

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 clarify 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: 207-367-9309

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)

For Office Use Only	FEE PAID _____
	DATE PAID _____
	REC'D BY _____

Tax Map & Lot _____
Water Body _____
E911 Address _____

TOWN OF HARTFORD
 SHORELAND ZONING PERMIT APPLICATION
 TO THE HARTFORD PLANNING BOARD

GENERAL INFORMATION

1. APPLICANT	2. APPLICANT'S ADDRESS	3. APPLICANT'S TEL #
4. PROPERTY OWNER	5. OWNER'S ADDRESS	6. OWNER'S TEL #
		6a. EMAIL ADDRESS
7. SUMMER ADDRESS	8. CONTRACTOR'S NAME AND ADDRESS	9. CONTRACTOR'S TEL #
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) _____ _____ _____		11. SLZ DISTRICT _____ LIMITED RESIDENTIAL _____ STREAM PROTECTION _____ RESOURCE PROTECTION
12. WRITTEN DESCRIPTION OF PROPOSED WORK (Please note that a site plan sketch is required on page 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.		
14. PROJECT INCLUDES REMOVAL OF TREE/S: _____ # OF TREES TO BE REMOVED _____ LOCATION OF EACH TREE INDICATED ON SITE PLAN SKETCH ON PG 3		
15. IF YEAR-ROUND DWELLING GIVE DATE WHEN YEAR-ROUND USE BEGAN:	16. DATE OF INSTALLATION OF SEPTIC SYSTEM, W/SOURCE OF INFORMATION: 17. DATE WHEN SEPTIC TANK WAS LAST PUMPED:	

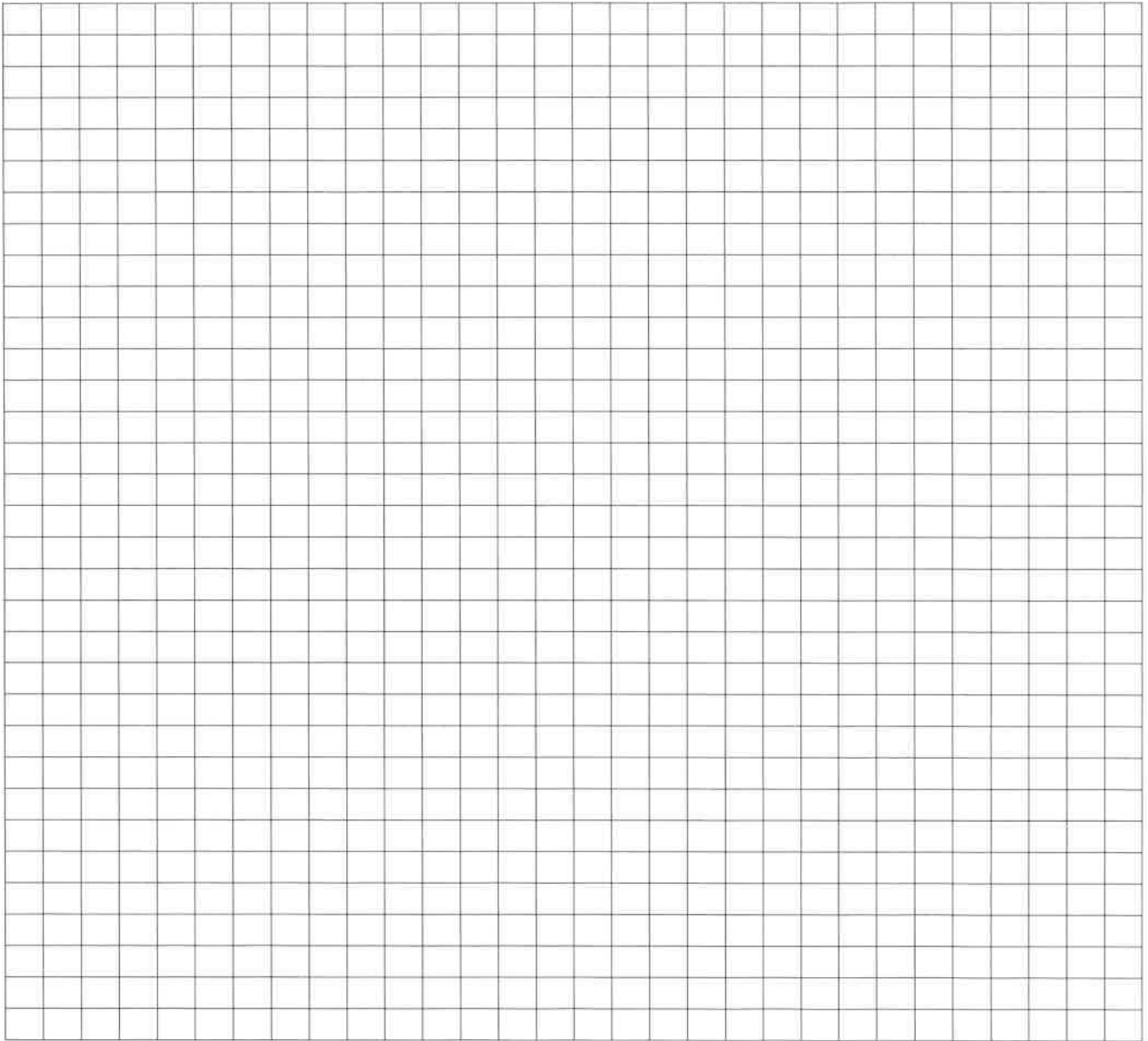
SHORELAND AND PROPERTY INFORMATION

18. LOT AREA-# OF ACRES OR SQUARE FOOTAGE IF LESS THAN ONE ACRE	19. FRONTAGE ON ROAD (FT.)
20. SQUARE FOOTAGE OF NON-VEGETATED SURFACES (STRUCTURES, PATHS & DRIVES) attach calculation: A) WITH EXISTING STRUCTURE: B) WITH PROPOSED EXPANSION:	21. ELEVATION ABOVE 100 YR FLOOD (if lot is determined to be in mapped flood plain)
22. FRONTAGE ON WATER BODY (FT.)	23. HEIGHT OF STRUCTURE A) OF EXISTING STRUCTURE: B) OF PROPOSED EXPANSION:
24. SETBACK FROM HIGH WATER MARK (FT.) A) OF EXISTING STRUCTURE: B) OF PROPOSED STRUCTURE:	25. USE OF PROPERTY A) EXISTING: B) PROPOSED:
NOTE: QUESTION <u>26</u> APPLIES TO EXPANSIONS OF EXISTING STRUCTURES WHICH HAVE LESS THAN THE REQUIRED SETBACK.	
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 = $\frac{B+C}{A} \times 100$)	

SITE PLAN

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.

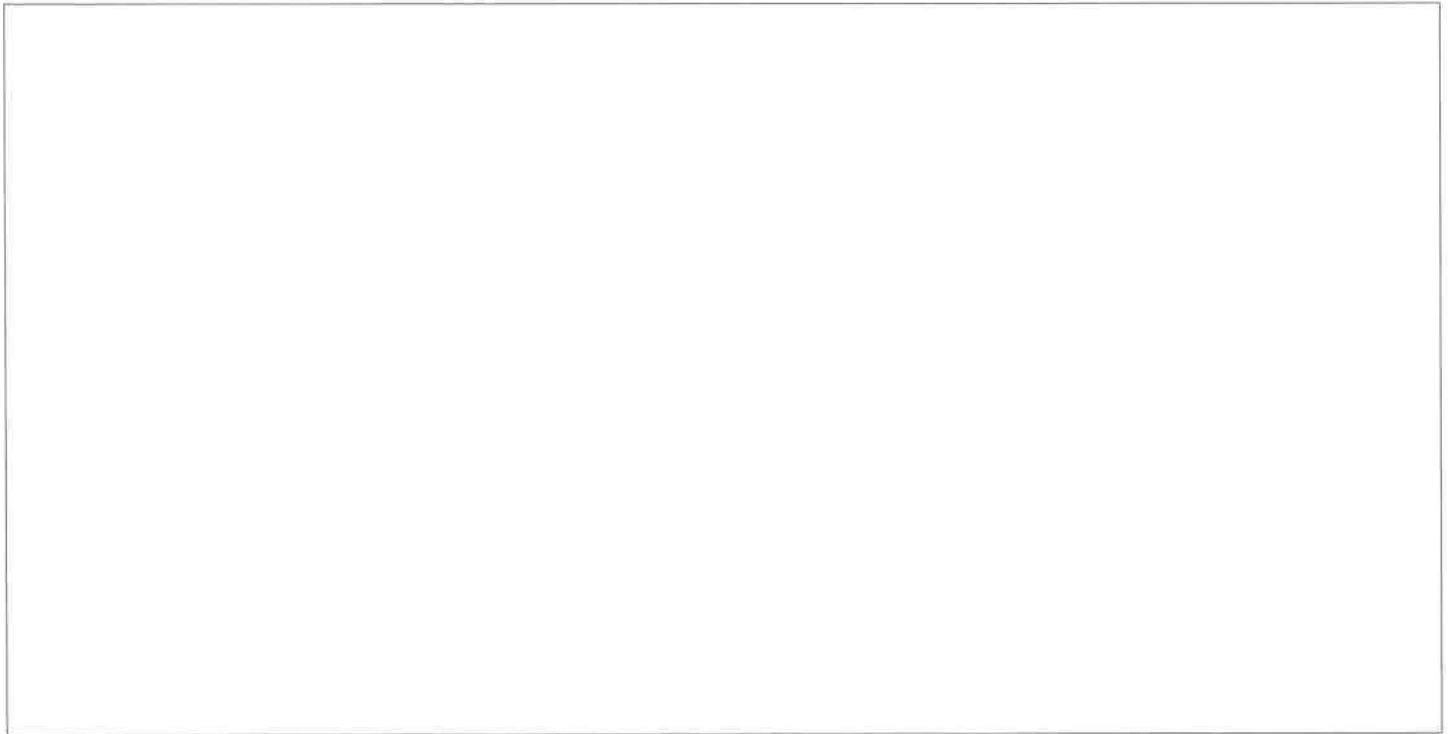


SCALE : _____ = _____ FEET

SHOW FRONT OR REAR ELEVATION



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

