

## Town of Islesboro Planning Board

# APPLICATION FOR DEVELOPMENT

Please be sure that the proposed project meets the requirements of the **Development Review Ordinance (DRO)** listed below. If the Planning Board determines that your project does **not** meet the requirements for a *minor* development, your application fee will **not** be refunded. **Applicant must submit 8 copies of the application.**

- I. **To be eligible for Minor Development status, proposed activities must meet all of the following criteria in Article XII, § 45-55 C (1), (2), & (3):**
  - a. The proposed activity is subject to the provisions of the DRO.
  - b. The proposed activity occupies an area less than 3,000 square feet in total; or the activity occupies an area greater than 3,000 square feet but creates little appreciable impact on traffic, air quality, noise, drainage, and natural views outside its location;
  - c. The proposed activity will required changes to the lot only to the extent needed for construction of the activity or for access during construction.
  
- II. **In addition to meeting all the criteria in Article XII, § 45-55 C (1), (2), & (3), the application for approval of minor development may be made for any of the following application activities:**
  - a. An activity which would otherwise qualify as a customary home occupation or minor workshop operation if the owner were to reside on the premises;
  - b. A commercial, office, municipal, fraternal, institutional or recreational activity to be performed in an existing structure which will require no substantial change to the exterior of the structure;
  - c. An activity requiring the construction of a structure or facility, which is not inconsistent in size or appearance with nearby structure or facilities, or if it is not visible from dwellings, the road or the shore;
  - d. An activity which will generate only minor additional traffic to the neighborhood and the current or proposed access to the proposed activity is safe;
  - e. An activity which creates no noise, smoke, or emission of particulate matter that would create a nuisance to the neighborhood or to the public;
  - f. An activity that would create no drainage problems, unsafe, unsanitary, or unsightly conditions;
  - g. An activity which is an operation on a commercial, industrial, office, municipal, institutional, fraternal, or recreational site, including but not limited to landscaping, driveway building and maintenance, clearing, and construction of handicap access; and
  - h. A continuing municipal activity including, but not limited to paving, repaving, and maintenance of roads, parking lots, driveways, and municipal or public school structures and facilities.

**For office use only:**

Application/Permit #MD \_\_\_\_\_ - \_\_\_\_\_

Date Appl. Rec'd \_\_\_\_\_

FEE amount \$ \_\_\_\_\_

Permit Issue Date: \_\_\_\_\_

**ESCROW: [ ] Yes [ ] No**

**TOWN OF ISLESBORO  
PLANNING BOARD  
APPLICATION FOR DEVELOPMENT**

The applicant represents that this application contains a full disclosure of the scope of the proposed activity. The applicant agrees to pay all costs for engineering, legal, or other professional advice, if required by the Planning Board to determine whether a permit shall be granted. The applicant acknowledges that if the Planning Board determines that the project does not meet the requirements for minor development, the application fee will not be refunded.

1. Applicants name: \_\_\_\_\_

2. Applicants address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Property owner's name: \_\_\_\_\_

4. Property owner's address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

5. Map \_\_\_\_\_ Lot \_\_\_\_\_ Project time frame: \_\_\_\_\_

6. Present use of property: \_\_\_\_\_

7. Protection District: (Check)

Rural     Shoreland     Resource Protection     Limited Development

Meadow Pond District     Maritime District     Flood Plain     **Town Centers  
(Attach map)**

8. Is property part of an approved subdivision?  YES\*     NO

Was property purchased within 90 days of this application?  YES\*     NO

*\*If "YES" to either question, attach a copy of the deed with all covenants and restrictions.*

**CHECK THE FOLLOWING AS APPROPRIATE:**

9. Is the proposed activity:       Commercial       Industrial       Office  
    Municipal       Institutional       Fraternal       Recreational

10. What is the size, in square feet, of the area of the activity: \_\_\_\_\_

11. What is the size, in square feet, of the lot on which the activity is to take place: \_\_\_\_\_

12. Detail any changes to the lot such as grading, cutting, filling, trenching, draining, tree cutting and stumping that are required by the activity. Include, in cubic yards, amount of fill or material added to or removed from the site. (Attach separate sheet if more space is needed.)

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13. Describe in detail the proposed activity including use, changes to existing structures or facilities, construction of new structures or facilities, and heights and dimensions of any existing or proposed structures or facilities. Include drawings of any new construction or changes to any existing structures or facilities. (Attach separate sheet(s) as needed.)

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14. Is proposed activity part of a phased plan?     YES\*     NO

*\* If YES, attach full details of future planned activities, construction, or uses on this lot.*

15. Describe the effect the activity will have on traffic in the neighborhood of the activity.

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16. Describe the access to the activity during construction and after.

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17. If the activity produces noise, smoke, or emission of particulate matter, describe steps that will be taken to prevent creation of a nuisance to the neighborhood.

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18. Describe any drainage plans.

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19. **Attach the following to this application, if applicable:**

- Applicable fee. (Consult Planning Board or Code Enforcement Officer).
- Copies of official decisions from, or pending applications to Federal, State or other municipal agencies regarding use of the property.
- Copy of "Subsurface Disposal System Application and Design" and replacement design, if required.
- Letter of authorization or power of attorney from the property owner if applicant is agent for the owner, the owner's contractor, or holder of a written purchase contract for the lot.
- Scale plan of the area of the activity showing North point
- All existing structures and facilities on the lot
- Wells, water bodies and watercourses.
- Roads, right of ways, driveway, or other means of access.
- Dimensions, including height, of all existing or proposed structures and facilities.
- Show distances of structures and facilities from any bodies of water, watercourses, well, wetland, and waste disposal areas. *Distances from tidal areas should be measured from normal high water.*

The following documents which are part of this application attached.

→ **List all attached documents, plans, etc.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**I hereby certify that all the information submitted on this application is true and correct. I agree that all proposed uses and activities will conform to the permit, if granted, including all stipulations.**

**Signed:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

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

# TOWN OF ISLESBORO DEVELOPMENT REVIEW APPLICATION SITE PLAN

**Please include:** Lot lines; area to be cleared of trees and other vegetation; the position of proposed structures, including decks, porches, and outbuilding with accurate set-back distances from the normal high water line, side, front and rear property line, and distance to the center of the travel portion of the state, town, subdivision or private road; the location of existing and proposed wells, subsurface sewage disposal systems; and driveways. Show areas and amounts to be filled and graded. If the proposal is for an existing structure, please distinguish between the existing structure and the proposed expansion. Indicate dimensions of all structure and facilities.

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North ↑

Scale: \_\_\_\_\_ inches = \_\_\_\_\_ feet

## DEVELOPMENT REVIEW ORDINANCE APPLICATION

**ELEVATIONS**

**Front or rear elevation**

**Side elevation**

**Draw a simple sketch showing both existing and proposed structures.**

## Notification of Abutters is a Requirement of this Application

**Please follow the instructions as outlined here:**

The applicant shall notify abutting property owners\* by certified mail, at least **10 days** before the application is to be considered by the Planning Board, of the applicant's intentions:

- by sending a letter providing a brief description of the project;
- along with the date, time and place of the Planning Board hearing; and
- that a complete application is on file at the Town Office for review.

The applicant shall provide the Planning Board with:

- an exact copy of the letter that was sent certified mail to the abutters; and
- with a copy of the certified mail receipts.

\*Per Code of the Town of Islesboro, Development Review §45-130,  
Definitions: ***Abutter – The owner of a property immediately adjacent to or across any road from the property of the applicant or developer.***