

Town of Newburgh Land Use Application

Town Copy ()
Applicant Copy ()

Application Number _____
Version Number _____
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, of 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 _____
Email Address _____

Owner of Record (if different than applicant)

Name _____
Business Name (if applicable) _____
Address of Applicant _____
Contact Number(s) Home _____ Work _____
Fax _____ Other _____
Email Address _____

Applicant's Agent (if any)

Name _____
Business Name (if applicable) _____
Address of Applicant _____
Contact Number(s) Home _____ Work _____
Fax _____ Other _____
Email 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
Describe existing structures, new structures to be built including square footage, front and side setbacks, abutting roads, and right of way, parking lots, and any earth moving activities that may occur.	
Land Use Plan Please attach a plan of the lot, building locations, proposed parking areas, landscaping, road location, neighbors' 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 or town website https://www.townofnewburghmaine.com 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.	
Traffic Please attach a letter or application to the Maine Department of Transportation regarding driveway cuts on State Roads.	

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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 \$50 plus \$1 per \$1000 of estimated cost of the project at the fair market value shall be required for new or expanded development. This application fee shall be made by check payable to the Town of Newburgh. 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 do 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 Road
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 Code Enforcement)

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 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

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.
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 3817).

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 \$100 for minor development or \$200 for major development. This application fee shall be made by check payable to the Town of Newburgh. No application shall be found complete until the initial application fee is paid. The initial application fee is non-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, consultant fees, and special Planning Board meeting, 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:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.