

Town of Searsmont

Site Plan Review Application



If you have any questions about whether your building project needs to go through a site plan review or if you need help filling out this application, please call or visit the Searsmont Town Office and ask to speak with the Code Enforcement Officer. Depending on the size and scope of your project you may also need other permits. The Code Enforcement Officer and/or Planning Board can assist you. Please contact the town before starting any work on your project.

Links to frequently asked questions:

[Searsmont Town Office](#): address, phone number, and office hours

[Land Use Ordinance](#) (LUO):

Site Plan Review Requirements: Section 1100 of the [Land Use Ordinance](#)

Permit Expiration and Extension: Section 1102.3.H of the [Land Use Ordinance](#)

General Review Standards: Section 1102.5 of the [Land Use Ordinance](#)

Table of Land Uses: Section 700 of the [Land Use Ordinance](#)

Permit Fees

		Section 1101.3 - Project Classification
Minor Project	New Application or Amendment	Pre-application fee of \$400.00. Application fee of \$5.00 per \$1,000.00 of cost of project for projects over \$10,000. Minimum fee of \$400.00 and maximum fee of \$5,000. Escrow amount for consultants set at discretion of Planning Board.
Major Project	New Application or Amendment	Pre-application fee of \$400.00. Application fee \$5.00 per \$1,000.00 of cost of project for projects over \$10,000. Maximum fee of \$5,000. \$5,000 escrow for consultants. Balance not to drop below \$2,000.
Structures within the shoreland zone (In addition to the fees above)		\$100.00 plus \$10.00 per 100sq. ft. of total footprint, including overhangs

Fees Revised: January 12, 2021



Town of Searsmont
Site Plan Review Application

Project Name: _____

Applicant

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Is the applicant a Maine corporation? Yes: _____ (if yes, attach state registration) No: _____

Property Owner

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Applicant's Authorized Agent

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Name and registration number of any professionals used to prepare plan: _____

Land Information

Location (street address): _____

Tax Map Number: _____ Tax Lot Number: _____ Zoning District: _____

Lot Area: _____ Acres / Square Feet (circle one)

Developed Lot Area: _____ Acres / Square Feet (circle one)

Road Frontage (feet): _____ Shoreland Frontage (feet): _____

Is the project within 250' of a pond, lake, river, stream, wetland, or other water as identified in Town of Searsmont's Shoreland Zoning Map? Yes _____ No _____ (If yes, attach proper shoreland zoning permits)

Is any portion within a special flood hazard area defined by FEMA's Flood Hazard Maps? Yes _____ No _____ (If yes, which map(s)? _____)

Is the project located on a mapped sand and gravel aquifer? Yes _____ No _____



Town of Searsmont
Site Plan Review Application

Abutters names and addresses: please attach list

What interest does applicant have in any abutting property: _____

Please attach a copy of the deed to the property, option to purchase the property, or other documentation to demonstrate applicant’s right, title, or interest in the property.

Project Information

Proposed Project Description: _____

Total Footprint, including overhangs (square feet): _____ Hours of Operation: _____

Type of materials/products to be handled: _____

Estimated cost of project as proposed: (itemize major categories)

Legal _____

Storm water _____

Landscaping _____

Sewage disposal _____

Structures _____

Erosion _____

Roads/Parking _____

Water supply _____

Erosion control _____

Other (please specify) _____

Attach a statement as how you plan to finance the project.

Attach a proposed construction schedule including anticipated start date.

Maps

Please attach a sketch map showing the general location of the site within town.

Please attach a project map drawn to a scale of no less than 1” = 100’ to show existing and proposed development. Please show:

- Existing conditions: [Land Use Ordinance 1102.4.C.4](#)
- Proposed development information: [Land Use Ordinance 1102.4.C.5](#)



Town of Searsmont
Site Plan Review Application

Other Information

Attach written comments from Road Commissioner and Fire Chief as to adequacy of their existing capacities to serve the proposed development.

Attach copies of state permits with proof of approval or estimated approval date.

List any variance or waivers necessary before application process may proceed.

Owner / Applicant / Contractor Statement

I certify that the information submitted is true and correct to the best of my knowledge. All proposed activities will be in conformance with this application. It is further understood and agreed by the undersigned that they will comply with all existing ordinances of the Town of Searsmont and the State of Maine. Failure to do so is understood to be sufficient grounds for automatic revocation of any permit granted by reason of the application.

Applicant

Owner

Contractor

Staff Use Only

Date Application Received

Application Number: _____
(format: YYYYMMDD-Number)

Fee Amount: _____

Fee Paid: Yes: _____ No: _____

Application Decision: Approved: _____ Denied: _____

Decision Date: _____

If approved, the following additional conditions apply: _____

If denied, reason for denial: _____

Signature of Authorizing Authority: _____