

**APPLICATION FOR COMMERCIAL STRUCTURES OR LAND USE
TO THE PLANNING BOARD OF VINALHAVEN MAINE**

19 Washington School Rd
Vinalhaven, ME 04863
(207) 863-2168
vhceo@townofvinalhaven.org

ENSURE ALL APPLICABLE BOXES IN THIS APPLICATION ARE FILLED OUT.
SEE PAGE 3 FOR ADDITIONAL INFORMATION REQUIRED FOR APPROVAL.

OWNER'S NAME		OWNER'S ADDRESS		
PHONE:	EMAIL:			
APPLICANT'S NAME (IF DIFFERENT)⁽¹⁾		APPLICANT'S ADDRESS		
PHONE:	EMAIL:			
PROPERTY ADDRESS		ZONING DIST⁽²⁾	MAP/LOT	SHORELAND ZONE⁽³⁾ YES / NO
FLOOD HAZARD ZONE ⁽⁴⁾ YES / NO		ANY EASEMENTS OR DEED RESTRICTIONS ON THE LOT? ⁽⁵⁾		
LOT SIZE		SQ FT COVERED BY EXISTING STRUCTURES		
LOT FRONTAGE ON ROAD/TRAVELED WAY		LOT FRONTAGE ON WATER		

DETAILS OF REQUESTED CHANGE (ONE PERMIT PER IMPROVEMENT)

TYPE OF IMPROVEMENT:		PROPOSED USE:		
<input type="checkbox"/> ROAD OR DRIVEWAY CONSTRUCTION		<input type="checkbox"/> COMMERCIAL STRUCTURE (SEE DEFINITION PAGE 2)		
<input type="checkbox"/> NEW COMMERCIAL BUILDING OR STRUCTURE		<input type="checkbox"/> ACCESSORY COMMERCIAL STRUCTURE (GARAGE, STUDIO, WORKSHOP, ETC)		
<input type="checkbox"/> COMMERCIAL ADDITION TO AN EXISTING STRUCTURE				
<input type="checkbox"/> MOVING AN EXISTING COMMERCIAL STRUCTURE		<input type="checkbox"/> COMMERCIAL ACTIVITY (SEE DEFINITION PAGE 2)		
<input type="checkbox"/> COMMERCIAL DECK OR PORCH		<input type="checkbox"/> CHANGE OF USE - DESCRIBE BELOW		
<input type="checkbox"/> COMMERCIAL PIER, WHARF, RAMP, OR FLOAT		<input type="checkbox"/> OTHER - DESCRIBE BELOW		
<input type="checkbox"/> OTHER - DESCRIBE BELOW				
DESCRIPTION:				
STRUCTURE SIZE: W L H		# OF BEDROOMS		# OF FLOORS
DISTANCE FROM:	SIDE LOT LINE 1	SIDE LOT LINE 2	FRONT LOT LINE	REAR LOT LINE
	TRAVELLED WAY	HIGH WATER LINE	NEAREST WELL	SEPTIC SYSTEM
	STREAMS	WETLAND		
TYPE OF WATER SUPPLY		EXISTING	PROPOSED	PERMIT #
TYPE OF SEWAGE DISPOSAL		EXISTING	PROPOSED	PERMIT #

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED ON THIS AND ON THE ATTACHED PAGES IS TRUE, ACCURATE, AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND THAT I AM EITHER THE OWNER OF THE PROPERTY DESCRIBED ABOVE OR THAT I HAVE BEEN AUTHORIZED BY THE OWNER OF THE PROPERTY TO ACT ON THE OWNER'S BEHALF. **AUTHORIZATION MUST BE ATTACHED IF NOT SIGNED BY THE PROPERTY OWNER.**

DATE _____ SIGNATURE OF APPLICANT/OWNER _____

FOR OFFICE USE ONLY		DATE APPLICATION RECEIVED	PERMIT NUMBER	
APPLICATION FEE \$	DATE PAID	PAID BY		RECEIPT #
PERMIT FEE \$	DATE PAID	PAID BY		RECEIPT #

DEFINITION OF COMMERCIAL USE:

The use of lands, buildings, and/or structures for generation of income from the production, buying or selling of goods and/or services, exclusive of not-for-profit personal use, rental of dwelling units for purely residential use or a “home occupation”. Definition of a “home occupation” can be found in Section 18 of the Land Use Ordinance.

PLANNING BOARD MAY REQUIRE THE FOLLOWING WHEN APPLICABLE:

- A complete description of the type and scope of the activity to be done on the site.
- A plot plan showing where new and existing structures will be located on the parcel, setbacks from property lines, existing roads, right of ways, utilities, and road intersections with driveways. (Always required with new commercial structures)
- Services to be provided.
- Hours of operation.
- Storage of trash.
- Chemical use or hazardous materials and storage plan.
- Information regarding delivery or distribution trips
- Show that there will not be a negative impact on the public water system, if public, or on the neighbors, if private.
- Demonstrate that there will be no decrease in the level of service for traffic movement at the entrance or to adjacent public and privately shared roads.
- Show that the use will not increase ambient noise or odor levels at property lines.
- Show that the project will blend harmoniously with adjacent properties in terms of architectural design, landscape design, and the natural environment.
- Provide an assessment of community need and benefits. For example: new tax revenue, jobs, services or products provided.
- The Planning Board may request additional information or documentation.

ACTION BY PLANNING BOARD/CEO

DATE ACTION TAKEN

APPLICATION IS APPROVED	APPLICATION IS DENIED

CONDITIONS/EXPLANATION

NOTE: PERMITS ARE NOT VALID UNTIL ALL FEES HAVE BEEN PAID
ALL PERMITS ARE SUBJECT TO APPEAL FOR A PERIOD OF 35 DAYS AFTER ISSUANCE

KEEP THIS PAGE FOR YOUR INFORMATION

NOTES FROM PAGE 1

- (1) If the person signing the application is not the owner of the property, written proof of authorization from the owner is required.
- (2) Zoning district map is available on the Town website: www.townofvinalhaven.org
- (3) Shoreland/Wetland zones are 250 ft. from Normal High Water or 250 ft. from unforested freshwater wetland over 10 acres or 75 ft of a stream that is below the confluence of two perennial streams shown on USGS topographical map and fall under State of Main land use restrictions.
- (4) Flood hazard maps and information are available from the Code Enforcement Officer.
- (5) Copies of any easements or deed restrictions concerning this activity or structure must be included with this application.

INFORMATION FOR APPLICANTS

- Submit this application to the Code Enforcement Officer with required plot plan, dimensions, setback distances, other permits and fees, and any other information requested 2 weeks prior to the regularly scheduled Planning Board meeting on first Wednesday of every month.
- The application is not considered complete until all required copies of permits have been submitted, and the non-refundable application fee has been paid. Any action is conditional on receipt, review, and approval of these submissions.
- If the property is not served by a public sewer, a valid plumbing permit or a completed application for a plumbing permit, including the site evaluation approved by the Plumbing Inspector, shall be submitted whenever the nature of the proposed structure would require the installation of a subsurface sewage disposal system (Section 17.D.4. of Land Use Ordinance).
- Please contact the Code Enforcement Officer if you need assistance in obtaining the information needed to complete this application.
- The **non-refundable application fee is \$25.00** and building permits fees are \$.15 per square foot of all floors and decks including living space of basements and attics, or \$.25 per linear foot in the case of roads and driveways. Minimum fee is \$20.00. Please contact the Code Enforcement Officer for an accurate calculation of fee (863-2168). Checks should be made out to the **Town of Vinalhaven**.
- All applications shall be signed by the owner or owners of the property or other person authorizing the work, certifying that the information in the application is complete and correct. (Authorization must be attached if not signed by property owner)
- The approved/disapproved application will be given to the applicant and a copy will be retained at the CEO's office.

AFTER THE APPLICATION HAS BEEN APPROVED

- You must pick up an Official Notice of Permit at the CEO office located at the Town Clerk's office. This Notice must be posted on site before starting work for which the permit is granted.
- The permit will expire after two years unless the exterior of the structure is finished by that time. (Sec 17. F. of the Land Use Ordinance)
- The permit is subject to appeal for a period of 35 days after issuance.
- There shall be no construction above the foundation of any structure until such time as the CEO inspects and approves the foundation for conformance with the provisions of the ordinance and the building permit (Section 17.D.6. of the Land Use Ordinance). It is suggested that you contact the CEO after the foundation has been staked out but before the foundation is constructed.