

**CONDITIONAL USE SHORELAND APPLICATION  
TOWN OF MANCHESTER  
GENERAL INFORMATION**

1. APPLICANT	2. APPLICANT'S ADDRESS	3. APPLICANT'S TELEPHONE
4. PROPERTY OWNER	5. OWNER'S ADDRESS	6. OWNERS TELEPHONE
7. CONTRACTOR  If soil is being disturbed indicated DEP cert. no.	8. CONTRACTOR'S ADDRESS	9. CONTRACTOR'S TELEPHONE
10. LOCATION/ADDRESS OF PROPERTY	11. TAX MAP/PAGE/LOT	12. ZONING DISTRICT
13. DESCRIPTION OF PROPERTY INCLUDING A DESCRIPTION OF ALL PROPOSED CONSTRUCTION, E.G. LAND CLEARING, ROAD BUILDING, SEPTIC SYSTEMS, AND WELLS (PLEASE NOTE THAT A SITE PLAN SKETCH IS REQUIRED ON PAGE 3)		
14. PROPOSED USE OF PROJECT		15. ESTIMATED COST OF CONSTRUCTION

16. LOT AREA	17. FRONTAGE ON ROAD (FT)
18. IMPERVIOUS COVER SQ FT AND % OF LOT CONSISTING OF STRUCTURES, ROADS, DRIVEWAYS, PATIOS, WALKWAYS, AND WALLS	
EXISTING (LIMITED TO 20% OF LOT AREA. IF EXISTING > 20%, LIMITED TO NO INCREASE.)	PROPOSED
19. SQ FT AND % OF LOT THAT IS CLEARED EXISTING PROPOSED (LIMITED TO THE GREATER OF 25% OF LOT AREA OR 10,000 SQ FT) (ALSO LIMITED TO 40% OF VOLUME OF TREES > 4" DIA. IN 10 YRS)	20. ELEVATION OF 1ST STORY ABOVE 100 YR FLOOD LEVEL, IF APPLICABLE EXISTING PROPOSED
21. FRONTAGE ON WATERBODY (FT)	22. HEIGHT OF PROPOSED STRUCTURE
23. EXISTING USE OF PROPERTY	24. PROPOSED USE OF PROPERTY
NOTE: QUESTIONS 25 & 26 APPLY ONLY TO EXPANSIONS OF PORTIONS OF EXISTING STRUCTURES WHICH LESS THAN THE REQUIRED SETBACK.	
25A. SQ FT OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK AS OF 1/1/89	26A. CU FT OF PORTION OS STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK AS OF 1/1/89
25B. SQ FT OF EXPANSIONS OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK FROM 1/1/89 TO PRESENT	26B. CU FT OF EXPANSIONS OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK FROM 1/1/89 TO PRESENT
25C. SQ FT OF PROPOSED EXPANSION OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK	26C. CU FT OF PROPOSED EXPANSION OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK
25D. % INCREASE OF SQ FT OF ACTUAL AND PROPOSED EXPANSIONS OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK SINCE 1/1/89:  (% INCREASE = $\frac{B + C}{A} \times 100$ ) LIMITED TO 30%	26D. % INCREASE OF CU FT OF ACTUAL AND PROPOSED EXPANSIONS OF PORTION OF STRUCTURE WHICH IS LESS THAN REQUIRED SETBACK SINCE 1/1/89:  (% INCREASE = $\frac{B + C}{A} \times 100$ ) LIMITED TO 30%

**Site Plan** - May be drawn on the attached grid or a separate sheet and drawn to scale not greater than 1 inch to 50 feet. The site plan may be hand drawn and prepared by the property owner or could be prepared by a professional consultant

The Site Plan should include:

- Site plan title including property owner, address, and map/lot number
- Name, registration, and seal of the land surveyor, architect, or engineer who prepared the plan, if applicable
- Lot property lines including their distance
- Abutting water body
- Locations and dimensions of existing and proposed structures including their distance to property lines and the water body high water mark
- Location of required building setbacks
- Locations of sewage disposal systems and water supply wells
- Locations of existing and proposed impervious areas including all structures and driveways, parking areas, and existing and proposed roads
- Areas to be cleared, and of earth moving, or soil disturbing, or timber harvesting activity should be indicated with boundaries
- Location of existing and proposed buffers, or proposed landscaping

**Soil Erosion Control Plan** - All proposals involving earthmoving or soil disturbance must include a written narrative explaining erosion control measures. The location of erosion control measures including silt fence, erosion control mix, hay bales, or other appropriate erosion control devices should be indicated on the site plan or a separate plan

**Schedule of Construction** - Please include an anticipated schedule of construction

**Phosphorus Export** - If you are proposing an increase in impervious area the Planning Board may require a phosphorus export analysis consistent with Maine DEP methods with mitigative measures proposed for the portion of runoff exceeding 0.02 lb / acre / yr (see pp 61-62 of Ordinance).

**Title, Right , Interest** - Please include a copy of the deed to the property indicating your ownership of the property.

**ADDITIONAL PERMITS, APPROVALS, AND/OR REVIEWS REQUIRED**

CHECK IF REQUIRED

- Planning Board Review/Approval
- Board of Appeals Review/Approval
- Flood Hazard Development Permit
- Exterior Plumbing Permit  
(Approved HHE 200 Application Form)
- Interior Plumbing Permit
- DEP Permit (SiteLocation, Natural Resources Protection Act)
- Army Corps of Engineers Permit  
(e.g. Sec. 404 of Clean Waters Act)

OTHERS

- Construction Permit from CEO
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NOTE: Applicant is advised to consult with the Code Enforcement Officer and appropriate state and federal agencies to determine whether additional permits, approvals, and reviews are required.

I certify that all information given in this application is accurate. All proposed uses shall be in conformance with this application and the Manchester Land Use Ordinance

I agree to future inspections by the Code Enforcement Officer at reasonable hours

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent's Signature (if applicable)

\_\_\_\_\_  
Date

**APPROVAL OR DENIAL OF APPLICATION**  
(For Office Use Only)

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

This application is:                     Approved                                         Denied                    

If denied, reason for denial:

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If approved, the following conditions are prescribed:

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NOTE: In approving a Shoreland Zoning Permit, the proposed use shall comply with the purposes and requirements of the Shoreland Zoning Ordinance for the Town of \_\_\_\_\_

\_\_\_\_\_  
CODE ENFORCEMENT OFFICER

\_\_\_\_\_  
DATE

INSPECTION CHECK LIST

- Prior to Clearing and Excavation
- Prior to Foundation Pour
- Prior to Final Landscaping
- Prior to Occupancy

PERMIT #	_____
FEE AMOUNT	_____
RECEIVED (DATE)	_____

### SHORELAND ZONING PERMIT REVIEW CHECKLIST

NOTE: This checklist is intended to assist the Planning Board in tracing a Conditional Use Permit through the review process  
Check off for all structures:

- Complete Shoreland Zoning Permit application
- Pay Appropriate Fee
- Lot area
- % of lot covered by non-vegetated surfaces
- Height of Structure
- Setback from High Water Mark
- Setback from Side and Rear Lot Lines
- % Increase of Expansions of Portion of Structure which is less than required setback
- Copy of Interior and Exterior Plumbing Permits
- Copy of Deed
- Elevation of Lowest Floor to 100 Year Flood Elevation
- Copy of Additional Permit(s) as required  
(see page 5 of application form)

Check off for further review:

- Copy of file to Board of Appeals if variance or special exception is required
- Copy of file to Planning Board if Planning Board review is required

Check off for Site visits by CEO:

- Prior to Clearing and Excavation
- Prior to Foundation Pour
- Prior to Final Landscaping
- Prior to Occupancy

**SPECIAL PERMIT**

NOTE: Where the Shoreland Zoning Ordinance requires a variance, a conditional use, or special exception by the Board of Appeals or the Planning Board, then this Special Permit shall be completed by the appropriate board and attached to the Shoreland Permit Application

PROPERTY OWNER	SHORELAND DISTRICT
ADDRESS OF PROPERTY	

**FINDINGS OF FACT AND CONDITIONS OF APPROVAL**

Board of Appeals \_\_\_\_\_  
Planning Board \_\_\_\_\_

NOTE: The Findings of Fact and the Conditions of Approval should include the reasons why the special permit was granted and specific conditions which clearly define the scope of the use. In reviewing a request for a variance, Boards of Appeals shall apply the "Undue Hardship" criteria printed on the back of this page. In reviewing a request for a conditional use or a special exception, Planning Boards shall apply the standards of review provided in the local ordinance.

APPROVED BY:

DATE:

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NOTICE TO APPLICANT:

I have read and accept the conditions of this special permit

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**SHORELAND ZONING PERMIT**

**SITE INSPECTION SCHEDULE**

NOTE: This inspection schedule is not designed to ensure compliance with BOCA or other builder codes, but rather to ensure compliance with the land use standards contained in the \_\_\_\_\_ Shoreland Zoning Ordinance.

Prior to Clearing and Excavation Date \_\_\_\_\_ CEO \_\_\_\_\_

Prior to Foundation Pour Date \_\_\_\_\_ CEO \_\_\_\_\_

Prior to Final Landscaping Date \_\_\_\_\_ CEO \_\_\_\_\_

Prior to Occupancy Date \_\_\_\_\_ CEO \_\_\_\_\_

Permit #:	_____
Date of Issue:	_____
Recipient	_____
Map/Lot#:	_____

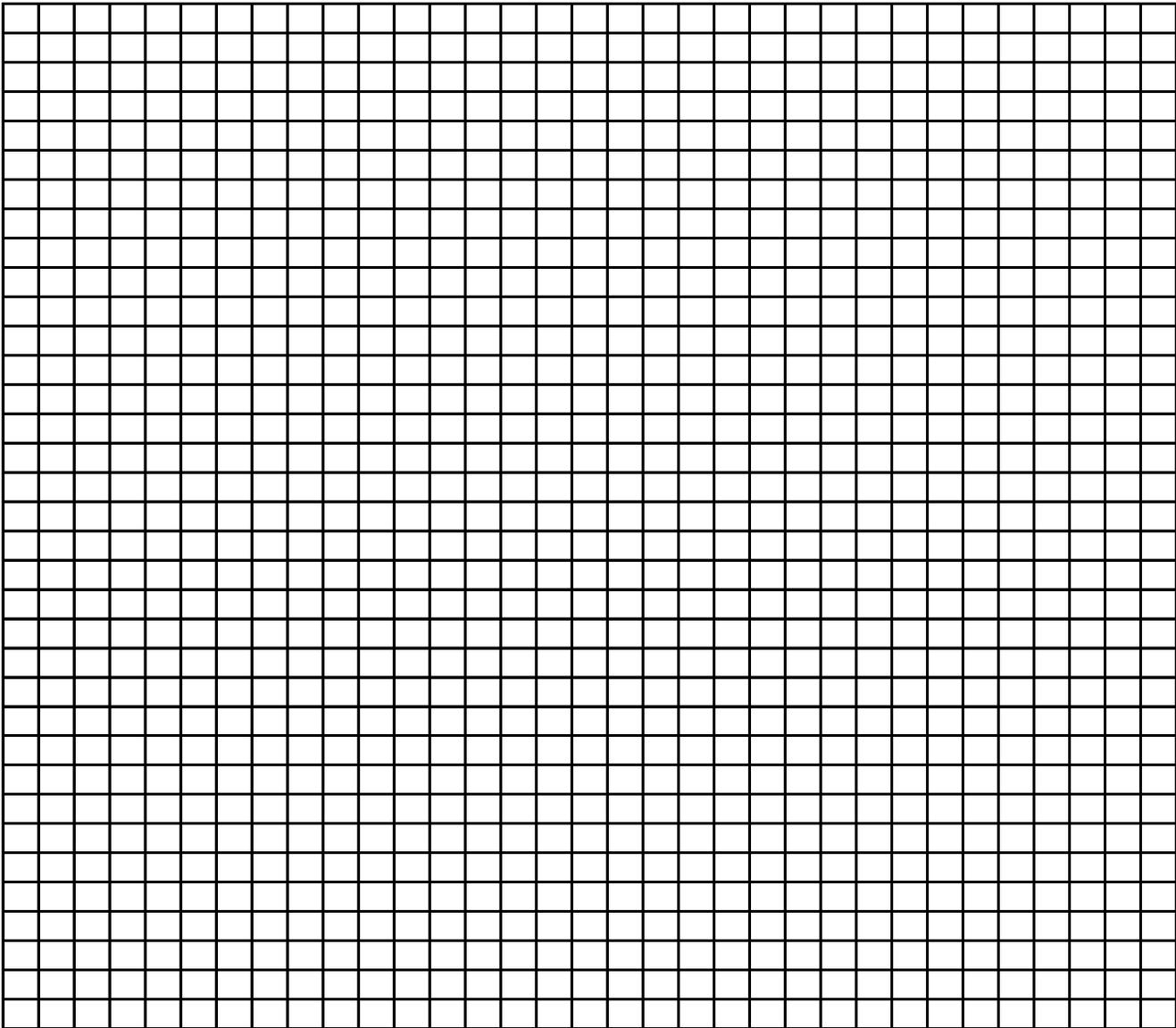
**SITE PLAN - May be included on the following grid or a separate sheet and drawn to scale**

Property Owner \_\_\_\_\_

Address \_\_\_\_\_

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

NOTE: For all projects involving filling, grading, or other soil disturbance you must provide a soil erosion control plan describing the measures to be taken to stabilize disturbed areas before, during and construction (See attached guidelines)



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