

Commercial Site Plan Review Application

Town of Blue Hill

18 Union Street - Blue Hill, Maine 04614

TELEPHONE 207-374-2281 FAX 207-374-9935

Office Use Only: Map ____ Lot ____
Name: _____
Date Received: _____
Date Approved: _____
Application Fee: \$ _____
Advertising Fee: \$ _____
Technical Review Fee: \$ _____
=====
Total Fee Paid: \$ _____

This application is to be completed and submitted as described in the *Commercial Site Plan Review Ordinance* which can be downloaded at <https://www.bluehillme.gov>

PART I

Property Owner of Record:

Name: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

Email Address: _____

Applicant or Agent (if not owner):

Name: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

Email Address: _____

Site Information:

Street Address or Location: _____

Tax Map / Lot: _____

Is the site located within the Shoreland Zoning District? Yes ____ No ____

(If yes, a completed Shoreland Zone Application must be included with this application.)

Deed Recorded in Book _____ Page _____ in the Hancock County Registry of Deeds

(Include copy of the current deed or option to purchase property.)

List any deed restrictions/requirements:

Part II

Name of the proposed project: _____

Description of existing use of property/structures:

Description of proposed development of property/structures:

Proposed changes include:

- New structure(s). If yes, how many? _____
- Change of land use or structures (i.e., residential to commercial)
- Interior or exterior expansion of any commercial structure or land use for commercial purpose(s)

Estimated total cost of project: \$ _____

Square footage of improved or new structure(s): _____

Number of building stories/floors: _____

Building height: _____

Well water supply:

- Existing
- Proposed

Sewage disposal:

- Existing
- Proposed

Will the project require connection to the public sewer?

- Yes
- No

Environmental Conditions:

- Flood Hazard Area Zone ____ Permit # _____

The proposed project is nearby:

- Wetlands
- Coastal shoreland
- Freshwater shoreland
- Streams

Will a new curb cut and/or driveway be required to access the property from the street or access road?

- Yes
- No

Part III

The Commercial Site Plan Review Application is to be submitted with additional items described in the *Commercial Site Plan Review Ordinance* which can be downloaded at <https://www.bluehillme.gov>. The following is list of required items and a full description of each can be found in the ordinance Section 4, subsection E. Each attachment should be identified with the applicable section number(s) of the ordinance. All Submitted documents must conform with *Site Plan Review Criteria* described in Section 6, subsections A thru N on pages 21-30.

- Application form
- Review, advertising fees, and technical review fees
- Required copies of application and submission items (maps, drawings, etc.):
 - Electronic PDF file and (2) copies of completed applications with site plans for minor developments (confirm quantity with CEO prior to submission).
 - Electronic PDF file and (8) copies of completed applications with site plans for major developments (confirm quantity with CEO prior to submission)
 - Electronic PDF file and (2) copies of relevant FEMA map panel (if required)
- Plan and information as described under Application Procedures (Section 4, subsection E, items 5 & 6. General Information, Site information, pages 11-13)
- A list of Waivers requested by the applicant including the reasons why they are being requested
- Additional Reports for Specific Project Types (Section 4, subsection E, item F, pages 14-15)
- Provide evidence that the following Town of Blue Hill ordinances are met
 - Shoreland Zoning
 - Floodplain Management
 - Telecommunications Tower
 - Wind Energy Systems
- Copies of any other required permits or official decisions rendered by other agencies relating in any way to the project. This may include:
 - Subsurface Wastewater permit
 - Internal plumbing permit
 - Any local zoning waiver, special exceptions, or variance
 - Shoreland Zoning permit
 - DEP Site Location of Development permit
 - Army Corps of Engineers Wetlands or Navigable Waters permits
 - DEP Natural Resources Protection Act permit
 - State Fire Marshall's permit

Part IV

Permits are processed upon completion of the application. Permits are valid for one year. If substantial completion (30%) of is met a second year is granted to complete the project.

The applicant certifies all information given in this application is accurate. All proposed uses shall be in conformance with this application and any applicable Town of Blue Hill Ordinances.

The applicant is cautioned that permits from other local, State, or Federal agencies may be required before the project is commenced or occupied. It is not the responsibility of the Planning Board to advise the applicant about any other permits that may be required. The applicant is strongly advised to consult with the Code Enforcement Officer (CEO), License Plumbing Inspector (LPI), Fire Chief, and any other agency having jurisdiction regarding any permits that may be required. The Planning Board may condition its approval of any application(s) upon evidence that all other required local, State, and Federal permits and approvals have been obtained.

ALL COMPLETE APPLICATIONS MUST BE RECIEVED AT THE BLUE HILL TOWN CEO OFFICE AT LEAST 10 BUSINESS DAYS PRIOR TO THE PLANNING BOARD MEETING. REGULAR PLANNING BOARD MEETINGS ARE SCHEDULED FOR THE SECOND WEDNESDAY OF EACH MONTH.

The undersigned owner or authorized agent hereby applies for a permit in accordance with all statutes, laws, building codes, and ordinances of Blue Hill. The applicant certifies that all information and attachments submitted are true and correct and agrees to future inspections by the town CEO during reasonable business hours.

Signature Applicant

Date

Signature of Agent (if applicable)

Date

Printed Name

Printed Name

Conditional approval may be given upon receipt of above permits if required.

Application accepted as complete on: Date _____

By _____