



Municipal Office, Town of Monmouth, ME

859 Maine St, Monmouth ME 04295

207-481-9400 www.monmouthmaine.gov/

Town of Monmouth – Shoreland Zone Project Review and Approval

This application is required for projects within the Shoreland Zone that require Planning Board approval. After the Planning Board approves your project, the Code Enforcement Officer will issue the permit. Please complete all sections and attach the required documentation

Applicant Information

1. Property Address: _____

2. Name of Property Owner: _____ Phone: _____

Mailing Address: _____

3. Applicant: _____ Phone: _____

Mailing Address: _____

Applicant Email: _____ Phone _____

Agent Email: _____

4. Right, Title and Interest: Indicate the applicants **legal interest** in the property and attach evidence of right, title or interest (e.g. deed, lease option, etc.)

5. Corporate/Partnership Status: Are the **applicant or owner** a **corporation, partnership, trust or limited-liability company**? If yes, attach a **certificate of good standing** or other proof of legal existence.

Yes

No

6. Agency Preparing Plan: _____ Phone: _____

Mailing Address: _____

Email: _____ Registration # _____

7. Contact Person: _____ Phone: _____

8. Interest in Abutting Property: What interest does the applicant have in any property abutting the parcel to be developed?

9. Project Description: Describe the **project** for which approval is requested

10. Address of Property: _____ Lot #: _____ Tax Map # _____

11. Current Zoning: _____

12. Is any portion of the property within **75 feet of a pond, lake, stream or wetland**?
If yes, identify and locate these features on the submitted plans. This includes water bodies, wetlands and flood-harazard area.

Yes No

13. Total parcel acreage: _____ Acreage to be developed: _____

13a. % covered by vegetated surfaces: _____

14. Has this land been part of an **approved subdivision** or part of any **other divisions** within the past 5 years? Yes No

15. Describe the **existing use(s)** of the land (farm, woodlot, etc.)

16. Anticipated start and completion date of construction: _____ , _____

Site Plan Requirements

- Lot dimensions, including easements and setback lines
- Location of existing and proposed buildings and structures
- Driveways, walkways, and parking areas
- Existing and proposed wells and sewage systems
- Vegetation clearing areas and any earth-moving activity
- Stormwater and erosion control features
- Shoreland zoning boundaries and natural features

Required Documents

- Evidence of right, title or interest (e.g. deed or purchase and sale agreement)
- Certificate of corporate or partnership status (if applicable)
- Copy of registered deed of ownership
- Soils, water supply, and sewage disposal information
- Confirmation of adequate water supply and pressure
- Erosion control and stormwater management plans
- Photographs of existing site conditions and buildings

Certification

I certify that all information submitted with this application is true and correct to the best of my knowledge.

Signature of applicant: _____ Date: _____

For Town Office Use Only

- Date Received: _____
- Date Application Accepted (Planning Board): _____
- Fee Paid: \$ _____
- Electronic Verification from Town Planner: _____