

2020

**PLANNING BOARD MEETING DATES**

*Begin at 6:15pm in Town Office*

*(Winter at 5pm)*

<b>January</b> 6, 27	<b>February</b> 10, 24	<b>March</b> 9, 23	<b>April</b> 6, 20	<b>May</b> 4, 18	<b>June</b> 1, 15, 29
<b>July</b> 13, 27	<b>August</b> 10, 24	<b>September</b> 14, 28	<b>October</b> 5, 19	<b>November</b> 9, 23	<b>December</b> 7, 21
<b>Subject to change</b>					

The Planning Board meets twice a month to consider applications. The applicant is encouraged to attend the meeting at which his/her application will be considered. **You must submit 8 copies of the application to the Board. Applications are due 6 days prior to the meeting.**

**BUILDING PERMIT**

Must be approved before any construction is started. The application form may be obtained from the Town Office (207-734-2253) or the Town website. Please refer to Fee Schedule at Town Office.

**SINGLE FAMILY DWELLING UNIT GUIDELINES:**

- Minimum Lot Size: 1.5 acres
- Maximum Building Height: 38 feet Rural  
35 feet Shoreland

**MINIMUM SETBACKS FOR DWELLING:**

- 15 feet from Side Lot lines
- 50 feet from Center of Road
- 75 feet from Mean High Tide
- 100 feet from Meadow Pond

**MINIMUM SHORE FRONTAGE OF LOT:**

- 150 feet on Shore front and 150 feet Road Frontage.
- 200 feet on Meadow Pond and 150 feet Road Frontage.

**SUBSURFACE WASTEWATER SYSTEM:**

- Must be designed by licensed firm.
- Submit 3 copies of Town Plumbing Permit to be complete.

TOWN OF ISLESBORO  
P.O. Box 76  
ISLESBORO, ME 04848  
207-734-2253 P  
207-734-8394 F



<b>FOR OFFICE USE ONLY</b>
Application/Permit No.
Fee Amount \$
Date Received:
Permit Issue Date:

## LAND USE APPLICATION

Please answer all questions, type or print legibly

1. Applicant's Name:		2. Applicant's Address:		3. Phone:	
4. Property Owner:		5. Owner's Address:		6. Phone:	
7. Contractor's Name:		8. Contractor's Address:		9. Phone:	
10. Location of Property:		11. Map:	12. Lot:	13. DISTRICT: <i>check all applicable</i> <input type="checkbox"/> Shoreland <input type="checkbox"/> Rural <input type="checkbox"/> Town Centers <input type="checkbox"/> Maritime <input type="checkbox"/> Limited Development <input type="checkbox"/> Resource Prot. <input type="checkbox"/> Meadow Pond	
<b>13a. Description of Project:</b> Include description of all proposed construction. Include land clearing, road building, subsurface sewage disposal systems, wells, etc. PLEASE note that a sketch plan is required on Page 3 of this application. If proposed project is a NEW RESIDENCE or an ADDITION to an existing residence that involved addition of bedrooms, specify number of bedrooms existing and to be added or constructed and ATTACH copy of subsurface sewage disposal plan.					
13b. Present Number of Bedrooms:		13c. Number of Bedrooms to be Added or Constructed:			
14. Proposed Use of Project or Property:				15. Est. Construction Cost: \$	
16. Existing Use of Property:				17. Lot Area (Sq. Ft.)	
18. Road Frontage (Ft):		19. Shore Frontage (Ft):		20. 100 Year Flood Elevation:	
21. Sq. Ft. of Lot to be Covered by Non-Vegetated Surface:				22. Height of Proposed Structure:	
23. Sq. Footage of Proposed Living Area:			24. Sq. Footage of Other Proposed Areas:		

**ADDITIONAL PERMITS, APPROVALS AND/OR REVIEWS REQUIRED**

- Code Enforcement Officer Review or Approval
- Planning Board Review/Approval
- Flood Hazard Development Permit
- Exterior Plumbing Permit (Approved HHB 200 Application Form)
- Interior Plumbing Permit
- Electrical Permit
- Fire Marshall Permit (626-3870)
- D.E.P. Permit (Site Location, Permit by Rule, Natural Resources Protection Act) 287-7688
- Army Corps of Engineers Permit (e.g. Sec. 404 of Clean Waters Act) 623-8367
- Cemetery Site
- Maine Dept. of Inland Fisheries & Wildlife (Essential Habitats)
- \_\_\_\_\_
- \_\_\_\_\_

**Applicant is advised to consult with Codes Enforcement Officer and the appropriate State and Federal agencies to determine if additional permits, approvals and reviews are required.**

**I certify that all information given in this application is accurate. All proposed uses shall be in conformance with this application and the Town of Islesboro Land Use Ordinance. I agree to future inspections by the Codes Enforcement Officer at reasonable hours.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent's Signature (if applicable)

\_\_\_\_\_  
Date

## FORM 2NC

Please use this form only if you intend to expand a non-conforming structure or facility. A non-conforming structure or facility is one that does not meet the set-back requirements of the Land Use Ordinance.

Please consult the Codes Enforcement Officer or a Planning Board member if additional information or assistance is required.

23. (A) Sq. Ft. portion of structure not meeting required set-back as of 1/1/89: <input style="width: 150px;" type="text"/>	24. (A) Cu. Ft. portion of structure not meeting required set-back as of 1/1/89: <input style="width: 150px;" type="text"/>
(B) Sq. Ft. of expansions of portion of structure not meeting required set-back from 1/1/89 to present: <input style="width: 150px;" type="text"/>	(B) Cu. Ft. of expansions of structure not meeting required set-back from set-back as of 1/1/89: <input style="width: 150px;" type="text"/>
(C) Sq. Ft. of proposed expansion of structure not meeting required set-back: <input style="width: 150px;" type="text"/>	(C) Cu. Ft. of proposed expansion of portion of structure not meeting required set-back: <input style="width: 150px;" type="text"/>
(D) Percent Sq. Ft. increase of actual and proposed expansion of portion of structure not meeting required set-back:  $\% \text{ Increase} = \frac{B + C}{A} \times 100 = \text{  }$	(D) Percent Cu. Ft. increase of actual and proposed expansion of portion of structure not meeting required set-back:  $\% \text{ Increase} = \frac{B + C}{A} \times 100 = \text{  }$

**If you are required to fill out the 2NC Form, you must also:**

- Notify abutting property owners by certified mail – at least 7 days before the application is to be considered by the Planning Board;
- Applicant’s intentions by sending a copy of the application to each abutter together with notice of the time, date, and place of the Planning Board Hearing;
- Applicant shall provide the Planning Board with an exact copy of the documents that were sent by certified mail to the abutters; and
- Attach certified mail receipts.

## LAND USE APPLICATION SITE PLAN

**Please include:**

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

North ↑

Scale \_\_\_\_\_ Inches = \_\_\_\_\_ Feet

# ELEVATIONS

**Front or Rear Elevation**

**Side Elevation**

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