

Town of Newburgh Land Use Application

Application Number _____

Town Copy ()

Version Number _____

Applicant Copy ()

Date/Time of Receipt _____

The Newburgh Land Use Ordinance requires either Code Officer or Planning Board approval (depending on the specific use) for all new proposals to land use and buildings for commercial, industrial, office, municipal, institutional, fraternal, recreational, multi-family or flexible residential development uses, any substantial expansion (of more than 25% floor space), any change of use or new materials/processes not used before with an existing use, or any resumption of activities or development discontinued for more than 1 year. Completed applications and applicable fees must be submitted to the Town Clerk.

Name of Proposed Development: _____

Tax Map and Lot Number: _____

Applicant Information:

Name: _____

Business Name (if applicable): _____

Address of Applicant: _____

Contact Number(s): Home _____ Work _____

Fax _____ Other _____

E-Mail Address: _____

Owner of Record (if different than applicant):

Name: _____

Business Name (if applicable): _____

Address of Owner: _____

Contact Number(s): Home _____ Work _____

Fax _____ Other _____

E-Mail Address: _____

Applicant's Agent (if any):

Name: _____

Business Name (if applicable): _____

Address of Applicant: _____

Contact Number(s): Home _____ Work _____

Fax _____ Other _____

E-Mail Address: _____

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General Information for all applications	
Location/ Address of lot	
Acreage of lot	
Current Use	
Proposed Use	
Water Bodies	Is this activity within 250 feet of a water body? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Is this activity within a flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Describe existing structures, new structures to be built including square footage, front and side setbacks, abutting roads and rights-of way, parking lots and any earth moving activities that may occur.</p>	
<p>Land Use Plan: Please attach a plan of the lot, building locations, proposed parking areas, landscaping, road location, neighbor's houses, existing and proposed setback dimensions. A drawing approximately to scale (of no less than 1"=50') can be made using the tax map as a base. Topo and Tax Maps are available at the Town Office. Any engineered drawings or plans submitted to the Planning Board must also be provided electronically as a pdf file on a thumb drive or similar device.</p>	
<p>Traffic: Please attach a letter or application to the Maine Department of Transportation regarding driveway cuts on State Roads.</p>	

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Applications requiring Code Enforcement Officer approval: Applications for a permit from the Code Enforcement Officer shall be accompanied by a base fee of \$5 plus \$1 per \$1000 of estimated cost of the project at fair market value shall be required for new or expanded development. This application fee shall be made by check payable to the Town. No application shall be found complete until the fee is paid. This fee shall not be refundable.

“Good Neighbor” Performance Standards: Indicate what impact or effect this proposed land use will have on the following. If so how you propose to minimize the impact. Applicants must comply with Article 5 Performance Standards and criteria. Please respond with as much detail as possible:

Standards Applicable To All Land Uses

1. Traffic and Access Management
2. Noise
3. Dust, Fumes, Vapors, Gases
4. Odor
5. Glare
6. Storm water run-off
7. Erosion control
8. Earth Moving, Filling and Storage of Materials
9. Buffers and Screening
10. Explosive Materials
11. Water Quality
12. Vehicular Access Through Marginal Roads
13. Development in the Floodplain
14. Refuse Disposal
15. Driveway Entrance
16. Off-Street Parking and Loading (Non-Residential)
17. Lighting
18. Signs (NOTE: signs require separate permits from Building Inspector)

I hereby state that to the best of my knowledge, all of the above stated information is true and correct. I also understand that if false or misinformation has been given, this application is considered null and void. I understand that it is my responsibility to see that this application is complete and not that of the Town of Newburgh. I cannot hold any Town employee or officer responsible if not. [] Application Fee submitted.

Signature of Applicant of Applicant’s Agent

Date

Signature of Owner of Record (if applicable)

Date

Code Enforcement Officer

Date

[] Approved

[] Denied

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Applications for Planning Board approval:

Preapplication: Prior to submitting a formal application, the applicant or his/her representative may request an informal preapplication conference with the Planning Board at no fee per Article 4.

Submission requirements include the following additional information per Article 4 Site Plan Review.

Rights: A copy of the deed to the property, an option to purchase the property or other documentation to demonstrate right, title or interest in the property on the part of the applicant.
Fees: Evidence of payment of the application and any other required fees.
Performance Guarantee: Evidence of the applicant's technical and financial capability to carry out the project as proposed per Article 4.
Engineered drawings or plans submitted to the Planning Board must also be provided electronically as a pdf file on a thumb drive or similar device. Five (5) copies of written materials plus five (5) sets of maps or drawings containing the information below. The maps or drawings scale shall not exceed one hundred (100) feet to the inch. The name, registration number, and seal of the person who prepared the plan, if applicable.
Existing Conditions as specified in Article 4
Proposed Development Activity as specified in Article 4
Standards Applicable To All Land Uses as specified in Article 5
Standards Applicable To Specific Land Uses as specified in Article 5
Site Inspection may be scheduled.
Notification to Abutters: As soon as the Board determines that the application is complete, the Board shall notify all property owners within five hundred (500) feet of the parcel on which the parcel is located by first-class mail with a Certificate of Mailing (USPS Form 3817). Please list the Name, Address and Tax Map and Lot Number of all abutting property owners within 500 feet.

NOTE: Waivers of submission requirements must be by written request and may be granted only if the Board makes a written finding that the information is not required to determine compliance with the standards.

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Applications for Planning Board approval: Applications for a permit requiring Site Plan Review and approval by the Planning Board shall be accompanied by a fee of \$75 for minor development or \$125 for major development. This application fee shall be made by check payable to the Town. No application shall be found complete until the initial application fee is paid. The initial application fee shall not be refundable.

- a. Minor development:** shall include those projects involving the construction or addition or changes of use of up to one thousand (1000) square feet of combined gross floor area and impervious surfaces. The Planning Board may at its discretion reclassify a minor development as a major development if it is determined to be more complex and/or requires a more detailed review process and/or documentation.
- b. Major development:** Any project not classified as minor. The Planning Board may at its discretion reclassify a major development as a minor development if it is determined to be less complex and/or does not require a more detailed review process and/or documentation.
- c. Additional expenses.** The applicant must also pay for any additional administrative expenses which relate directly to the review of the application pursuant to the review criteria, which may include, but may not be limited to, additional publishing and notice fees, special Town Meetings, consultants fees, and special Planning Board Meetings, incurred by the Town, necessary to review the application.
- d. Technical Review Fees.** The applicant must also pay for any technical review fees, if legal and/or technical costs are incurred which relate directly to the review of the application pursuant to the review criteria, including but not limited to consulting engineering or attorney fees.

I hereby state that to the best of my knowledge, all of the above stated information is true and correct. I also understand that if false or misinformation has been given, this application is considered null and void. I understand that it is my responsibility to see that this application is complete and not that of the Town of Newburgh. I cannot hold any Town employee or officer responsible if not.

Non-refundable Application Fee submitted

5 copies of Land Use Application

Signature of Applicant of Applicant's Agent

Date

Signature of Owner of Record (if applicable)

Date

Action of Application

Approved Denied

Tabled Withdrawn

Newburgh Planning Board

Town of Newburgh Land Use Application

Findings, Explanation of Board's Decision, Conditions imposed; Post Approval Activity:
