Town of Hartford

Instructions for filling out

Shoreland Zoning Permit Application

Applicants may keep these instructions

The Planning Board issues Shoreland Zoning Permits within the Town of Hartford. However, if the application is for minor earth moving or clearing only (without plans for expansion or construction of a structure) the Code Enforcement Officer may be able to handle your application and issue a Permit. In addition, however, a permit from the State of Maine Department of Environmental Protection (DEP) is required if you plan any earth disturbance within 100 feet of the high water mark and such DEP permit must accompany this application. The CEO can clarity what permits are needed and to which authority to apply.

Please Note:

Usually the application process takes at least two meetings of the Planning Board; one to review the application and schedule a site visit and the second to review the site visit report and Approve/Approve with conditions/Deny the application. If the application is not fully completed, it will be returned to you, therefore, we suggest that you and your contractor complete the application together and check with a Planning Board member or CEO if you have any questions. The application fee, payable to the Town of Hartford, must accompany the application.

Complete Shoreland Zoning Application as follows:

A. Answer every question. If it does not apply, put “N/A” in the box. if you are not sure, check with a Planning Board member or the CEO.

B. Show all measurements and calculations for answers on page 2. This is critical in determining the allowable expansion of non-conforming structures. Again, if you have questions, ask for a “How to calculate” instruction sheet or check with a Planning Board member or the CEO.

C. Complete the Site Plan diagram (Page 3). Application will be returned if this sketch and the required information are missing.

D. Include pre construction photos of the current shoreline and development site and of all sides of the current structure. (Page 4).

E. \*On Page 5, list names and addresses of all abutters within 250 feet if you want to expand a structure that is non-conforming; i.e., if it is less than 100 feet from the normal high water mark of a lake or pond or less than 75 feet from a river or a stream.

F. \*Attach a copy of any previous permits issued after 1/1/1989 for this property.

G. \*Attach a copy of the current tax map of this property, circle the lot and indicate the location of existing structures and the location of the proposed construction.

H. \*Attach a copy of the most recent deed.

I. Locate and conspicuously flag all property boundaries and markers that are required for site visits.

\*The Town clerk can help you with the names and addresses of abutters, copies of tax maps, deed and possibly previous permits, and the CEO/Planning Board names and phone numbers.

1) A completed application, any additional required documents and the application fee MUST be received in the Town Office at least one week prior to the regular Planning Board Meeting:

Town of Hartford

1196 Main Street

Hartford, Maine 04220

Fax: 207-388-2388

The Planning Board meets on the first Monday of every month. Immediately after your application has been received at the Town Office, please call the Chairperson or Secretary of the Planning Board to be placed on the meeting’s agenda. The Town Office can give you the Planning Board names and telephone numbers.

2) Feel free to ask a member of the Planning Board for assistance prior to presenting your application to the Board. Names and phone numbers of Planning Board members and the CEO are available at the Town Office.

3) You or your contractor/agent must present your application to the Planning Board in person. This will normally be at the next regularly scheduled meeting of the Planning Board (1st Monday of each month).

4) Post construction photos of the shoreline vegetation must be presented to the Code Enforcement Office, CEO, upon completion of the project.

(Revised 6/18/2022 SLZ instructions)

Page 1 of 6

Tax Map & Lot\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Water Body\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E911 Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Office Use Only FEE PAID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE PAID \_\_\_\_\_\_\_\_\_\_\_\_\_\_ REC’D BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

17. DATE WHEN SEPTIC TANK WAS LAST PUMPED:

16. DATE OF INSTALLATION OF SEPTIC SYSTEM, W/SOURCE OF INFORMATION:

14. PROJECT INCLUDES REMOVAL OF TREE/S:

\_\_\_\_# OF TREES TO BE REMOVED\_\_\_\_LOCATION OF EACH TREE INDICATED ON SITE PLAN SKETCH ON PG 3

13. PROJECT INCLUDES FILLING OR OTHER EARTH MOVING ACTIVITY OF:

\_\_\_\_\_\_\_\_\_\_\_\_LESS THAN 10 CUBIC YARDS; \_\_\_\_\_\_\_\_\_\_\_MORE THAN 10 CUBIC YARDS

NOTE: Any excavation within 100’ of the high water mark MUST have a DEP permit.

11. SLZ DISTRICT

\_\_\_\_\_LIMITED RESIDENTIAL

\_\_\_\_\_STREAM PROTECTION

\_\_\_\_\_RESOURCE PROTECTION

3. APPLICANT’S TEL #

15. IF YEAR-ROUND DWELLING GIVE DATE WHEN YEAR-ROUND USE BEGAN:

12. WRITTEN DESCRIPTION OF PROPOSED WORK (Please note that a site plan sketch is required on page 3).

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10. HISTORY OF PROPERTY:

A. DATE PROPERTY WAS PURCHASED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. ALL CORNER MARKERS ARE CLEARLY VISIBLE\_\_\_\_\_\_\_\_

C. DATE EACH STRUCTURE WAS BUILT OR ENLARGED (ATTACH

A COPY OF ALL PRIOR BUILDING/SLZ PERMITS

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

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7. SUMMER ADDRESS

4. PROPERTY OWNER

9. CONTRACTOR’S TEL #

6. OWNER’S TEL #

8. CONTRACTOR’S NAME AND ADDRESS

5. OWNER’S ADDRESS

2. APPLICANT’S ADDRESS

1. APPLICANT

TOWN OF HARTFORD

SHORELAND ZONING PERMIT APPLICATION

TO THE HARTFORD PLANNING BOARD

GENERAL INFORMATION

Page 2 of 6

18. LOT AREA-# OF ACRES OR SQUARE FOOTAGE IF LESS THAN ONE ACRE

19. FRONTAGE ON ROAD (FT.)

NOTE: QUESTION 26 APPLIES TO EXPANSIONS OF EXISTING STRUCTURES WHICH HAVE LESS THAN THE REQUIRED SETBACK.

25. USE OF PROPERTY

A) EXISITNG:

B) PROPOSED:

24. SETBACK FROM HIGH WATER MARK (FT.)

A) OF EXISTING STRUCTURE;

B) OF PROPOSED STRUCTURE:

23. HEIGHT OF STRUCTURE

A) OF EXISITING STRUCTURE:

B) OF PROPOSED EXPANSION:

22. FRONTAGE ON WATER BODY (FT.)

21. ELEVATION ABOVE 100 YR FLOOD (if lot is determined to be in mapped flood plain)

20.SQUARE FOOTAGE OF NON-VEGETATED SURFACES (STRUCTURES, PATHS & DRIVES) attach calculation:

A) WITH EXISTING STRUCTURE:

B) WITH PROPOSED EXPANSION:

SHORELAND AND PROPERTY INFORMATON

NOTE: QUESTION 26 APPLIES TO EXPANSIONS OF EXISTING STRUCTURES WHICH HAVE LESS THAN THE REQUIRED SETBACK.

26. A) SQUARE FT. OF ANY STRUTURE WITHLESS THAN THE REQUIRED SETBACK (AS OF 1/1/89):\_\_\_

26. B) SQUARE FT. OF ANY PRIOR EXPANSION FROM 1/1/89 TO THE PRESENT:\_\_\_\_\_\_\_\_\_\_\_

26. C) SQUARE FT. OF PROPOSED EXPANSION OF STRUCTURE:\_\_\_\_\_\_\_\_\_\_\_\_\_

26. D) %INCREASE OF SQUARE FT. OF ACTUAL AND PROPOSED EXPANSIONS OF THIS SRUCTURE SINCE 1/1/89:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(%INCREASE = B + C X 100)

A

26. A) SQUARE FT. OF ANY STRUCTURE WITH LESS THAN THE REQUIRED SETBACK (AS OF 1/1/89):

26 . B) SQUARE FT. OF ANY PRIOR EXPANSION FROM 1/1/89 TO THE PRESENT:

26. C) SQUARE FT. OF PROPOSED EXPANSION OF STRUCTURE:

26. D) % INCREASE OF SQUARE FT. OF ACTUAL AND PROPOSED EXPANSIONS OF THIS STRUCTURE SINCE 1/1/89:

(INCREASE = B + C X 100)

A

SITE PLAN

Page 3 of 6

If the proposal is for the expansion of an existing structure, please distinguish between the existing structure and the proposed expansion. Please include:

(1) lot lines and location of corner markers

(2) location of tree(s) to be removed

(3) exact position of proposed structures, including decks, porches and out buildings with accurate setback distances from the shoreline, side and rear property lines.

(4) location of proposed wells, septic systems, paths and driveways; and

(5) areas with amounts to be filled or graded.

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SCALE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_=\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FEET

SHOW FRONT OR REAR ELEVATON

Page 4 of 6

SHOW SIDE ELEVATION

SKETCH THE EXISTING STRUCTURE AND PROPOSED ADDITION. PROVIDE PHOTOS OF ALL SIDES OF THE EXISTING STRUCTURE.

PRECONSTRUCTION SHORELINE AND DEVELOPMENT SITE PHOTOS

Page 5 of 6

IF APPLICATION FOR EXPANSION OF A NON-CONFORMING STRUCTURE, PROVIDE NAMES AND MAILING ADDRESSES OF ALL LOT OWNERS WITH 250’ OF YOUR PROPERTY

Page 6 of 6

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I CERTIFY THAT ALL INFORMATION GIVEN IN THIS APPLICATON IS ACCURATE. I HAVE CONSULTED THE HARTFORD SHORELAND ZONING ORDINANCE IN COMPLETING THIS APPLICATION. ALL PROPOSED USES SHALL BE IN CONFORMANCE WITH THIS APPLICATION AND THE TOWN OF HARTFORD SHORELAND ZONING ORDINANCE. I AGREE TO FUTURE INSPECTIONS BY THE CODE ENFORCEMENT OFFICER AT REASONABLE HOURS.

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

PROPERTY OWNER’S SIGNATURE DATE

(Required)

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AGENT’S OR CONTRACTOR’S SIGNATURE DATE

(If not the property owner)

NOTE: Usually the application process takes at least two meetings of the Planning Board, one to review the application and schedule a site visit and the second to review the site visit report and Approve/Approve with conditions/Deny the application

Application revised 03/06/2023