

————— TOWN OF RICHMOND —————
APPLICATION FOR PLANNING BOARD REVIEW

PACKET INFORMATION:

Submission Requirements
Fee Schedule
Application
Article 8 Town of Richmond Ordinance

SUBMISSION REQUIREMENTS

1. Submit (8) copies of all materials collated and stapled into individual packets.
2. Payment for all abutter mailings and for two (2) public notices in a local paper. The Town will notify all abutters within five hundred (500) feet of all property boundaries.
3. A copy of the receipt of all fees paid. (Please see attached fee schedule or consult with the Code Enforcement Officer or Planning Board Secretary).
4. This application form along with required accompanying material must be submitted to the Planning Board secretary prior to being placed on the agenda, the planning board meets the fourth Tuesday of each month. All information requested in the attached application, including attachments, must be provided before the application will be placed on the agenda. Applications which are incomplete will be returned to the applicant. Applications which are not sufficiently detailed will be returned to the applicant.
5. The applicant or an agent needs to be present at the meeting to present the application to the board.
6. The Planning Board reserves the right to request additional materials from applicant.

**Town of Richmond, Maine
Planning Board**

26 Gardiner Street, Richmond, Maine 04357
207-737-4305

APPLICATION FORM

Type of Application:

- | | | |
|--|---|---|
| <input type="checkbox"/> Shoreland Zoning Permit | <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Extraction |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Subdivision | <input type="checkbox"/> Commercial Use |
| <input type="checkbox"/> Timber Harvesting | <input type="checkbox"/> Land Use | |
| <input type="checkbox"/> Other: _____ | | |

Applicant Information:

Applicant's Name: _____
Applicant's Mailing Address: _____
Applicant's Telephone: _____

What is Applicant's legal interest in the property? Enclose copy.

- Owner Potential Buyer with Contract Lease/Rental Agreement

Recorded at the Sagadahoc County Registry of Deeds
Book: _____ Page: _____ (please enclose a recorded copy)

Owner's Name: _____
Owner's Mailing Address: _____
Owner's Physical Address: _____
Owner's Telephone: _____

Agent's Name: _____
Agent's Address: _____
Agents Telephone: _____

Engineer/Surveyor: _____
Engineer/Surveyor Address: _____
Engineer/Surveyor Telephone: _____

Project Location and Lot Information:

Map: _____ Lot: _____

Street Address: _____

Current Zoning: _____

If in a Shoreland Zone Percent of residential lot coverage: _____

Size of lot: _____ Acres _____ S.F.

Road Frontage: Street: _____ Frontage: _____

Road Frontage: Street: _____ Frontage: _____

Existing Use of Property: _____

Property Currently serviced by: Town Road Private Road
 Town Water Private Well
 Town Trash Private Hauler
Existing Utilities: None Underground Pole

Slope Conditions in Area of Construction (If Applicable):

Flat (0-3% slope) Rolling (4-8% slope) Hilly (9-15% slope) Steep (16%+ slope)

Are there any wetlands or water bodies on the site? No Yes, (Attach Information)

Do you plan to bring fill onto the lot: No Yes, (Attach Information)

Description of proposed use of the property. Be as specific as possible:

Project/Proposed Use Description: _____

Property to be serviced by: Town Road Private Road
 Shared Sewer Private Sewer
 Town Water Private Well
 Town Trash Private Hauler
Proposed Utilities: Existing Underground Pole

Is this project part of a larger project? _____

If Subdivision Review, number of proposed lots: _____

If a private way is proposed, number of lots served: _____

Requesting Waiver No Yes, (please attach details)

Attachments:

- A. Letters of Approval (If Applicable)
 - Fire Department
 - Police Department
 - Public Works
 - Superintendent of Schools
 - Road Commissioner
 - Solid waste hauler and licensed disposal facility
 - Septic waste hauler and disposal facility
 - Maine Historical Preservation Commission
 - Inland Fisheries & Wildlife
 - Maine Department of Environmental Protection
 - Maine Natural Areas Program
- B. Letter to Planning Board describing project in detail, waiver requests, proposed improvements, addressing permit requirements, etc.
- C. Photographs of site, existing buildings, proposed construction
- D. Architectural renderings/drawings of proposed buildings, as required.
- E. Engineer Plans, as required.

Required Signatures:

By signing this application, as the foresaid applicant or authorized agent:

- I certify that I have read and completely understand the application;
- I certify that the information contained in this application and it's attachments are true and correct;
- I understand that all information provided on this form and all other documents submitted as part of my proposal is a matter of public record;
- I understand that copies of this information may be supplied upon request to an interested party;
- I understand that additional funds may be required through the course of review for special studies, legal review costs, and/or engineering review;
- I understand that by submitting this application I am not guaranteed a place on any particular agenda;
- I understand that the information contained in this application is background information and some applications may require additional tests, maps, documentation or submissions as required by the Planning Board.

Signature of applicant: _____ Date: _____

Signature of property owner: _____ Date: _____

<u>OFFICE USE ONLY</u>	
Received on: _____	By: _____
Fees Paid: _____ \$ _____	By: _____