



APPLICATION for SHORELAND ZONING PERMIT

All activity involving forestry and/or clearing of vegetation in the Shoreland Zone requires a SZO Permit. **Commercial activity is prohibited in the Shoreland Zone.** The following information is required in order to determine whether the application is complete for processing. Additional information may required.

Fee:	_____
Date Paid:	_____
Check #	_____
Tax Map #	_____
Lot #	_____
Permit #	_____

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 4: Property Information

1. Street address: _____
2. Tax Map _____ Lot # _____
3. Size of lot: _____ acres
4. What waterbody(ies) is the property in the Shoreland of: _____
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 _____

SECTION 5: Existing Structures

A non-conforming structure that existed on January 1, 1989 may be expanded by less than 30% during the remainder of its lifetime. The 30% is based on both the floor area and the volume of the structure as it existed on January 1, 1989, but only applies to the part of the building that is within the required setback. "Floor area" includes all floors, porches, and decks; "volume" includes spaces that are within the roof and fixed exterior walls. The law does not permit any expansion, including decks or patios, towards the water or wetland if the structure is already less than the required setback from the water or wetland.

If the application proposes the expansion of a portion of an existing structure which existed on Jan. 1, 1989 and which is less than required setback, please provide the following:

- A. Total floor area and volume of portion of structure as it existed on Jan. 1, 1989 that is less than the required setback:
_____ square feet _____ volume
- B. Floor area and volume of expansions since Jan. 1, 1989 which are less than the required setback:
_____ square feet _____ volume
- C. Floor area and Volume of Proposed Expansions which are less than the required setback:
_____ square feet _____ volume
- D. Percentage (%) Increase of Floor Area and Volume of Actual and Proposed Expansions since Jan. 1, 1989 which are less than the required setback: _____ % (**%Increase = (B+C/A x 100)**)

SECTION 6: Narrative

a) Describe in detail the purpose of the proposed activity and project, including the reason it is located in the Shoreland Zone. **b)** Describe the specific project including all land clearing, proposed activities, and proposed structures, and the relationship if any, to existing clearing, activities, and structures. **c)** Describe how the project and activity will be designed to minimize adverse impacts on the Shoreland Zone. **d)** List and attach copies of any issued permits or other applications for local, state, or federal permits that are pending or planned.

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
 - d. the Resource Protection Districts from wetlands and waterbodies
 - 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. location of 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), 6(c), and 6(d)
11. Agent authorization letter (*if applicable*)

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:

Forestry and/or vegetation clearing in the Shoreland Zone requires a Shoreland Zone permit. If the proposed activity is removal of non-native invasive vegetation, use the separate application form for that specific activity found on the town website (www.alna.maine.gov).

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

Depending on the proposed activity or project, applicants are advised to consult with the Code Enforcement Officer or state and federal officials to determine if additional permits including a Flood Hazard Development Permit, a Land Use Permit (formerly known as a Building 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 Planning Board Chair whose contact information is on the Town website (www.alna.maine.gov).