

PLANNING BOARD APPLICATION REQUIREMENTS

FOR ALL APPLICATIONS

- Completed application for Subdivision, Development, Wharves & Weirs, or Use application (1 original plus 7 copies of application with all attachments below – total of 8 paper-clipped packets)
- Application to be signed by owner, or authorized party in which case a letter of authorization must be included by the owner
- Copy of the deed showing ownership of property
- For businesses, Secretary of State registration of business
- Proof of property taxes paid
- Map of property (map and lot), shown in relation to neighboring properties (ex. Town maps)
- Provide a statement in relation to the code ordinance for which your application applies (the Code Enforcement office can provide this information to you)
- Application fee and/or Planning Board Fee (varies) – can also include a notification fee (Application Fee is \$20 for Residential, \$50 for Commercial)

FOR USE

All of the above plus fee of \$20.00 for application and \$20.00 for Planning Board

FOR DEVELOPMENT

All of the above plus:

- Engineered drawing of development of property or building, including square feet and volume
- Drawing of building to be developed, including all other buildings on property with all setbacks shown for the zone
- Fee of \$250

FOR SUBDIVISION

The above plus:

- Plat from surveyor showing potential subdivision, or new line change (in color) and current property prior to subdividing
- 5 large paper plats, 1 large mylar plat, (7) 11 x 19 paper surveys for each planning board member packet advised
- Fee of \$200

WHARF & WEIR

- The permitting process is quite in depth, involving a Selectman Site visit, report from Harbormaster, and permits from the DEP (BPL), Submerged Land Lease, Army Corp of Engineers, and notification of Indian nations. Most people choose to work with an application and permitting service.

PLANNING BOARD INFORMATION

- Planning Board meetings are scheduled every 3rd Wednesday at 6:30
- Deadline for 8 completed packets is 3 weeks prior to next meeting – check with Code Enforcement office for exact due date

PLANNING BOARD FOLLOW UP

- Once application is approved by Planning Board, please return to the Code Enforcement office to obtain your permit. In cases of Planning Board signed plats, the code office will need 1 mylar and 2 paper copies to be registered with the Lincoln County Registry of Deeds. A receipt and 1 registered paper copy must be returned to the Code Office before we can issue your permit.