

# Land Use Application Instructions

(This page does not need to be submitted with permit)

**SITE PLAN MUST ACCOMPANY THIS APPLICATION ON SEPARATE PAPER AND INCLUDE THE FOLLOWING:**

- A. LOT DIMENSIONS
- B. NAME OF ROADS, STREETS, DRIVEWAYS, RIGHT-OF-WAYS, BODIES OF WATER AND LOCATION OF IT.
- C. SKETCH SHOWING EXACT LOCATION OF ALL EXISTING AND PROPOSED BUILDINGS AND DISTANCE FROM LOT LINES.
- D. LOCATION OF SEWAGE DISPOSAL, WATER SUPPLY, AND OTHER UTILITIES.
- E. SHOW SETBACKS FROM WATER AND PROPERTY LINES (INDICATE DISTANCE IN FEET).
- F. EROSION AND SEDIMENT CONTROL PLAN.
- G. STORMWATER MANAGEMENT PLAN.

**HAVE YOU:**

- COMPLETED ALL OF THE SECTIONS PERTAINING TO YOUR PROJECT?
- INCLUDED ALL PAPERWORK THAT IS REQUIRED OR MIGHT BE HELPFUL IN REVIEWING APPLICATION?
- SUPPLIED DOCUMENTATION THAT THIS PROPERTY HAS OR WILL HAVE ADEQUATE WASTE WATER DISPOSAL?
- SIGNED THE APPLICATION?
- INCLUDED THE APPLICATION FEE?
- CONTACTED THE ASSESSOR FOR THE TAX IMPLICATIONS AND/OR PENALTIES IF THIS PROPERTY IS IN TREE GROWTH? (FILL OUT SECTION 7)?
- **FEES MUST ACCOMPANY APPLICATION AND ARE NON- REFUNDABLE!**  
**APPLICATIONS WILL NOT BE ACCEPTED WITHOUT PAYMENT!**
- LAND USE PERMITS DO NOT INCLUDE PLUMBING, SEPTIC OR ELECTRICAL PERMITS. APPLICANTS SHOULD INQUIRE ABOUT ANY OTHER FEDERAL, STATE OR LOCAL PERMITS THAT MAY BE REQUIRED. FEES DO NOT INCLUDE ANY BOARD REVIEWS NECESSARY.
- LAND USE PERMITS ARE VALID FOR A PERIOD OF ONE-YEAR.
- THE APPLICANT IS RESPONSIBLE FOR ASSURING THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE. ANY FALSE INFORMATION MAY INVALIDATE THIS PERMIT.
- IF YOU HAVE ANY QUESTIONS REGARDING APPLICATION, FEEL FREE TO CALL THE CODE ENFORCEMENT OFFICER,

**KEN VINAL, CEO/LPI:** Available in the Town Office on Mondays from 9:00 – 10:00 am and 4:00-5:00 pm; other times by cell 380-6091.

# LAND USE FEE SCHEDULE

(SUBJECT TO CHANGE)

## Type of Application:

- Plumbing/Septic – SEE SEPARATE PLUMBING & SEPTIC FEE SCHEDULE
- Single Family Home (Must have an approved Septic Design) \$ .15 sq. ft.
- Additions, including wharves (*minimum \$50*) \$ .15 sq. ft.
- Accessory Structure including attached garage \$ .10 sq. ft.
- Change of Use/Home Occupation \$ 25.00 up to 165 sq. ft.
- Change of Use/Home Occupation \$ .10 sq. ft. over 165 sq. ft.
- Demolition (*minimum \$50*) \$ .10 sq. ft.
- Commercial Permits (First 500 sq. ft.) \$150.00 plus  
\$50.00 each additional 500 sq. ft. of each floor
- Sign (Requires Sign Permit, not Land Use Permit) \$ 30.00
- Earth Moving – First 40K sq. yds. \$ 50.00
- Earth Moving – Anything over 40K sq. yds. \$100.00
- Appeals Board – Appeal \$300.00
- Appeals Board – Variance \$100.00
- Appeals Board – Special Exception \$150.00
- Planning Board \* If required, fees set by Planning Board
- Site Review – up to 1,000 sq. ft. \$ .30 sq. ft.
- Site Review – 1,001 – 20,000 sq. ft. \$ .25 sq. ft.
- Site Review – over 20,000 sq. ft. \$ .15 sq. ft.
- Design Review – Minor (Category I) \$100.00
- Design Review – Significant (Category II) \$300.00

\* Requires application for inclusion on Planning Board agenda. All applications, in entirety, must be paid for and turned in two (2) weeks prior to Planning Board meeting.

Permit fees for permits secured after a project is begun are calculated at twice the normal rate.

**A DEPOSIT WILL BE REQUIRED FOR ANY APPLICATION OR PERMIT REQUIRING AN INSPECTION OF A COMPLETED PROJECT.**

**THE DEPOSIT WILL BE A MINIMUM OF \$100.00 OR 50% OF THE PERMIT FEE, WHICHEVER IS GREATER, BUT NOT TO EXCEED \$5,000.00.**

**ALL FEES ARE ROUNDED TO THE NEAREST WHOLE DOLLAR AND PERMITS WILL NOT BE ISSUED UNTIL FEES ARE PAID IN FULL. THE INSPECTION DEPOSIT WILL BE RETURNED TO THE APPLICANT ONCE THE CODE ENFORCEMENT OFFICER HAS GIVEN THE TREASURER THE COMPLETED PERMIT READY TO BE FILED.**

Permit # \_\_\_\_\_ Growth Permit # \_\_\_\_\_ TAX MAP \_\_\_\_\_ LOT \_\_\_\_\_

## Newcastle Building and Land Use Permit Application

Zone: \_\_\_\_\_ Design Review?  Yes  No  
Planning Board?  Yes  No

Applicant \_\_\_\_\_ Phone: \_\_\_\_\_

LANDOWNER: \_\_\_\_\_ Phone: \_\_\_\_\_

STREET NUMBER/NAME: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATE OF OWNERSHIP \_\_\_/\_\_\_/\_\_\_\_\_

- ( ) NEW CONSTRUCTION ( ) ENLARGE ( ) MOVE ONTO LOT  
( ) SINGLE FAMILY HOME ( ) ACCESSORY BLDG ( ) MULTIPLE HOUSING  
( ) COMMERCIAL BLDG ( ) INDUSTRIAL BLDG ( ) OTHER  
( ) MOBILE/MODULAR HOME

YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ SERIAL # \_\_\_\_\_

( ) CHANGE USE TO: \_\_\_\_\_

LOT WIDTH \_\_\_\_\_ LOT DEPTH \_\_\_\_\_ ACREAGE \_\_\_\_\_

THE FAIR MARKET VALUE OF ALL MATERIALS AND LABOR OF THIS PROJECT IS

\$ \_\_\_\_\_

**PROPOSED STRUCTURE SIZE: (PROVIDE DIMENSIONS IN SQUARE FEET)**

BASEMENT \_\_\_\_\_ FINISHED \_\_\_\_\_ UNFINISHED \_\_\_\_\_

1<sup>ST</sup>. FLOOR \_\_\_\_\_ 2<sup>ND</sup>. FLOOR \_\_\_\_\_ 3<sup>RD</sup>. FLOOR \_\_\_\_\_

DECKS, PORCHES OR PATIOS \_\_\_\_\_

ATTACHED GARAGE \_\_\_\_\_ UNATTACHED GARAGE \_\_\_\_\_

BARN \_\_\_\_\_ STORAGE BLD. \_\_\_\_\_

OTHER \_\_\_\_\_

STRUCTURE HEIGHT \_\_\_\_\_ FEET (FROM THE LOWEST FINISH GRADE TO THE HIGHEST PORTION OF THE STRUCTURE)

NUMBER OF BEDROOMS \_\_\_\_\_ NUMBER OF BATHROOMS \_\_\_\_\_

NUMBER OF KITCHENS \_\_\_\_\_ OFFICE USE ONLY: \_\_\_\_\_ LOT COVERAGE \_\_\_\_\_

\_\_\_\_\_ % \_\_\_\_\_ OFFICIAL

**SECTION 1      STRUCTURE INFORMATION**

WHAT IS THE PRIMARY USE OF THE STRUCTURE? \_\_\_\_\_

THIS USE WOULD BE BEST DESCRIBED AS: RESIDENTIAL \_\_\_\_\_ COMMERCIAL \_\_\_\_\_

COMPLETE THIS SECTION WHEN CONSTRUCTION IS FOR A NEW STRUCTURE, ADDITIONS OR RENOVATIONS TO AN EXISTING STRUCTURE.

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**SECTION 2      WASTE WATER DISPOSAL INFORMATION**

SYSTEM IS PUBLIC ( ) OR PRIVATE ( )?  
SYSTEM IS NEW \_\_\_\_\_ SYSTEM IS \_\_\_\_\_ YEARS OLD. DON'T KNOW AGE \_\_\_\_  
SEPTIC SYSTEM IS DESIGNED FOR \_\_\_\_\_ BEDROOMS? DON'T KNOW \_\_\_\_\_  
TYPE OF SYSTEM: SUBSURFACE \_\_\_\_\_ HOLDING TANK \_\_\_\_\_ OB DISCHARGE \_\_\_\_\_  
PERMIT NUMBER \_\_\_\_\_ (IF AVAILABLE)

NOTE: ANY APPLICATION FOR NEW WORK OR ANY RENOVATIONS TO EXISTING STRUCTURES REQUIRING A WASTE WATER DISPOSAL SYSTEM MUST PROVIDE EVIDENCE THAT AN ADEQUATE WASTE WATER DISPOSAL SYSTEM EXISTS EVEN IF THE USE OF THE STRUCTURE IS NOT BEING EXPANDED.

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**SECTION 3      FLOOD ZONE INFORMATION**

FLOOD ZONE CLASSIFICATION \_\_\_\_\_ PANEL NUMBER \_\_\_\_\_ BASE FLOOD ELEVATION \_\_\_\_\_  
FAIR MARKET VALUE OF THE EXISTING STRUCTURE \_\_\_\_\_  
RENOVATION COST \_\_\_\_\_ (FAIR VALUE, INCLUDING ALL LABOR AND MATERIAL)  
ELEVATION OF THE LOWEST PORTION OF THE STRUCTURE (INCLUDING BASEMENT) \_\_\_\_\_

NAME OF CERTIFIED PROFESSIONAL DOCUMENTING STRUCTURE ELEVATION. \_\_\_\_\_

PHONE \_\_\_\_\_ ADDRESS \_\_\_\_\_  
EMAIL \_\_\_\_\_

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**SECTION 4      SHORELAND ZONING**

THIS SECTION APPLIES ONLY TO THAT PORTION OF THE STRUCTURE THAT IS LESS THAN THE REQUIRED SETBACK. PLEASE INDICATE THE FOLLOWING FOR THAT PORTION OF THE STRUCTURE THAT IS LESS THAN 75 FEET FROM THE HIGHWATER MARK OF TIDEWATER AND 100' FROM FRESH WATER AND/OR FOR THAT PORTION OF THE STRUCTURE THAT IS LESS THAN 15 FEET FROM THE PROPERTY LINE.

SQUARE FEET \_\_\_\_\_ TOTAL VOLUME \_\_\_\_\_ CUBIC FEET  
TOTAL SQUARE FOOTAGE \_\_\_\_\_ X 30% EQUALS \_\_\_\_\_ AREA OF EXPANSION  
PLEASE INDICATE THE AMOUNT OF ADDITIONAL SQUARE FOOTAGE PROPOSED.

PLEASE INDICATE THE AMOUNT OF ADDITIONAL VOLUME PROPOSED \_\_\_\_\_

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**SECTION 5 FLOODPLAIN BUILDINGS ONLY**

DOES YOUR PROPOSAL INCLUDE ANY FOUNDATION WORK? YES \_\_\_\_\_ NO \_\_\_\_\_  
WILL THE NEW FOUNDATION EXTEND BEYOND THE OUTER LIMITS OF THE STRUCTURE,  
AS IT EXISTS NOW? YES \_\_\_\_\_ NO \_\_\_\_\_  
WILL THE NEW FOUNDATION CAUSE THE STRUCTURE TO BE ELEVATED MORE THAN 3  
ADDITIONAL FEET? YES \_\_\_\_\_ NO \_\_\_\_\_  
WILL YOU ATTEMPT TO RELOCATE THE FOUNDATION AND/OR STRUCTURE TO MEET  
THE SETBACK REQUIREMENT TO THE GREATEST PRACTICAL EXTENT POSSIBLE?  
YES \_\_\_\_\_ NO \_\_\_\_\_

**SECTION 6 PIERS, DOCKS, WHARFS FLOATS AND/OR STAIRWAYS**

APPLICATION FOR:  
NEW \_\_\_\_\_ REPAIR TO EXISTING \_\_\_\_\_ REPLACEMENT \_\_\_\_\_  
DIMENSIONS: WHARF \_\_\_\_\_ RAMP (S) \_\_\_\_\_ FLOAT(S) \_\_\_\_\_  
SIDELINE SETBACKS \_\_\_\_\_  
STAIRWAY DIMENSIONS \_\_\_\_\_  
PLEASE SUPPLY A DETAILED DRAWING SHOWING THE FOOTPRINT AND PROFILE HAVE  
THE STRUCTURE, HIGH AND LOW WATERMARKS AND SIDELINE LOCATIONS.

**SECTION 7 TREE GROWTH**

PLEASE INDICATE THE AMOUNT, IF ANY, ACREAGE THAT IS CURRENTLY IN TREE  
GROWTH. PLEASE ALSO LIST ANY OTHER PERTINENT TREE GROWTH INFORMATION IN  
THIS SPACE. \_\_\_\_\_

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**SECTION 8 EARTH MOVING INCLUDING DRIVEWAYS**

PLEASE INDICATE ANY EXCAVATING OR DRIVEWAY WORK YOU ARE PLANNING BY  
ATTACHING ANY SKETCHES OR DRAWINGS THAT MAY BE RELEVANT.

I CERTIFY THAT THE ABOVE SUBMITTED APPLICATION AND INFORMATION WITHIN IS  
CORRECT TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT ANY  
FALSIFICATION IS REASON FOR DENIAL OF A PERMIT.

\_\_\_\_\_  
APPLICANT DATE

REVIEWED BY CODE ENFORCEMENT OFFICER \_\_\_\_\_  
CEO/LPI

APPLICATION: APPROVED ( ) DATE: \_\_\_\_\_  
DENIED ( ) REASON: \_\_\_\_\_

APPLICABLE FEE \$ \_\_\_\_\_

TOTAL DUE WITH APPLICATION \$ \_\_\_\_\_

CLERK'S USE ONLY: FEE PAID: \_\_\_\_\_ DATE PAID: \_\_\_\_\_