

INSTRUCTIONS FOR THE PREPARING AND FILING OF APPLICATIONS WITH THE SRCC

APPLICATION CHECKLIST

<input type="checkbox"/> Application*	<input type="checkbox"/> Sewage Disposal Plan (HHE-200)*
<input type="checkbox"/> Detailed Site Plan (must be to scale)*	<input type="checkbox"/> Deed or Purchase and Sale Agreement
<input type="checkbox"/> Applicant’s Notice of Intent to File an application*	<input type="checkbox"/> Certificates of Mailing received at Post Office
<input type="checkbox"/> Application Fee	<input type="checkbox"/> Hardship Variance Form (See Note Below)*
<input type="checkbox"/> Other (please submit any other information that will assist the SRCC in considering your application, such as house plans, elevation views, contour maps, photographs, etc.)*	
*These items must be submitted in duplicate	

An incomplete application (one that does not include all of the items required from the box above) may result in delays! If you need any assistance in preparing these forms, please contact Commission Staff. **All of the above described items must be received by the Commission Office no later than 4:00 p.m. on the first Wednesday of the month in order to be considered for that month’s Commission Meeting.** There will be no exceptions to this Rule. Projects that require a hardship variance, have a great public concern, or have any complications may be considered at a later month. Any faxed or emailed submissions must be followed by a hard copy in the mail.

Note: Hardship Variances are necessary if you are requesting the relaxation of a standard due to limitations of the site which would make it impractical or unreasonable to expect you to adhere to the particular standard.

APPLICATION FEE SCHEDULE (EFFECTIVE JANUARY 1, 2023)

Please submit the **one fee** based on your principal activity. Checks or money orders should be made payable to the Saco River Corridor Commission (SRCC). All application fees are non-refundable.

1. Single Family Residence with or without Garage
 - a. No Hardship Variance Required.....\$ 350.00
 - b. Hardship Variance Required.....\$ 550.00
2. Accessory Structure or Addition
 - a. No Hardship Variance Required
 - i. 100 square feet or less.....\$ 125.00
 - ii. More than 100 square feet.....\$ 175.00
 - b. Hardship Variance Required
 - i. 100 square feet or less.....\$ 325.00
 - ii. More than 100 square feet.....\$ 375.00
3. New or Replacement Septic System or Well.....\$ 50.00
4. Excavating or Filling
 - a. 50 cubic yards or less.....\$ 150.00
 - b. 51 cubic yards to 100 cubic yards.....\$ 225.00
 - c. More than 100 cubic yards.....\$ 300.00
5. Establishment of New Use - no new construction.....\$ 175.00
6. Commercial Development
 - a. Less than 2,000 sq. ft.....\$ 500.00*
 - b. 2,000 sq. ft. to 5,000 sq. ft.....\$ 1,000.00*
 - c. 5,000 sq. ft. to 10,000 sq. ft.....\$ 1,500.00*
 - d. Greater than 10,000 sq. ft.....\$ 2,000.00*

* All Commercial Development projects are subject to additional fees to cover the cost of licensed and expert reviews as required by the Commission.

APPLICATION FEE SCHEDULE (CONTINUED)

- 7. All Other.....\$ 450.00
- 8. Amendment to Previous Permit Approval.....\$ 100.00
- 9. Reconsideration of Previously Submitted Application.....\$ 150.00
- 10. Time Extension.....\$ 100.00
- 11. After the Fact Permits for any category are double and do not preclude other financial penalties and/or conditional requirements.

* No permit or variance shall be issued until such applicable costs, charges, fees, or expenses listed above have been paid in full. No action shall be taken on proceedings before the Commission, nor shall any application be considered complete until all applicable charges and fees listed above have been paid in full. Fees are non-refundable.

NOTIFICATION REQUIREMENTS

The Applicant’s Notice of Intent to File an Application form, which has been provided to you, must be completed, photocopied, and then mailed by use of a Certificate of Mailing (not to be confused with certified mail which is more costly), available at a U.S. Post Office, to the following people by the application deadline:

- 1. All abutters;
- 2. All property owners within 500 feet of the proposed use (250 feet in Lake Arrowhead Estates and Camp Ellis, Saco);
- 3. The local municipal officers (Board of Selectmen or Mayor); and
- 4. The local planning board.

Each Certificate of Mailing received for the above listed persons must be submitted with the application. Another acceptable option instead of or in combination with the Certificates of Mailings is to have those listed above sign the form and date their signature. The form located on the back of the intent to file must also be filled out and submitted with this application. You may also use the Certificate of Mailing form provided by the Post Office, available on our web site. If all required parties are not notified correctly, the application must be delayed.

SITE PLAN

An example site plan and tips for creating a sufficient plan have been provided for you with this application form. Although we do not require a professional to draw up your plan we do ask that you take care in the preparation of your site plan and follow all of the guidelines that have been suggested to you.

HARDSHIP VARIANCE

If you are seeking a hardship variance, please contact our office for further information. We strongly encourage you to discuss your proposal for a hardship variance with the Executive Director as soon as possible. If you are unsure whether you need to apply for a hardship variance, please contact Commission Staff.

SRCC STAFF SITE VISITS

It may be necessary for Commission Staff to visit your site in order to take photographs and/or take on-site measurements. Your lot must be clearly marked from the road with either the lot number or with the applicant’s name. In addition, you must place stakes or other prominent markers showing the location of the proposed structure(s) on the lot. It is not necessary for you to be present during our site visit. Please contact the office as soon as you file your application to make arrangements if you would prefer to be present during our site visit.

HOW TO CONTACT US

Do not hesitate to contact the office if you have any questions when filling this application form. Regulatory Staff can be reached by telephone (207-625-8123), fax (207-625-7050), or e-mail (srcc@srcc-maine.org). We also have a web site located at www.srcc-maine.org which has printable versions of our entire application form, sample site plan, and all regulations and performance standards of the Commission. Our current office hours are Monday through Thursday from 9:00 a.m. to 5:00 p.m. We thank you for your continued cooperation with this agency.



Saco River Corridor Commission Permit Application

Communities Working Together to Protect our Rivers

APPLICANT AND AGENT INFORMATION

1. Name of Applicant:		5. Name of Agent (if applicable)	
2. Applicant's Mailing Address:		6. Agent's Mailing Address:	
3. Applicant's Daytime Phone:		7. Agent's Daytime Phone:	
4. Applicant's Email Address:		8. Agent's Email Address:	

Digital Authorization (Check the Appropriate Box)

- I would like to receive all documentation and letters from the SRCC, **in digital format**, to my *email address* provided above.
- I would like to receive all documentation and letters from the SRCC, **in hard copy format**, to my *mailing address* provided above.

Please Note: All official permit orders are sent as a hard copy to the applicant and/or agent's mailing address upon permit approval.

Initials of Applicant:

Statement of Authorization

- I hereby authorize the above-named person to act in my behalf as my agent in the procession of this application.

Signature of Applicant:

PROJECT LOCATION

9. Location of Project (Address)		10. Municipality	
11. Detailed Driving Directions to Site: <i>*Attach map if necessary*</i>			

LOT INFORMATION

12. Size of Lot(s)	<input type="checkbox"/> Square Feet	or	<input type="checkbox"/> Acre(s)
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13. Lot Frontage	# of Feet _____		14. Slope Conditions in Construction Area(s)	
	<input type="checkbox"/> On the water <input type="checkbox"/> On the side closest to or most nearly parallel to the water Water Body <input type="checkbox"/> Saco River <input type="checkbox"/> Ossipee River <input type="checkbox"/> Little Ossipee River <input type="checkbox"/> Lake Arrowhead <input type="checkbox"/> Balch Lake		<input type="checkbox"/> Flat (0-3% slope) <input type="checkbox"/> Rolling (3-8% slope) <input type="checkbox"/> Hilly (8-15% slope) <input type="checkbox"/> Steep (15+% slope)	
15. Describe any Wetland area(s) on the lot(s)				
16. Right, Title, or Interest (must be attached)	<input type="checkbox"/> Own <input type="checkbox"/> Lease <input type="checkbox"/> Purchase Option <input type="checkbox"/> Under Contract <input type="checkbox"/> Other (explain) <i>Name and Address of Current Owner (if different from applicant):</i>			
17. Deed Reference Numbers	Book No.	Page No.		
18. Town Map and Lot Numbers	MAP:		LOT:	
19. Date of Purchase Agreement			20. Date of Transfer of Title	
21. Has this lot, at any time on or after March 19, 1974, been in the same ownership as an abutting property?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure			
22. Has a previous permit been issued by the SRCC for activities on this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <i>If yes, to whom was the permit issued?</i>		Name of Permit Holder:	Permit No.:
PROJECT DESCRIPTION				
23. Detailed Project Description				

24. Statement of Necessity	
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SEWAGE DISPOSAL AND WATER SUPPLY

25. Sewage Disposal <i>*Please attach HHE-200 (Soil Test Report)*</i>	<input type="checkbox"/> Septic Tank/Leach Field <input type="checkbox"/> Municipal Sewer System <input type="checkbox"/> Other (explain)
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26. Proposed Water Supply	<input type="checkbox"/> Drilled Well <input type="checkbox"/> Dug Well <input type="checkbox"/> Municipal Water System <input type="checkbox"/> Other (explain)
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BUILDING SPECIFICATIONS (CONSTRUCTION OF A NEW BUILDING)

27. Nature of New Construction (Check all that Apply)	<input type="checkbox"/> Single Family Residence: <input type="checkbox"/> with Attached Garage <input type="checkbox"/> Detached Garage <input type="checkbox"/> Other Accessory Structures (i.e., shed, deck, etc.) <input type="checkbox"/> Multi-Unit Dwelling <input type="checkbox"/> Commercial Building <input type="checkbox"/> Other (please explain):
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28. Type of Foundation	<input type="checkbox"/> Slab <input type="checkbox"/> Full Concrete <input type="checkbox"/> Posts <input type="checkbox"/> Other (explain)
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PLEASE NOTE: If the dimensions of the proposed structure(s) are irregular in shape, please provide overall footprint dimensions below. Please be sure the submitted site plan has all dimensions indicated clearly and accurately.

29. Foundation Dimensions	Length _____ <i>feet</i>	Width _____ <i>feet</i>
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30. Outside Dimensions	Length _____ <i>feet</i>	Width _____ <i>feet</i>	Height _____ <i>feet</i>
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31. Setback Measurements	From the Closest Point of the Water: _____ feet From the Road: _____ feet From the Nearest Structure on Abutting Lot(s): _____ feet
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Please use the space below to provide dimensions, setback measurements, and other relevant information for any proposed accessory structures (i.e., detached garage, shed, fences, etc.)

BUILDING SPECIFICATIONS (EXPANSION OF AN EXISTING BUILDING)				
32. Nature of Existing Building or Structure(s)	<input type="checkbox"/> Single Family Residence: <input type="checkbox"/> with Attached Garage <input type="checkbox"/> Detached Garage <input type="checkbox"/> Other Accessory Structures (i.e., shed, deck, etc.) <input type="checkbox"/> Other (please explain):			
33. Nature of Expansion	<input type="checkbox"/> Bedroom <input type="checkbox"/> Extra Living Space (explain): <input type="checkbox"/> Bathroom <input type="checkbox"/> Garage <input type="checkbox"/> Porch/Deck <input type="checkbox"/> Basement			
34. Dimensions of Existing Building	Length _____ <i>feet</i>	Width _____ <i>feet</i>	Height _____ <i>feet</i>	
35. Dimensions of Proposed Expansion(s)	<i>Proposed Expansion A</i>	Length _____ <i>feet</i>	Width _____ <i>feet</i>	Height _____ <i>feet</i>
	<i>Proposed Expansion B</i>	Length _____ <i>feet</i>	Width _____ <i>feet</i>	Height _____ <i>feet</i>
	<i>Proposed Expansion C</i>	Length _____ <i>feet</i>	Width _____ <i>feet</i>	Height _____ <i>feet</i>
36. Type of Foundation for Existing Building or Structure(s) and Proposed Expansion	EXISTING: <input type="checkbox"/> Slab <input type="checkbox"/> Full Concrete <input type="checkbox"/> Posts <input type="checkbox"/> Other (explain)			
	EXPANSION: <input type="checkbox"/> Slab <input type="checkbox"/> Full Concrete <input type="checkbox"/> Posts <input type="checkbox"/> Other (explain)			
37. Setbacks of Existing Building	From the Closest Point of the Water: _____ feet From the Road: _____ feet From the Nearest Structure on Abutting Lot(s): _____ feet			
38. Setbacks of Proposed Expansion	From the Closest Point of the Water: _____ feet From the Road: _____ feet From the Nearest Structure on Abutting Lot(s): _____ feet			

VEGETATION CONDITIONS	
39. Describe the existing vegetation conditions in all areas of proposed development (i.e., trees, shrubs, etc.)	
40. Describe any vegetation to be <u>removed</u> in all proposed development area(s).	
41. Describe proposed landscaping and soil stabilization to occur post-construction.	

DOCKS AND PATHWAYS (WATERFRONT)			
42. Do you plan to install a seasonal dock on your property?	<input type="checkbox"/> Yes Please explain:	43. Do you plan to create a meandering pathway leading to the waterfront?	<input type="checkbox"/> Yes Please explain:
	<input type="checkbox"/> No		<input type="checkbox"/> No

SIGNATURE

By signing this application, I the aforesaid applicant, or agent of the applicant, certify that a) I have read and completely understand the application, b) the information contained in this application and its supplements are true and correct, and c) that I have served notice of my intent to file this application on all parties identified in the Instructions for Preparing and Filing Applications. In addition, I authorize the SRCC, its staff, and other representatives to inspect the site in question at any reasonable time.

SIGNATURE OF APPLICANT OR AGENT: _____ DATE: _____

PRINTED NAME OF APPLICANT OR AGENT: _____

NOTE: Additional information may be required in some instances. Any person who willfully or knowingly falsifies any statement to the Commission shall be punished by the revocation of any permit, certificate of compliance, or variance granted by the Commission in reliance on such statement and by a fine of up to but not more than \$1,000 according to Title 38 M.R.S.A. Section 967.

FOR SRCC USE	APPLICATION #	FEE:	CHECK #	DATE RECEIVED:
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SACO RIVER CORRIDOR COMMISSION
P.O. BOX 283, 81 MAPLE STREET~ CORNISH, MAINE 04020-0283
TELEPHONE (207) 625-8123 ~ FAX (207) 625-7050 ~ E-MAIL: srcc@srcc-maine.org

APPLICANT'S NOTICE OF INTENT TO FILE AN APPLICATION

Directions to the Recipient - Please Read:

This form has been mailed to you in order to make you aware that the applicant stated below has filed, or will soon file, an application with this agency for the project described below. The applicant was required to have this form postmarked to you 14 days prior to the meeting date. **All applicants are required to mail this notice to all abutters and property owners within 500 feet (250 feet in Lake Arrowhead Estates and Camp Ellis, Saco) of the project described below. No action is required on your part unless you would like to offer your comments or concerns to this agency.**

Please call our office or visit our website at srcc-maine.org for more information on how to attend the meeting or if you have any questions related to the application. You may submit written comments to the office, or a written request for a public hearing, by 4:00 p.m. on the day before the Commission Meeting. Any oral comments or an oral request for a public hearing may be offered at the discretion of the Chairperson at the scheduled Commission Meeting. Any requests for a public hearing surrounding a particular project must be for a reason that is directly tied to the standards within the Saco River Corridor Act (Title 38 M.R.S.A. Section 951 et.seq.)

PLEASE TAKE NOTICE THAT _____ WHOSE
Name of Applicant

MAILING ADDRESS IS _____ INTENDS
Applicant's Mailing Address

TO FILE AN APPLICATION WITH THE SACO RIVER CORRIDOR COMMISSION UNDER THE SACO RIVER CORRIDOR ACT (TITLE 38 M.R.S.A. SECTION 951 ET.SEQ.) TO UNDERTAKE THE FOLLOWING ACTIVITIES:

(Detailed Project Description)

WITHIN THE CORRIDOR ON MUNICIPAL LOT # _____ (TAX MAP # _____) LOCATED
Lot # Map #

ON _____ IN THE MUNICIPALITY OF _____, MAINE.
(Physical Location-Road/Street and address) (Municipality the property is located in)

THE APPLICATION WILL BE FILED WITH THE COMMISSION ON THE _____ DAY OF _____, IN THE YEAR _____. (Date of application submission, NO later than the application deadline.)

THIS APPLICATION WILL BE AVAILABLE FOR PUBLIC INSPECTION AT THE COMMISSION'S OFFICE AT 81 MAPLE STREET IN CORNISH, MAINE, AND THE MUNICIPAL OFFICES IN

_____, MAINE.

(Municipality the property is located in)

APPLICANT'S NOTICE OF INTENT TO FILE AN APPLICATION (CONTINUED)

Use this space to list all abutters and property owners within 500 feet (250 feet in Lake Arrowhead Estates and Camp Ellis, Saco) of the proposed development who received the Applicant's Notice of Intent to File an Application from you. Please photocopy and attach additional forms if more space is needed. This list must be complete and printed legibly.

YOU MUST ATTACH A COPY OF THE MUNICIPAL TAX MAP(S) WITH THE LOTS HIGHLIGHTED WHICH REPRESENTS EACH LANDOWNER WHO RECEIVED NOTIFICATION OF DEVELOPMENT FROM YOU. THE LOTS INDICATED ON THE MUNICIPAL TAX MAP MUST CORRESPOND WITH THE FOLLOWING LIST.

	Map & Lot Number	Landowner's Name	Landowner's Mailing Address
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