



AQUACULTURE LEASE RENEWAL APPLICATION

This is an application for an aquaculture lease renewal. You are encouraged to review the aquaculture lease renewal regulations (Chapter 2.45) to obtain a complete understanding of the aquaculture lease renewal procedure. Regulations are available at the Maine Department of Marine Resources (DMR) website: www.maine.gov/dmr/aquaculture.

A non-refundable lease renewal fee of **\$1,500** is required to be submitted with the application.

Late Fees: In accordance with 12 M.R.S.A. §6072(12)(A), if the renewal application is received after the expiration of a lease but within 30 days of the date of expiration, the application must include a non-refundable \$500 late fee.

The late fee may be waived if a substantial illness or medical condition prevented the leaseholder from submitting the application prior to the date of expiration. Requests for a medical waiver must include documentation from a physician describing the substantial illness or medical condition.

Submission Instructions:

Provide one copy of your application to DMR at the appropriate address listed below.

If sending via U.S. Post Office:	If sending via email:	If sending by FedEx, UPS or other overnight service (except the U.S. Post Office):
DEPARTMENT OF MARINE RESOURCES ATTN: Aquaculture Division 21 State House Station Augusta, Maine 04333-0021	DMRaquaculture@maine.gov	DEPARTMENT OF MARINE RESOURCES ATTN: Aquaculture Division 32 Blossom Lane Augusta, Maine 04333

APPLICATION INSTRUCTIONS

Before submitting your application make sure you have answered all questions and included all the necessary documentation.

General suggestions for completing this application:

- Prior to completing the application, make sure you have a copy of the lease agreement for the site. You will need to reference that document to complete certain fields in this application (i.e. lease acronym, acreage, expiration date, etc.).
- If the lease holder holds multiple lease sites, you will need to know the lease acronyms of those sites and the respective acreage.
- If you have questions about the application or lease renewal process, please contact DMR at (207) 350-7815.

You are also responsible for submitting the following supporting materials:

- Tax map
- Certified Riparian Landowner List
- Copy of current bond, if applicable.



APPLICATION FOR LEASE RENEWAL

A. CONTACT PERSON

Name of Applicant:	
Contact Person:	
Email:	
Telephone:	

B. MAILING ADDRESS

Street Address:	
City:	
State:	
Zip Code:	

C. PHYSICAL ADDRESS

Same as mailing address

Street Address:	
City:	
State:	
Zip Code:	

D. PAYMENT METHOD

<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card
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E. LEASE INFORMATION

Lease Acronym:	
Date Lease Expired:	
Acreage:	
Town:	
Length of Renewal Term Requested:	

F. Authorized Marine Organisms

1. Use the table below to list all the marine organisms you cultured on the lease site over the prior term.

	Common Name	Scientific Name
1.		
2.		
3.		
4.		
5.		
6.		

2. What was the final disposition of the marine organisms cultured over the prior term?

Check all that apply:
<input type="checkbox"/> Sold for Commercial Purposes
<input type="checkbox"/> Nursery site, organisms moved to other site(s) for additional growth
<input type="checkbox"/> Other. Please specify:

I. Current Lease Holdings

Does the applicant hold any other leases in Maine?
<input type="checkbox"/> Yes <input type="checkbox"/> No

If “Yes”, complete the table below to list all leases held by the applicant and provide total acreage.

Lease Acronym	Acreage
Total Acreage	

J. Bond or Escrow

In accordance with regulation, lease holders are required to either maintain a performance bond or escrow account.

Check which option applies:
<input type="checkbox"/> The site is currently covered by a performance bond. You must submit a copy of the current bond with the application.
<input type="checkbox"/> The site is currently covered by an escrow account/agreement.

K. Tax Maps and Riparian List

Is your existing lease within 1,000ft of shorefront land (which extends to mean low water or 1,650 ft. from shore, whichever is less, according to NOAA charts)?

Yes No

If yes, the following supporting documents are required:

1. Tax Map.

A labeled copy of the appropriate tax map(s) depicting the location of the proposed lease site.

The map(s) needs to include the following elements:

- Label the map "Tax Map: Town of (name of town)."
- Legible scale
- Tax lot numbers clearly displayed
- The boundaries of the existing lease

2. Riparian List.

Please use the Riparian Landowner List (included on the next page) to list the name and address of every shorefront landowner within 1,000 feet of the lease. Have the tax collector or clerk of the municipality certify the riparian list. Refer to the Riparian Determination guidance document to ensure all riparian landowners are included: <https://www.maine.gov/dmr/aquaculture/forms/documents/RiparianDetermination.pdf>

RIPARIAN LANDOWNER LIST

****THIS LIST MUST BE CERTIFIED****

On this list, please show the current landowners' names and mailing addresses as listed in the municipal tax records for all riparian shorefront parcels within 1,000 feet of the existing lease site along with the map and lot number for each parcel. **It is the applicant's responsibility to assemble the information for the Town Clerk to certify.** The Town Clerk *only* certifies that the information is correct according to the Town's records. Once you have completed the form, ask the Town Clerk to complete the certification section below. If the parcels are within more than one municipality, provide a separate, certified riparian list for each municipality.

TOWN OF:

MAP #	LOT #	Landowner name(s) and address(es)

Please use additional sheets if necessary and attach hereto.

CERTIFICATION

I, _____, Town Clerk for the Town of _____ certify that the names and addresses of the property owners listed above, as well as the map and lot numbers, are those listed in the records of this municipality and are current as of this date.

SIGNED: _____ **DATE:** _____

PAGE NUMBER:

L. Certification and Submission

- I understand that lease application fees are non-refundable.
- No outstanding lease rent is owed.
- I understand that this application is only to renew the lease with DMR. I understand that I am responsible for obtaining any other state or federal permits that may apply to this renewal.
- If the renewal is denied, I understand that all gear and product will need to be removed from the site 120 days after the date of the commissioner’s decision.
- This application includes all required attachments, including a copy of the current bond, if applicable.
- I understand that falsifying any information in this application will result in termination of the application or other enforcement action.

Printed Name	
Signature	
Date	