

**TOWN OF READFIELD  
PLANNING BOARD  
LAND USE PERMIT APPLICATION  
(Site Review)**

General Instructions:

This form assists applicants to gain permits for land use in Readfield and its completion is required for the Planning Board to review your proposed development project as required by the Readfield Land Use Ordinance. However, any applicant proposing a project requiring Planning Board Site Review should be familiar with Article 6 of the Land Use Ordinance which sets forth submission requirements and the procedure and review criteria that will be followed to the extent applicable. The last page of this application lists the submittals that should be included with this application (as per Article 6, Section 3.I.2., of the Land Use Ordinance):

This application attempts to help you provide information that will demonstrate that your proposed use meets these criteria. The Planning Board may require additional studies or a consultant to be hired to perform additional review of all or any portion of your project. If so required, you will be required to pay those costs.

It is important that your application and site plan be complete. The completeness of the application will be determined at the first Board meeting. If the application is found to be incomplete, it will likely be “tabled” until it is complete-thus delaying your project. If you have questions or require assistance, you may contact the Code Enforcement Officer. Although most applicants prepare their own application, you may also have someone else prepare and present your application for you as your “agent” provided the Board receives a letter of authorization from you and the agent signs the application.

The Planning Board usually meets on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday evenings of each month at 6:30. Your completed application, including all submittals, must be filed with the Town Code Office at least 10 days prior to a scheduled meeting date. Then the Board will review your application and vote on its completeness, if complete the Board will schedule a public hearing and notices will be mailed to abutters. This will provide the Board members with the opportunity to receive and preview your application beforehand-thus saving you as much time as possible during the meeting and review process. You may bring documentation to the meeting, but do not expect immediate approval based upon any applications, submittals, or revisions brought to the meeting. Similarly, requesting approval conditioned upon future submittals is not acceptable.

Almost all applications require more than one meeting, with a possible scheduled site visit conducted by the Board members between the 1<sup>st</sup> and 2<sup>nd</sup> meetings. Frequently more than two meetings are required, so please allow yourself adequate time to obtain your Planning Board Land Use Permit prior to beginning your project.

You will be notified by the Planning Board Secretary in advance of the meeting as to the time you or your agent are scheduled to appear. At the first meeting you will be asked to describe your project to the Board after which time the members may have additional questions for you. Your Land Use Permit does not include a building, plumbing, or any other permit that may be required locally or by the State.

Permit Fee \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Date Paid \_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_

**Town of Readfield**  
Readfield, Maine 04355  
(207) 685-4939

**Planning Board**  
**Land Use Permit Application**

The undersigned applies for approval of the Readfield Planning Board as follows:

- |                       |                  |
|-----------------------|------------------|
| 1. Applicant / Owner: | Agent (if any):  |
| Name _____            | Name _____       |
| Address _____         | Address _____    |
| _____                 | _____            |
| Phone# (W) _____      | Phone# (W) _____ |
| (H) _____             | (H) _____        |

**Note:** Property owner must provide written authorization if he/she wishes to be represented by an agent. Such authorization may be provided either by signing this application, or by providing authorization by means of a separately signed statement included with the application.

2. Please describe what you are proposing to do:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What land use district, e.g. rural residential, is the property located (as defined in Article 7 of the Land Use Ordinance (LUO) and depicted on the Land Use Map)?

\_\_\_\_\_

4. What is the existing use of the property (see Table 1/Table of Uses, Article 7, of the LUO)?

\_\_\_\_\_

5. What is the proposed use of the property as best described from Table 1/Table of Uses in Article 7?

\_\_\_\_\_

5. Lot Width \_\_\_\_\_ Lot Depth \_\_\_\_\_ Lot Area in Acres (1 acre = 43,560 sq. ft.) \_\_\_\_\_

6. If a structure is proposed to be built, or expanded, list the following:

Type of Structure(s)	Length	Width	Height
_____	_____	_____	_____
_____	_____	_____	_____

7. Estimated Value of Project \_\_\_\_\_

*“Value of Project” is considered the fair market value of all labor materials associated with the project requiring site review.*

**Non-Conforming Structures**

Questions to answer **if** you are seeking a permit to expand, relocate, reconstruct or replace a **non-conforming** structure **or** are seeking a permit to build a new, enlarged or replacement foundation beneath an existing non-conforming structure. (See Article 11 of the Land Use Ordinance for definition of “**non-conforming**.”)

- A. For an expansion of a structure, please list the total **floor area** for all portions of the structure(s) located between 25 to 75 feet from the normal high water line of the water body, tributary stream, or upland edge of a wetland: \_\_\_\_\_ . (Please attach a worksheet showing how you calculated the total **floor area**. The term “**floor area**” is defined in Article 11 of the Land Use Ordinance.”)
  
- B. For an expansion of a structure, please list the total **floor area** for all portions of the structure(s) located between 75 to 100 feet from the normal high-water line of the water body: \_\_\_\_\_ . (Please attach a worksheet showing how you calculated the total **floor area**. The term “**floor area**” is defined in Article 11 of the Land Use Ordinance.”)
  
- C. If you plan to put in a new, enlarged or replacement foundation below a non-conforming structure OR if you are seeking to relocate, reconstruct or replace a non-conforming structure, please describe whether the foundation or structure can be located further from the water to meet, or come closer to meeting set-backs, and if not, explain why it cannot be moved further back.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

- D. For structures in the Shoreland Residential, Resource Protection or Stream Protection zones, please show how the proposed development does not exceed the 20% lot coverage maximum. See Article 11 of the Land Use Ordinance for definition of “**lot coverage**.”

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

I certify that the foregoing, and the attached materials including responses to review criteria, are true, correct and accurate to the best of my knowledge.

Signature of Applicant / Owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Agent (if any): \_\_\_\_\_ Date \_\_\_\_\_

## **Instructions for Completing the Review Criteria Questionnaire**

A review by the Readfield Planning Board will be restricted to the criteria set forth in Article 6, Section 3.C, below. Following this Article is a questionnaire intended to help you provide information to demonstrate that your proposed use meets these criteria. Please respond to these questions as completely as possible as they relate to your proposed project. Any questions that you believe are not applicable, please state your reason. This will help provide the Board with the information necessary to conduct a fair and timely review.

### **Article 6, Section 3.C Review Criteria**

The applicant shall demonstrate that the proposed use to the maximum extent possible meets the review criteria listed below. The Planning Board shall approve the application unless it makes written findings that one or more of these criteria have not been met.

1. **Aesthetic, Cultural and Natural Values.** The proposed activity shall not have an undue adverse affect on the scenic or natural beauty of the area, aesthetics, historic sites, archeological sites or significant wildlife habitat identified by the Department of Inland Fisheries and Wildlife or the Town of Readfield, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline.
2. **Conformity with Local Ordinances and Plans.** The proposed activity shall conform with all applicable Ordinances and the Comprehensive Plan.
3. **Erosion.** The proposed activity shall not cause soil erosion or a reduction in the land's capacity to hold water so that a dangerous or unhealthy condition results. The best management practices set forth in the "Maine Erosion and Sediment Control Handbook for Construction Practices" (Cumberland County Soil and Water Conservation District, Department of Environmental Protection, March 1991 or as revised), or the most applicable best management practices as referred to in Article 8 Section 11, shall further mandate compliance with this requirement.
4. **Financial Burden on Town.** The proposed activity shall not cause an unreasonable financial burden on the Town for provisions of public services and facilities.
5. **Financial and Technical Capacity.** The applicant shall have adequate financial resources and technical capacity to construct and maintain the proposed improvements and meet the criteria of all applicable Ordinances. In making the above determinations, the Planning Board shall consider the proposed time frame for construction, the effects of inflation, the applicant's previous experience, the experience and training of the applicant's consultants and contractors, and the existence of any violations of previous approvals granted to the applicant under the provisions of this Ordinance.

6. **Flood Areas.** The proposed activity shall not adversely affect flood plain areas as depicted on the Federal Emergency Management Agency's Flood Insurance Rate Maps, and the proposal shall conform with all applicable requirements of the Town of Readfield Floodplain Management Ordinance.
7. **Wetlands.** The proposed activity shall not have an adverse impact on freshwater wetlands.
8. **Groundwater.** The proposed activity shall not, alone or in conjunction with existing activities, adversely affect the quality or quantity of groundwater.
9. **Municipal Solid Waste Disposal.** The proposed activity shall not cause a burden on the Town's ability to dispose of solid waste, if municipal services are to be utilized.
10. **Water Supply.** The proposed activity shall not cause a burden on an existing public water supply, if one is to be used.
11. **Adjacent Land Uses.** The proposed activity shall not have a detrimental effect on adjacent land uses or other properties, that might be affected by waste, noise, glare fumes, smoke, dust, odors or other effects.
12. **Pollution.** The proposed activity shall not result in water or air pollution. In making this determination, the Planning Board shall at a minimum consider:
  - a. The elevation of the land above sea level and its relation to the flood plains;
  - b. The nature of soils and subsoils and their ability to adequately support waste disposal;
  - c. The slope of the land and its effect on effluents, including phosphorous transport; and
  - d. The applicable State and Town health, air and water resource and sludge rules and regulations.
13. **Waterbodies.** The proposed activity shall not have an undue impact on any waterbody such as a lake, pond, or stream.
14. **Wastewater Disposal.** The proposed activity shall provide for adequate wastewater disposal meeting all applicable requirements and shall not cause a burden on public services if they are utilized. Form HHE 200, or its equivalent, shall be required for a primary site.
15. **Stormwater.** The proposed activity shall: a) provide for stormwater management, and b) comply with the best management practices set forth in the Stormwater Management for Maine, Best Management Practices (Department of Environmental Protection, State of Maine, November 1995 or as revised).
16. **Sufficient Water.** The proposed activity shall have sufficient water available for the reasonably foreseeable need of the proposed development.

17. **Traffic.** The proposed activity shall not cause highway or public road congestion or unsafe conditions with respect to the use of the highways or public roads, existing or proposed.
18. **Legal Access.** The site shall have legal and reasonable means of access sufficient to meet all proposed uses.
19. **Impact on Adjoining Municipality.** When a proposed development subject to site review crosses the Town's boundaries, the proposed development shall not cause unreasonable traffic congestion or unsafe conditions with respect to the use of existing public ways in an adjoining municipality in which part of the development is located.
20. **Spaghetti Lots Prohibited.** Any lots in a proposed development shall not have a lot depth to frontage ratio greater than 5 to 1. When a proposed development borders both a water body and a road, the lot depth to frontage ratio shall be based on the frontage on the water body.
21. **Life and Fire Safety.** The Planning Board may require a review of any development subject to site review by the Readfield Fire Department for life and fire safety recommendations and may require incorporation of the life and fire safety recommendations in the application or as a condition of approval of the application.
22. **Violations.** The proposed activity or development is not on property currently in violation of any requirements of this Ordinance. If the Code Enforcement Officer determines that an enforceable violation exists, the Code Enforcement Officer shall issue a written Notice of Violation to the applicant within the review period of time provided for and the application, if otherwise approved, shall be conditioned upon the resolution of the violation prior to the use of occupancy of the permitted activity applied for. This provision shall not prevent, restrict or otherwise preclude the applicant from appealing to the Board of Appeals under Article 2 of this Ordinance any determination by the Code Enforcement Officer of an alleged violation.

**Town of Readfield**  
**Planning Board Review Criteria Questionnaire**  
*Please use an extra page for answers if necessary*

1. State how the proposed activity will not have an undue adverse affect on:
  - a) the scenic or natural beauty of the area,
  - b) any historical sites that may be located on the property,
  - c) any significant wildlife habitat,
  - d) any public rights for physical or visual access to any shoreline,
  - e) any rare and irreplaceable natural areas,
2.
  - a) What other Town, State or Federal permits will be required for this project?
  - b) Do you intend to apply for these permits?
  - c) Are you committed to conducting this activity and subsequent use of the property in conformance with all applicable Town, State and Federal laws, rules, regulations and ordinances?
3. State how the proposed activity will:
  - a) prevent stormwater from giving rise to soil erosion both during and after the development,  
  
(In this regard you may reference the appropriate erosion control or stormwater management books available at the Town Office)
  - b) reasonably conserve the land's capacity to hold water,
4. State what impact the proposed activity will have upon the Town's public services and facilities. This may include, but not be limited to the amount and type of anticipated traffic, requirements for emergency services, effects relating to public education, etc.
5.
  - a) What financial resources (including mortgage commitments) do you have to assure the completion and implementation of this project in compliance with the Land Use Ordinance?
  - b) What technical support will be used in connection with any design, development or use of the project?

6. a) Is any portion of the subject property located within, or affected by any flood areas as depicted on the Federal Emergency Management Agency Flood Insurance Rate Map? (These Flood Maps are available for your reference at the Town Office).
  - i) If the answer to question (a) is yes, do you intend to include any portion of your development within the boundaries of the flood plain, including any structures or buildings, wells, wastewater disposal systems, or any storage or placement of property stockpiling of materials? \_\_\_\_\_
  - ii) If the answer to question (i) is yes, how do you intend to develop this project (including it's subsequent use) to comply with the Floodplain Ordinance of the Town of Readfield? \_\_\_\_\_
  
7. a) Does your proposed development or use include any alteration of or impact to any wetland? If the answer to this question is yes, describe how you intend to minimize this impact?
 

b) Are you aware that any wetland alteration requires additional permitting on the State or Federal level and will you be applying for those?
  
8. What part of your development or use will rely on or could impact groundwater?
  
9. a) State the nature of solid waste your proposal will generate both during development and the subsequent use of the property.
  - b) Will this solid waste be taken to the Town Recycling Station? If so, how will the Town be compensated for handling such waste?
  - c) If the solid waste is not to be taken to the Town Recycling Station, how do you plan to dispose of it?
  
10. Do you intend to connect to any public water supply?
11. a) What impact, if any, could the proposed activity have on adjacent properties and their uses. State whether any noise, glare, fumes smoke, dust, odors, or other affects will be generated.
 

b) Describe the anticipated extent of these impacts and how you intend to buffer or reduce them to a level acceptable to adjacent properties.
  
12. a) What is the approximate percentage of slope of the land?
  - b) What are the nature of the soils?
  - c) What is the nature and extent of the existing vegetation on the site of development or use?
  
13. a) What is the nearest waterbody (lake, pond, stream, or brook)?
  - b) What is the least distance between the waterbody and the project site?
  - c) What part of your project could impact one of these waterbodies?
  - d) How do you intend to minimize this impact?

14. How do you intend to provide for the adequate disposal of sewage and wastewater in order to comply with the requirements of the State Plumbing Code?
15. Describe or illustrate on a separate paper how you intend to control and manage any additional stormwater resulting from this project or use. You may reference the publication, "Stormwater Management for Maine, Best Management Practices" published by the Department of Environmental Protection (1995) and which is available for reference at the Town Office.

**NOTE:** If the project results in 20,000 sq. ft. or more of impervious area in the Maranacook Lake watershed or more than one (1) acre in the other lake watersheds, or more than five (5) acres of disturbed area in either watershed, a Stormwater Management permit from the Department of Environmental Protection will be required.

16. What will your water requirements be for this use and what will be your water source?
17. What types and amount of additional traffic do you expect as a result of this use?
18. What are your plans for permanent access to the site of the proposed use?
19. Does your proposed development or use cross the Readfield town line?  
If so, into which town?  
How will you avoid causing unreasonable traffic congestion or unsafe conditions as related to the use of that town's public ways?
20. What is the estimated depth-to-frontage ratio of the lots you propose to create or develop?
21. Has a representative of the Readfield Fire Department reviewed your proposal?
22. Are there currently any enforceable land use violations associated with this property?
23. If your project involves the construction of a road has the road design been approved by the Road Committee?

## Required Submittals

(Per Article 6, Section 3.I.2)

- \_\_\_1. Copy of the portion of applicable tax map showing subject property, abutting properties and boundaries of all contiguous property under the control of the owner or applicant, regardless of whether all or part is being developed at this time.
- \_\_\_2. Names and mailing addresses of all property owners abutting the proposed development. (Abutters are the owners of any parcels with one or more common boundaries or points, as well as property owners of any parcel located directly across any road, railroad or stream along the road, railroad or stream from the parcel involved in the application. Also included is any Qualified Conservation Holder of an easement in any of these parcels).
- \_\_\_3. Exact direction to the property from the Town Office, using a map if necessary.
- \_\_\_4. The Assessor's tax map and lot numbers of the parcels.
- \_\_\_5. A copy of the deed to the property or other documentation to demonstrate right, title or interest in the property on the part of the applicant.
- \_\_\_6. The name, registration number and seal of the land surveyor, architect, engineer and/or similar professional who prepared any plan.
- \_\_\_7. Map showing the north bearing and lot dimensions of all property lines of the property to be developed and the source of this information.
- \_\_\_8. Site plan(s) illustrating the following: (Note: If the site plan is not drawn to scale, then specific distances identifying the relative locations of the following features must be shown on the plan).
  - a) The location and size of any existing and proposed sewer and water mains, culverts and drains that will serve the development whether on or off the property along with the direction of existing and proposed surface water drainage across the site.
  - b) The location, names, and present and proposed widths of existing and proposed roads, driveways, streets, parking and loading areas, walkways and rights-of-way within or adjacent to the proposed development.
  - c) The location and dimensions of all existing and proposed buildings and structures on the site, including underground storage tanks.
  - d) The location of intersecting roads or driveways within 200 hundred feet of the site.
  - e) The location of existing and proposed open drainage courses, wetlands, water bodies, floodplains, stands of trees, and other important natural features, with a description of such features to be retained.
  - f) The location and dimensions of any existing and proposed easements.
  - g) The location and dimensions of all existing and proposed provisions for water supply and wastewater disposal systems, including a design copy or letter of soils suitability for any proposed new or replacement wastewater disposal systems.
  - h) The location and dimensions of all existing and proposed signs.
  - i) For any project which shall result in a change to exterior lighting, the location, height, and type of existing and proposed exterior lighting and, for commercial, industrial and institutional projects, the foot-candle intensities of proposed lighting projecting on abutting properties.
  - j) The proposed landscaping and buffering.
  - k) The location and amount of any earth-moving.
  - l) A copy of all existing or proposed covenants or deed restrictions associated with the subject property.

- \_\_\_ 9. A copy of any applicable Federal, State or Town applications or permits which have been issued.
- \_\_\_ 10. A narrative describing how the proposal meets all of the Planning Board’s Review Criteria.
- \_\_\_ 11. Evidence of receipt of application fee paid to the Town of Readfield.
- \_\_\_ 12. A schedule of construction, including anticipated beginning and completion dates.
- \_\_\_ 13. A stormwater drainage and erosion and control plan in compliance with Article 8, Sections 10 and 11.
- \_\_\_ 14. A description of the traffic movement to be generated by the development including types, peak hour and average daily vehicle trips, travel routes, and duration of traffic movement both during and following construction. A full traffic impact study shall be required under the conditions set forth in Article 8, Section 18.H, and shall include the components described therein.
- \_\_\_ 15. An assessment of the solid or hazardous wastes to be generated by the proposed activity and a plan for its handling and disposal, along with evidence of disposal arrangements.
- \_\_\_ 16. A copy of any required dimensional calculations applicable to the standards being reviewed, for example, square footage of structures, percent of lot coverage, etc.
- \_\_\_ 17. Elevation drawings for new commercial, industrial, and institutional buildings.
- \_\_\_ 18. Any additional information relevant to the project, for example, photographs, Cobbossee Watershed District recommendations, etc.

------(end of application)-----

**PLANNING BOARD HEARING SUBMISSION FEES**

<u>Value of Project</u>	<u>Fee</u>
Up to \$100,000	\$150
\$100,001 to \$ 500,000	\$250
\$500,001 to \$1,000,000	\$400
\$1,000,001 and over	\$750

*“Value of Project” is considered the fair market value of all labor and materials associated with the project requiring site review. The above fee schedule does not include other fees that may be required as part of this project, for example, building and plumbing permit fees. Additional fees may also be charged for hearing costs such as printing, mailing, newspaper notices, and professional services deemed necessary and allowed under the LUO.*

**Subdivision Review**

Minor subdivisions	\$250
Major subdivisions	\$250 plus \$75 per lot

Updated 07/26/2023