



APPLICATION for BUSINESS PERMIT

The following information is required in order to determine whether the application is complete for processing. Additional information may required.

Tax Map # _____

Lot # _____

Fee: _____

Date Paid: _____

Check # _____

Application # _____

SECTION 1: Applicant

1. Name: _____
2. Mailing Address: _____
3. Email address: _____
4. Telephone number (mobile): _____
5. Telephone number (landline): _____

SECTION 2: Property Owner (if different than Applicant)

1. Name: _____
2. Mailing Address: _____
3. Email address: _____
4. Telephone number: (mobile): _____
5. Telephone number (landline): _____

SECTION 3: Property Information

1. Street address: _____
2. Tax Map _____ Lot # _____
3. Size of lot: _____ acres
4. Is the property in the Shoreland Zone? Yes No
(The property may be in the Shoreland Zone but Commercial activity is prohibited in the Shoreland Zone except for the Head Tide District.)
5. Shoreland Zone district: _____
6. The property is in: (Check all that apply) Tree Growth Farm Open Space Program

7. Is the property in a special flood hazard area, Zone A, as identified by the Federal Emergency Management Agency? Yes No
8. Has property been surveyed? Yes No
9. The property is subject to or benefited by: *(Check all that apply)*
 easement deed restriction right of way covenants other _____
10. Is the area of your property to be used for business purposes, including outdoor areas (e.g. for parking, storage of supplies/equipment, or other activities related to the business):
 250 square feet or less greater than 250 square feet

SECTION 4: Narrative

a) Describe in detail the proposed business, including the **purpose of the business**, the **activities involved**, the **number of employees**, the use of existing or planned **waste disposal facilities**, whether there will be any **retail sales** at the property or visitors to the business (and if so, the projected **number of visitors**), the **parking plan** for the employees and visitors, and whether the business will create any **fumes, odors, dust, vibration, glare, noise, or water pollution**, (and if so, how those will be controlled), the **hours and days of operation**, whether the business will be **year-round or seasonal**, and the **dimensions of any sign** that will be visible from the roadway.

b) Describe the **existing or proposed structures**, including the footprint (in square feet), to be used by the business and any **land clearing, stripping, filling or grading**, that will be required. *(Commercial activity where areas are stripped, filled or graded and not revegetated within the same growing season may require a Site Plan Review Ordinance Permit.)*

SECTION 5: Exhibits

Please attach the following exhibits to this application form and submit to the Town Clerk:

1. Map of property showing street names and location in town
2. Portion of Tax Map showing the property and adjacent properties
3. Flood Plain Map (if applicable)
4. Survey (if one exists)
5. Easements/Covenants (if applicable)
6. Deed, lease, or other documentation demonstrating title, right, or interest.
7. If new structures are proposed, a site plan drawn to scale, showing:
 - a. property boundary
 - b. all wetlands and waterbodies (if applicable)
 - c. the Shoreland Zone from those wetlands and waterbodies (if applicable)
 - d. the Resource Protection Districts from wetlands and waterbodies (if applicable)
 - e. any areas of special flood hazard, Zone A, as identified by the Federal Emergency Management Agency
 - f. the location of any state or federal listed rare, threatened, or endangered species
 - g. all existing and proposed structures
 - h. location of other proposed activities
 - i. access roads and driveway
 - j. any other roads or right of ways
 - k. setbacks from property boundaries
 - l. any existing wells, septic systems, and utilities
 - m. areas to be cleared, filled, or graded

8. Soil Erosion and Sediment Control Plan: For all projects involving filling, grading or other soil disturbance, you must provide a soil erosion control plan describing measures to be taken to stabilize disturbed areas before, during and after construction.
9. Written narrative addressing the requirements listed in Section 4(a) and 4(b).
10. Other permits – List and attach copies of any issued permits or other applications related to the business for local, state, or federal permits that are pending or planned.

ATTESTATION:

TO THE BEST OF MY KNOWLEDGE, ALL INFORMATION ON THIS APPLICATION IS TRUE, CORRECT, AND COMPLETE.

DATE: _____ NAME PRINTED: _____

SIGNATURE OF OWNER OR APPLICANT/AGENT: _____

INSTRUCTIONS AND NOTES:

The completed application with all exhibits should be submitted to the Town Clerk with the required non-refundable fee. The fee schedule may be found on the town website (www.alna.maine.gov).

Depending on the proposed business, applicants are advised to consult with the Code Enforcement Officer, the Planning Board Chair, or state and federal officials to determine if additional permits including a Flood Hazard Development Permit, a Shoreland Zoning Permit, a Plumbing Permit, and/or a Subdivision and Site Plan Review Permit issued by the Town of Alna may be required.

If you have questions, you may contact the Code Enforcement Officer or the Planning Board Chair whose contact information is on the Town website (www.alna.maine.gov).