPLEMENT S-3** with your application! (see instructions on page vi)

## 10. DEVELOPMENT IN FLOOD PRONE AREAS

If you are unsure whether your property is in a mapped Federal Emergency Management Agency (FEMA) floodplain, first check whether your property is in one of these townships. 

If so, contact the [LUPC office that serves your area](#) for additional information and to obtain a FEMA flood map for your township.

If your property is located elsewhere in LUPC's jurisdiction, then it is not in a FEMA floodplain.

 If you answered yes to the flood prone areas question, you must submit **SUPPLEMENT S-4: Requirements for Development in Flood Prone Areas** with your application! (see instructions on page vi)

<b>Aroostook</b>	Benedicta Twp, Cary Plt, Connor Twp, Cyr Plt, Garfield Plt, Hamlin, Macwahoc Plt, St. John Plt, Silver Ridge Twp, Sinclair Twp (T17 R4 WELS), Cross Lake Twp. (T17 R5 WELS), Winterville Plt.
<b>Franklin</b>	Dallas Plt, Freeman Twp, Madrid Twp
<b>Hancock</b>	Fletchers Landing Twp. (T8 SD BPP).
<b>Knox</b>	Andrews Island.
<b>Lincoln</b>	Bar Island, Haddock Island, Indian Island, Jones Garden, Killick Stone, Louds Island, Marsh Island, Ross Island, Thief Island, Western Egg Rock, Wreck Island.
<b>Oxford</b>	Milton Twp.
<b>Penobscot</b>	Argyle Twp, Carroll Plt, Greenfield Twp, Kingman Twp, Mount Chase, Prentiss Twp.
<b>Piscataquis</b>	Orneville Twp.
<b>Somerset</b>	Concord Twp, Pleasant Ridge Plt, Rockwood Strip Twp.
<b>Washington</b>	Baring, Brookton Twp, Edmunds Twp, Grand Lake Stream Plt, Lambert Lake Twp, Trescott Twp.

## 11. VEGETATION CLEARING

Indicate whether you will be clearing any vegetation as part of your proposed development. Identify the distance between the edge of the proposed cleared area and the nearest road, property line, lake or pond, river or stream, and wetland.

 LUPC regulates how much vegetation can be cleared for development and how vegetated buffers are to be maintained. These rules affect the type and amount of trees, shrubs, groundcovers and other vegetation that may be removed. Clearing is especially limited within 100 feet of lakes and rivers, 75 feet of small ponds and streams, and 50 feet of public roadways. Call the [LUPC office that serves your area](#) if you need help determining how much vegetation you may clear on your property.

## 12. BUFFERING IN PROSPECTIVELY ZONED AREAS

If you are unsure whether you are in a prospectively zoned area, first check whether your property is in one of these townships:

### Franklin County Oxford County

Dallas Plt	Adamstown Twp
Rangley Plt	Lincoln Plt
Sandy River Plt	Magalloway Plt
	Richardsontown Twp
	Townships C, D and E

Standards for prospectively zoned areas differ from jurisdiction-wide standards in a number of ways. For instance, vegetated buffers are required along all roads, not just public roads. If your property is in a prospectively zoned area, you must meet jurisdiction-wide standards as well as additional standards for how much vegetation can be cleared for development and how vegetated buffer areas are to be maintained. Contact the [LUPC office that serves your area](#) for more details on our standards for prospectively zoned areas.

 If the vegetative buffers or any other features of your property will NOT screen the proposed development from view from the road and adjacent properties, you must submit **EXHIBIT F** with your application in order to be granted a waiver for the additional buffering requirements for prospectively zoned areas! (see instructions on page vi)

## 13. EROSION AND SEDIMENTATION CONTROL

Soil disturbance includes areas that are stripped, graded, grubbed or otherwise result in soil exposure at any time during the site preparation for, or construction of, a project. Disturbance does not include maintenance of an existing impervious area, but it does include new impervious area or the expansion of an existing impervious area.

Impervious area consists of buildings and associated structures, as well as areas covered with a low-permeability material such as asphalt or concrete, and areas that will be compacted through design or use. Some examples of impervious area are rooftops, walkways, decks, porches, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, and packed earthen materials.

Calculate the total area of your property where soil disturbance will occur. Then identify the distance between the edge of the disturbed area and the nearest road, property line, lake or pond, river or stream, and wetland. Be sure to answer all of the additional questions related to erosion and sedimentation control.

 LUPC requires that development be accomplished in such a way that the smallest area of soil is exposed for the shortest amount of time possible. There are many resources available to help you plan your development so that it does not negatively impact water quality or other natural resources. Contact the [LUPC office that serves your area](#) for details on our erosion and sedimentation control standards, and for guidance on how to minimize soil disturbance on your property.

 If the total area of soil disturbance on your property will be one acre (43,560 square feet) or more, or if soil disturbance will occur when the ground is frozen or saturated, you must submit **EXHIBIT G** with your application! (see instructions on page vi)

## 14. ADDITIONAL INFORMATION

Use this space to provide any other information related to your property or your proposed development that further explains your proposal or may help us in our review of your application. Use additional paper if you need more space.

## 15. REQUIRED FEES, EXHIBITS AND SUPPLEMENTS

All permit applications must include the following attachments:

- Application Fee
- Exhibit A: Location Map
- Exhibit B: Deed, Lease or Sales Contract
- Exhibit C: Photographs
- Exhibit D: Site Plan

 Applications to transfer ownership of a permit to another name need only include Exhibit B, unless additional changes to the permitted activities are proposed.

Depending on the nature of your proposal, you may also need to submit some of these attachments: (see instructions starting on page v)

- Exhibit E: Sewage Disposal
- Exhibit F: Flood Elevation Certificate
- Exhibit G: Documentation for Buffering Waiver
- Exhibit H: Erosion & Sedimentation Control Plan
- Supplement S-2: Requirements for Non-Residential Development
- Supplement S-3: Requirements for Wetland Alterations
- Supplement S-4: Requirements for Development in Flood Prone Areas

Detailed instructions for all required fees, exhibits and supplements continue on the next page. If you are unsure about what to submit with your application, contact the LUPC office that serves your area for assistance.

# REQUIRED FEES, EXHIBITS AND SUPPLEMENTS

for non-residential development

**APPLICATION FEE** (nonrefundable). Submit a check or money order payable to “Treasurer, State of Maine” for the appropriate fee:  
Non-residential Development Permit: Base fee \$200 plus \$0.40 per square foot (footprint) structures (\$5,000.00 Maximum fee).

**EXHIBIT A: LOCATION MAP.** Submit a LUPC Land Use Guidance Map or another equivalent map (such as a U.S.G.S. topographic map or a tax parcel map) on which you have clearly marked the boundaries of your property.

**EXHIBIT B: DEED, LEASE OR SALES CONTRACT.** Submit complete, signed copies of all deeds or leases that demonstrate the applicant’s right, title or interest in all of the land addressed in this application. Or submit 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. If you are submitting a contractual agreement, you must also submit complete, signed copies of all deeds or leases that demonstrate the current land owners right, title or interest in all of the land addressed in this application.

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

**EXHIBIT C: SITE PHOTOGRAPHS.** Attach a series of photographs taken within the past two years that show the features and structures on your property as they currently exist. Mount the photos on 8½ by 11 inch paper and include an explanatory caption and date for each photo. Please note, your photos cannot be returned.

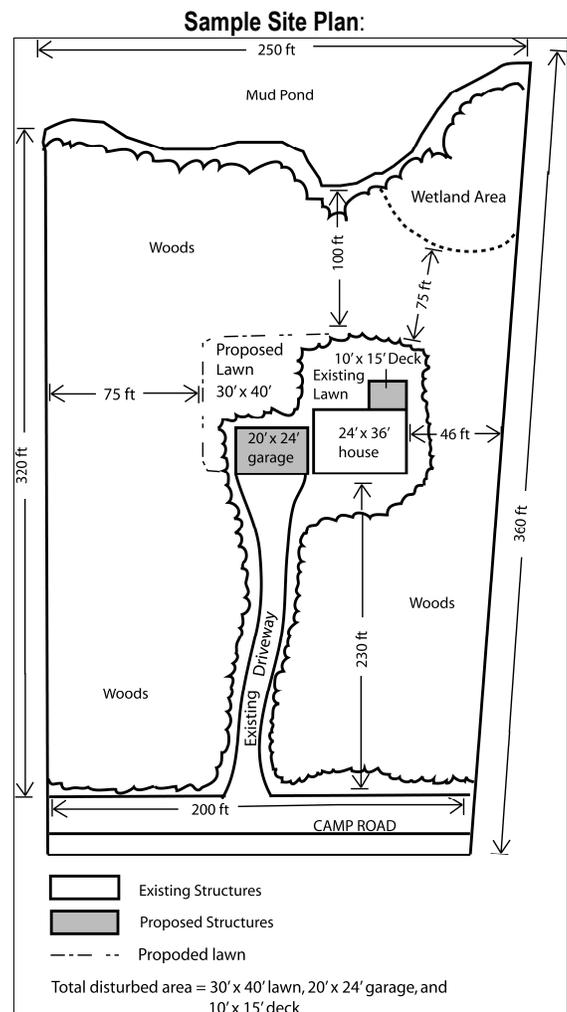
**EXHIBIT D: SITE PLAN.** Prepare a bird’s-eye view site plan that shows your entire property. Draw the plan to scale on an 8½ x 11” sheet of paper. Do not use colors as they do not photocopy. Include the following features:

- Property boundary lines and dimensions (including any road and water frontage).
- Wooded areas, open fields, rivers, streams, lakes, ponds, wetlands, and other natural features.
- Existing and proposed structures (including dwellings, garages, decks, walkways, driveways, parking areas, signs, etc.):
  - Identify the distances of each structure from the nearest property line, road, lake, pond, river, stream and wetland.
  - Mark all existing structures that will be expanded, reconstructed, removed, relocated or otherwise altered.
- Areas that are or will be stripped, graded, grubbed, filled, or otherwise result in soil exposure, and their dimensions.
- Areas that are or will be cleared of vegetation, and their dimensions.
- Proposed erosion, sedimentation and drainage control measures (hay bales, silt fencing, floating silt booms, level spreaders, culverts, water bars, etc.) – if needed, submit as a separate site plan.

If you are proposing many changes to your property, submit two site plans – one showing the existing lot layout and one showing the proposed layout.

**EXHIBIT E: SEWAGE DISPOSAL.** If any of your proposed new or altered structures have or will include bedrooms, bathrooms, plumbing or water fixtures, or otherwise generate waste water, you must contact a licensed site evaluator, your Local Plumbing Inspector or the Division of Environmental Health, Subsurface Wastewater Program to ensure that your development complies with the Maine Plumbing Code.

You may need to hire a licensed site evaluator to test the soils on your property, design a sewage disposal system, and complete an HHE-200 form (“Application for Subsurface Waste Water Disposal”). If so, you must submit a signed HHE-200 form with this application.



**If you are proposing many changes to your property, submit two site plans – one showing the existing lot layout and one showing the proposed layout.**

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

**For information about Maine Plumbing Code requirements, to obtain contact information for your Local Plumbing Inspector, or to get a list of licensed site evaluators, contact the Division of Environmental Health, Subsurface Wastewater Program at (207) 287-5689 or visit the Division’s web site ([www.maine.gov/dhhs/eng/plumb/index.htm](http://www.maine.gov/dhhs/eng/plumb/index.htm)).**

**EXHIBIT F: DOCUMENTATION FOR EXCEPTIONS TO BUFFERING REQUIREMENTS.** If the vegetative buffers or other features of your property will not screen your proposed development from the road and adjacent properties, check any of the following reasons and submit any required documentation, as described below, for not needing to meet the buffering requirements:

- The proposed use is compatible with adjacent development and is acceptable to all abutting land owners. Submit letters of agreement from willing abutters.
- Extensive clearing and development existed before January 1, 2001. Submit photographs documenting such clearing and development.
- The establishment of buffers would eliminate or interfere with scenic views existing before January 1, 2001. Submit photographs documenting such scenic views.
- The adjacent area has at least 80% of the street developed with buildings (a “Main Street” setting) or side or rear property line buffers would interfere with pedestrian circulation or access. Submit photographs documenting a “Main Street” setting.

**EXHIBIT G: EROSION AND SEDIMENTATION CONTROL PLAN.** If the total area of soil disturbance on your property will be one acre (43,560 square feet) or more, or if soil disturbance will occur when the ground is frozen or saturated, you must submit an erosion and sedimentation control plan that includes the following information:

- A map (drawn to scale) identifying vegetation type and location, slopes, and other natural features such as streams, gullies, berms and drainage ditches on your property.
- A timeline identifying the sequence of construction events on your property, including stripping and clearing; rough grading; construction of utilities, infrastructure and buildings; and final grading and landscaping. Also identify the expected date on which clearing will begin, the estimated duration of exposure of cleared and disturbed areas, the location of cleared and disturbed areas, the sequence of installation of temporary control measures, and the planned date of establishment of permanent vegetation.
- A detailed description of all temporary and permanent erosion and sedimentation control measures, including seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of lime and fertilize application, and kind and quality of mulching for both temporary and permanent vegetative control measures.
- A summary of the provisions that will be used for continued maintenance and inspection of erosion and sedimentation control devices or measures, including estimates of the cost of maintenance, plans for meeting maintenance expenses and inspection schedules.

**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-3: REQUIREMENTS FOR WETLAND ALTERATIONS.** If you answered yes to either of the wetland questions (see Question 9 of this application), you must submit this supplement with your LUPC permit application. You may be required to hire a qualified professional to determine whether and what types of wetlands exist within your project area. Contact the [LUPC office that serves your area](#) for additional information and to obtain a copy of this supplement.

**SUPPLEMENT S-4: REQUIREMENTS FOR DEVELOPMENT IN FLOOD PRONE AREAS.** If you answered yes to question 10, you must submit this supplement with your LUPC permit application. You may be required to hire a qualified land surveyor, architect, or professional engineer to determine the elevation of your property or of a proposed or any existing structure. Contact the [LUPC office that serves your area](#) for additional information and to obtain a copy of this supplement.

**THIS APPLICATION IS NOT A PERMIT!**

**NO CONSTRUCTION ACTIVITIES MAY BEGIN PRIOR TO YOUR RECEIPT OF A PERMIT SIGNED BY LURC.  
LURC MAY REQUIRE ADDITIONAL INFORMATION NOT ENCOMPASSED IN THIS APPLICATION.**