



APPLICATION for LAND USE PERMIT

Valid for one year from Date of Issue. 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: Agent

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

SECTION 7: 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. Deed
6. Easements/Covenants (if applicable)
7. Other permits — any related town, state, or federal permits (e.g. prior building or plumbing permits; Department of Transportation driveway permit; Natural Resources Protection Act permit, Army Corps of Engineers permit, etc.)
8. Site plan(s) drawn to scale, showing:
 - a. property boundary
 - b. all wetlands and waterbodies
 - 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
9. 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.
10. Written narrative addressing the requirements listed in Section 6(a), 6(b), and 6(c)
11. Agent authorization letter (if applicable)

The Code Enforcement Officer, contingent on the specifics of the proposed application, may waive with written justification any item of Section 7 not needed to determine compliance with the ordinance. The written justification must be attached to the application materials.

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 applicable supplemental information shall be submitted to the Code Enforcement Officer. You will be contacted by the Code Enforcement Officer or the town clerk when your permit is ready for pickup. At the time of permit pickup at the town office fees will be due. If this application is referred to the planning board for review and approval then application fees will be due prior to planning board referral.

Depending on the proposed activity or project, 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.

A copy of the Alna Shoreland Zoning Map and Tax Maps may be found on the Town website (www.alna.maine.gov).

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