

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.)*	
<p>*These items must be submitted in duplicate</p>	

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

** indicates required field*

1. Name of Applicant(s) * <i>(individual/organization on the deed, or one with sufficient rights to conduct the project.)</i>		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	

Communication Acknowledgment (Check the Appropriate Box) *

- I understand that routine communication about this application will be sent via email to the address(es) above.
 I do not have a usable email address, and would like to arrange alternative communication methods.

Note: All official permit orders are also sent as a hard copy to the applicant's mailing address upon permit approval.

Initials of Applicant:

Statement of Authorization (if an Agent is listed above)

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

Signature of Applicant:

PROJECT DESCRIPTION

9. Detailed Project Description *

(Check all that apply, and provide descriptions. Attach additional pages if necessary.)

- Building Non-Building Structure(s) Earthmoving/Hardscaping Change Of Use Other

After-the-fact? Yes No Unsure *Note: Application fees for after-the-fact projects are doubled.*

23. Describe any wetlands or streams on the lot(s), and their distance from the nearest point of the project. *				
24. 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	<i>Note: If your property is nonconforming, you may be asked to submit a complete history of deeds for your property and any directly abutting property, back to March 19, 1974. Contact the office staff with questions about this requirement.</i>		
25. Other Issues * (check any that may be true)	<input type="checkbox"/> Nonvegetated surfaces currently cover close to, or more than, 20% of this lot's total area. <input type="checkbox"/> Part of the project area is within, or close to, the 100-year floodplain as mapped by FEMA. <input type="checkbox"/> This project may require variance from the Commission's standards (<i>please consult with staff</i>)			
26. 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	Name(s) of Past Permit Holder:	Past Permit No.:	
NEW STRUCTURES (use the section beginning with item #37 for any expansions, replacements, or relocations of existing structures,)				
27. Nature of New Construction (Check all that Apply)	<input type="checkbox"/> Single Family Residence: <input type="checkbox"/> with Attached Garage <input type="checkbox"/> with Detached Garage <input type="checkbox"/> Other Accessory Structure(s) (i.e., shed, patio, pool, fence, detached stairs, etc.) <input type="checkbox"/> Multi-Unit Dwelling <input type="checkbox"/> Commercial Building <input type="checkbox"/> Other _____			
28. Type of Foundation Proposed	<input type="checkbox"/> Slab <input type="checkbox"/> Full Concrete <input type="checkbox"/> Posts <input type="checkbox"/> Other (explain) <input type="checkbox"/> None Needed			
IMPORTANT: If the proposed structure(s) are irregular in shape, please provide the overall footprint dimensions below (maximum width, maximum length). Please ensure the submitted site plan clearly indicates maximum proposed dimensions. If more than three structures are proposed, attach the same information for each structure on a separate page.				
29. Foundation Dimensions	<i>Proposed Structure 1</i>	Length _____ feet	Width _____ feet	
	<i>Proposed Structure 2</i>	Length _____ feet	Width _____ feet	
	<i>Proposed Structure 3</i>	Length _____ feet	Width _____ feet	
30. Total Dimensions of New Structure(s), including all roof overhangs, decks, stairs, balconies, bulkhead doors, and other attached protrusions	<i>Proposed Structure 1</i>	Length _____ feet	Width _____ feet	Height _____ feet
	<i>Proposed Structure 2</i>	Length _____ feet	Width _____ feet	Height _____ feet
	<i>Proposed Structure 3</i>	Length _____ feet	Width _____ feet	Height _____ feet

31. Setback Measurements	From the Closest Point of the Water..... <i>Structure 1 _____feet; Structure 2 _____feet; Structure 3 _____feet</i> From the Road..... <i>Structure 1 _____feet; Structure 2 _____feet; Structure 3 _____feet</i> From Nearest Building on Abutting Lot... <i>Structure 1 _____feet; Structure 2 _____feet; Structure 3 _____feet</i>
ACCESSORY FEATURES (IF RELEVANT)	
32. Driveways, Parking Areas, and Roads	<input type="checkbox"/> Paved/Paver/Concrete <input type="checkbox"/> Gravel or permeable pavers <input type="checkbox"/> Grass Block Paver/Vegetated <i>Describe the maximum possible length/width of driveways/roads, turn-arounds, or parking areas within the Corridor, or state the maximum possible square footage. Show driveway/road/parking areas on the site plan, and indicate the closest point to the water.</i>
33. Accessory Structures and Fill Areas	<i>Describe any structures and fill areas, including walkways, retaining walls, concrete pads, patios, fences, flagpoles, raised bed gardens, light posts, detached steps/ramps, or other miscellaneous structures. Also describe any gravel pads or areas of gravel/rock/loam fill areas other than those described in #32. Include buried electrical, fuel, or water lines. Please show these elements on the site plan, provide maximum possible dimensions of the structures, and maximum volume of fill material in cubic yards. Use additional pages if necessary.</i>
34. Sewage Disposal (proposed or existing)	<input type="checkbox"/> Septic Tank/Leach Field <input type="checkbox"/> Municipal Sewer System <input type="checkbox"/> Other (explain) <i>For proposed systems: attach HHE-200 (Septic Design), or equivalent HHE document. If adding bedrooms, the HHE-200 for the existing system will be required, or a septic inspection.</i>
35. Water Supply (proposed or existing)	<input type="checkbox"/> Drilled Well <input type="checkbox"/> Dug Well <input type="checkbox"/> Municipal Water System <input type="checkbox"/> Other (explain)
CHANGE OF USE (IF RELEVANT)	
36. Describe Change of Use (if proposed) <i>(e.g., Residential to Commercial; single-family to multi-family; adding a home occupation business, ADU, or new bedrooms, etc.)</i>	Original Use of Structure/Area: Proposed Use of Structure/Area: <i>An updated septic design or inspection may be needed if the change of use includes increased water use.</i>
EXPANSION, REPLACEMENT, OR RELOCATION OF AN EXISTING STRUCTURE If you are not expanding, replacing, or relocating a structure, please skip to Item #43	
37. Existing Building or Structure(s) to be Expanded, Replaced, or Relocated	<input type="checkbox"/> Single Family Residence <input type="checkbox"/> Garage (choose one: <input type="checkbox"/> Attached <input type="checkbox"/> Detached) <input type="checkbox"/> Accessory Structures, attached or detached (i.e., Deck, Porch, Stairs, Shed etc.) <input type="checkbox"/> Basement/Foundation <input type="checkbox"/> Other _____

38. Nature of Expansion	<input type="checkbox"/> Bedroom (<i>If the project increases the number of bedrooms, please complete #34 - #36 above.</i>) <input type="checkbox"/> Bathroom <input type="checkbox"/> Garage <input type="checkbox"/> Porch/Deck/Stairs <input type="checkbox"/> Basement <input type="checkbox"/> Other Extra Living Space (explain):		Has this structure been expanded since March 19 th , 1974? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
			Will this project add a dwelling unit, defined as a separate bedroom, bathroom, and kitchen? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <i>If yes, please fill out #34 through #36 above.</i>	
39. Dimensions of Proposed Expansion(s)	<i>Proposed Expansion A</i>	Length _____ feet	Width _____ feet	Height _____ feet
	<i>Proposed Expansion B</i>	Length _____ feet	Width _____ feet	Height _____ feet
	<i>Proposed Expansion C</i>	Length _____ feet	Width _____ feet	Height _____ feet
40. Type of Foundation	EXISTING BUILDING: <input type="checkbox"/> Slab <input type="checkbox"/> Full Concrete <input type="checkbox"/> Posts <input type="checkbox"/> Other/Mixed (explain)			
	Will the existing building's foundation be replaced? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure, pending inspection <i>Note: new or replacement foundation materials or basements/crawlspaces require a permit</i>			
41. Setbacks of Existing Structure	PROPOSED EXPANSION: <input type="checkbox"/> Slab <input type="checkbox"/> Full Concrete <input type="checkbox"/> Posts <input type="checkbox"/> Other (explain)			
	From the Closest Point of the Water: _____ feet (<i>Show distance & direction to water on the site plan</i>) From the Closest Point of the Road: _____ feet From the Nearest Structure on Abutting Lot(s): _____ feet			
42. Setbacks of Proposed Expansion to Structure	From the Closest Point of the Water: _____ feet From the Closest Point of the Road: _____ feet From the Nearest Structure on Abutting Lot(s): _____ feet			
	VEGETATION AND EROSION CONTROL			
43. Describe any vegetation that will be removed for the proposed project *	# of trees over 4" diameter: _____ Other description: (<i>e.g. large trees, saplings, shrubs, or note the approximate size of area to be cleared</i>)			
44. State the size of the proposed disturbed area (building envelope) around any proposed structures/expansions * Show this on the site plan if possible.	<input type="checkbox"/> none, or none needed <input type="checkbox"/> 10 ft from structures <input type="checkbox"/> 20 ft from structures <input type="checkbox"/> 25 ft from structures (common for some residences and septic systems) <input type="checkbox"/> 30 ft from structures (common for some residences and septic systems) <input type="checkbox"/> Other _____			

45. What erosion control measures will be used during construction? *	<input type="checkbox"/> Mulch Berms <input type="checkbox"/> Silt Fence with Strawbales or Mulch <input type="checkbox"/> Coir Logs <input type="checkbox"/> Other (explain)
46. After construction, how will disturbed areas be stabilized? *	<i>Describe retaining walls, gravel/rock areas, or other features needed in addition to vegetation, mulch, or other erosion controls, and show them on the site plan if possible.</i>
47. Will the project include gravel drip-edges, drainage structures/pipes, or drainage outlets? *	<input type="checkbox"/> No <input type="checkbox"/> Yes, typical gravel drip-strips** <input type="checkbox"/> Yes, other drainage measures (explain) <i>**Typical gravel drip-strips around buildings are no wider than 3 feet from the foundation. If your project's needs exceed this, please show the gravel areas on the site plan.</i>
48. What vegetation will be planted after construction? *	

DOCKS AND PATHWAYS (WATERFRONT / WATER ACCESS LOTS)

49. Do you plan to install a dock on your property? <i>Note: non-tidal docks must be temporary and seasonal, and are limited in length to not more than 10 feet perpendicular to shore, or 10% of the waterway's width, whichever is less.</i>	<input type="checkbox"/> Yes Length perpendicular to shore: _____ feet Width of shoreline impact: _____ feet <input type="checkbox"/> No Dock Planned	50. Do you plan to create a meandering pathway leading to the waterfront?	<input type="checkbox"/> Yes Proposed width: _____ feet Proposed surface material: <input type="checkbox"/> Dirt/natural <input type="checkbox"/> Gravel/stone <input type="checkbox"/> Other <i>Describe any steps, platforms, bridges, walkways, or retaining structures needed in #33 above, and show these on the site plan.</i> <input type="checkbox"/> No Pathway Proposed
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IMPORTANT NOTE: *If the project plan changes from what is described in the application materials or written in any granted permit, an amendment is required prior to enactment of those changes – please contact staff for guidance. A person may not undertake development except in conformance with the Saco River Corridor Act and as described in a valid permit from the Commission, where one is required by the Act. 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.*

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 form, b) the information contained in this application and its supplements are true, correct, and complete to the best of my knowledge, and c) that I have served or will serve 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: _____

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
1.			
2.			
3.			
4.			
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