

No. _____

Fee: _____

**TOWN OF PORTLAND
PLANNING & ZONING COMMISSION
General Application Form**

SECTION I: (check one)

- | | |
|---|--|
| 1) <input type="checkbox"/> Site Plan Review | 7) <input type="checkbox"/> Earth Excavation and/or Removal |
| 2) <input type="checkbox"/> Site Plan Modification | 8) <input type="checkbox"/> 8-24 Referral |
| 3) <input type="checkbox"/> Special Permit | 9) <input type="checkbox"/> Zoning Regulation Text/Map Amendment |
| 4) <input type="checkbox"/> Special Permit Modification | 10) <input type="checkbox"/> Zone Change |
| 5) <input type="checkbox"/> Subdivision/Re-Subdivision | 11) <input type="checkbox"/> POCD Text Revision |
| 6) <input type="checkbox"/> Subdivision Text Revision | 12) <input type="checkbox"/> Subdivision/Re-Sub. Modification |

SECTION II:

- Property Location: _____
Assessor's Map #: _____ Lot #: _____ Zone(s): _____
- Applicant's Name: _____ Home/Business Phone: _____
Email: _____ Fax: _____ Cell: _____
Mailing Address: _____
- Engineer/Agent: _____ Business Phone: _____
E-mail: _____ Fax: _____ Cell Phone: _____
- Record Owner: _____
- Deed Reference: Volume: _____ Page: _____
- Description or survey map: (attach additional page if necessary) _____

- The property is serviced by: _____ Septic _____ Sewer _____ Well _____ Municipal Water

SECTION III

- A. Site Plans - Submit six (6) 24" x 36" and twelve (12) 11" x 17" copies, unless otherwise determined by Planning Department
- B. Description of existing or proposed uses and structures:

- C. Narrative for Special Permit Applications
- D. Submit a copy of Schedule A & Deed Restrictions Section under which application is made
- E. Any disturbance within 100' of wetlands or watercourse? _____. Please submit letter from Soil Scientist.
- F. Fee: See information sheet for fees (plus \$60 State fee & \$20 per Public Hearing Sign for each 200 linear feet of frontage)
- G. Is property within 500 feet of Municipal Boundary? Yes _____ No _____

The owners and the applicant hereby grant the Portland Planning & Zoning Commission and/or its agents permission to enter upon the property for which a Special Permit is requested for the purpose of inspection and enforcement of the Zoning Regulations of the Town of Portland.

Date: _____

Applicant's Signature(s)

Date: _____

Owner's Signature(s)

FEES: PLANNING & ZONING

Planning & Zoning Application:

Zone Change – Map	\$250
Zoning Regulation Amendment	\$250
Amendment to Plan of Development	\$250

Special Permit:

Interior Lot	\$330 per lot
Minor	\$100 e.g. home occupation, change of use without site improvements
Major	\$.35 per SF of building, plus \$.01 per SF above 4000 SF
Multi-Dwelling Development	\$215 per unit
Other	\$250 Applications that do not fit within the other categories

Site Plan:

Minor	\$75 Change of use without site improvements
Major	\$.35 per SF of building, plus an additional \$.01 per SF above 4000 SF
Other	\$250 Applications that do not fit within the other categories

Subdivision/Re-subdivision:

\$330 per lot, plus \$1.50 per linear foot of new roadway and/or \$1.00 per linear foot of common driveway
No "per lot fee" for a proposed lot with an existing dwelling

Excavation/Filling:

Commercial	Initial Permit: Whichever is greater, \$100 or \$.01 per CY of proposed excavation/fill. Renewal: Whichever is greater, \$275 or \$.01 per additional CY over previous permit
Residential	Same as commercial

Modification to Existing Approval: \$100

Extension of Existing Approval: \$25

Inspection Fees:

Subdivision/Resubdivision:

A sum, to be computed by the Town Engineer, equal to 3% of the estimated cost of public improvements required by the Commission, shall be paid prior to the endorsement of the final record map. "Public Improvements" for the purposes of this ordinance includes, but is not limited to, the construction of new roads, improvements to existing roads, storm drainage facilities, water and sewer lines, planting of trees or other landscaping, the installation of retaining walls or other structures and erosion and sedimentation controls.