

For office use:

Tracking No.

BP

Permit No.

Fee Received

# Applicant & Agent Information - LUPC Building Permit Application

## APPLICANT INFORMATION

Please Print Legibly

Applicant Name(s) John Smith Jane Smith		Title (if representing a corporation)	
Mailing Address 25 Elm Street		Phone 207-012-3456	
Town Smithfield		State Maine	Zip Code 12345
		Email Smithj@gmail.com	

## AGENT INFORMATION (If applicable)

Agent Name(s)		Phone	
Business Name			
Mailing Address		Email	
Town		State	Zip Code

## APPLICANT AND AGENT SIGNATURES

I have personally examined and am familiar with all information submitted in this application, and to the best of my knowledge, it is true, accurate, and complete. I am aware that there may be significant penalties for submitting false information. I understand that the applicant is responsible for complying with all conditions of any permits issued by the Land Use Planning Commission.

If signing this document on behalf of a corporation, partnership, trust, or other legal entity, I affirm that I am authorized to bind the entity and execute legal agreements on its behalf.

Please check **one** of the boxes below:

- I authorize staff of the Land Use Planning Commission to access the project site as necessary between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.
- I request that staff of the Land Use Planning Commission make reasonable efforts to contact me in advance to coordinate access to the project site.

**Authorization of Agent by Applicant:** By signing below, I authorize the individual or business listed above to act as my legal agent in all matters relating to this application.

Applicant Signature(s): John Smith Date: 2/15/2023  
 Applicant Signature(s): Jane Smith Date: 2/15/2023  
 Agent Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

If not providing electronic signatures, you must submit a paper copy of this form with original manual signatures.





**Exhibit 5: Lot Coverage, Vegetation Clearing, Soil Disturbance Tables**

Applicant Name: John Smith, Jane Smith

Use the following tables to calculate **Lot Coverage Percentage** and total areas of **Vegetation Clearing** and **Soil Disturbance**. Use with the Site Plan (Exhibit 5).

**Lot Coverage** (the maximum total lot coverage is 30%)

Area of Lot: 43560 sq. ft.

Existing/Proposed Non-Vegetated Development	Dimensions (ft)	Footprint Area (sq ft)
Driveway	60' x 14'	840 ft <sup>2</sup>
Parking Area	20' x 20'	400 ft <sup>2</sup>
Dwelling	32' x 32'	1024 ft <sup>2</sup>
Deck	10' x 32'	320 ft <sup>2</sup>

**Total Area of Non-Vegetated Development:** 2584 sq. ft.

**Lot Coverage Percentage** = Total Area of Development / Area of Lot x 100%: 2584 sq ft / 43560 sq ft x 100% = 5.9%

**Vegetation Clearing** (clearing outside of the footprint of structures, driveways, parking areas, etc. but including clearing for septic systems)

Location, Name, or Number of Cleared Area on Site Plan	Dimensions (ft)	Cleared Area (sq ft)
Clearing around dwelling and deck	(62' x 52') - ((32' x 32') + (10' x 32'))	1880 ft <sup>2</sup>
Clearing for septic system	35' x 35'	1225 ft <sup>2</sup>

**Total Area of Vegetation Clearing:** 3105 sq. ft.

**Soil Disturbance**

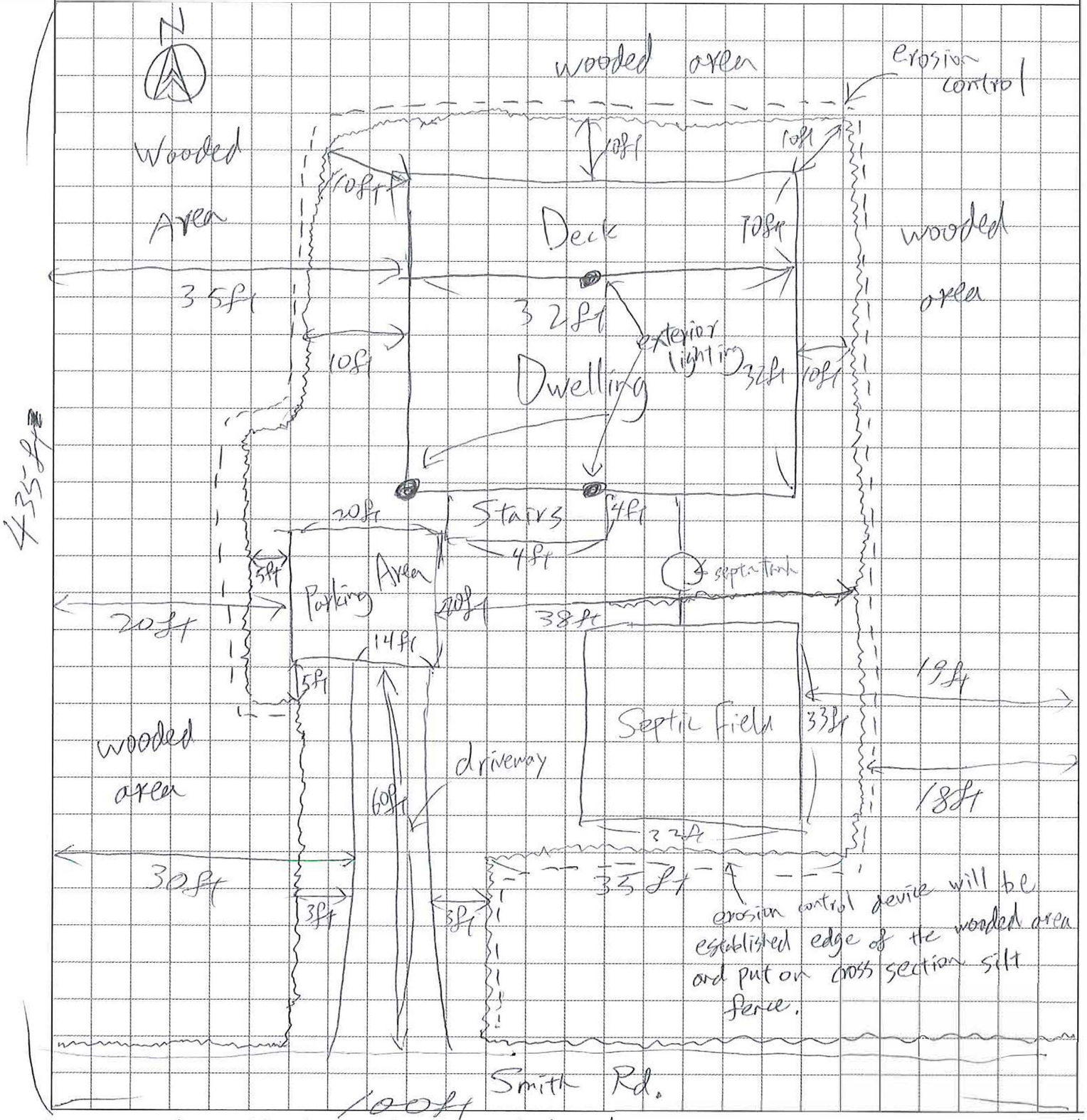
Location, Name, or Number of Disturbed Area on Site Plan	Dimensions (ft)	Disturbed Area (sq ft)
Driveway	60' x 14'	840 ft <sup>2</sup>
Parking Area	20' x 20'	400 ft <sup>2</sup>
Dwelling & Deck	52' x 52'	2704 ft <sup>2</sup>

**Total Area of Soil Disturbance:** 3944 sq. ft.



**Note:** Use of this grid is not required if you have prepared a site plan by other formal means.

**For Use with Exhibit 5 & 8: Site Plan & Erosion Control**



**Checklist:** No existing development, all new development

**Scale:** \_\_\_\_\_



**Not to Scale:**

- |  |  |   |   |
|--|--|---|---|
| <input checked="" type="checkbox"/> North arrow                | <input checked="" type="checkbox"/> Existing development, dimensions     | <input checked="" type="checkbox"/> Erosion control   | <input checked="" type="checkbox"/> Distances of all development, veg. clearing, soil disturbance from: |
| <input checked="" type="checkbox"/> Property lines, dimensions | <input checked="" type="checkbox"/> Proposed development, dimensions     | <input checked="" type="checkbox"/> Soil stockpiles   | - property lines  |
| <input checked="" type="checkbox"/> Natural/Cultural features  | <input checked="" type="checkbox"/> Vegetation clearing, dimensions/area | <input checked="" type="checkbox"/> Drainage          | - waterbodies   |
| <input checked="" type="checkbox"/> Exterior lighting          | <input checked="" type="checkbox"/> Soil disturbance, dimensions/area    | <input checked="" type="checkbox"/> Topography/slopes | - roads   |
|  |  |   | - wetlands  |

**For Use with Exhibit 6: Land Division History**

Applicant/Project Name: John Smith, Jane Smith

Use this table to present the ownership and land division history of your parcel. Be sure to start the history 20 years ago and include drawings. See further instructions and an example in Land Division History (Exhibit 6).

Drawing (not to scale)	Type of Transaction and Names of <u>Seller/Grantor</u> and <u>Buyer/Grantee</u>	Date of <u>Transaction</u>	Book & Page <u>Numbers</u>	Lot Size ( <u>in acres</u> )
	Nathan Jones conveyed a 1-acre lot to David Johnson.	January 4, 1998	Vol. 012 Page 01	1 acre
	David Johnson sold a 1-acre lot to John Smith and Jane Smith.	September 9, 2014	Book 1234, Page 100	1 acre

**Note:** If you own or are under contract to buy the property to be developed, your county registry of deeds office or the previous owner of the property may provide helpful information. If you lease your property, contact your lessor for information on the history of your lot.

# FEE WORKSHEET

For directions, see the brochure called *Calculating and Paying the Building Permit Application Fee*

Fee Type	Description	Fee	Enter Applicable Fee ↓				
<b>Base Fee</b> <i>(only one base fee should apply)</i>	Development on lots <u>within</u> Commission approved subdivisions; no home-based business	\$50.00	\$ 75.00				
	Development on lots <u>not within</u> Commission approved subdivisions; no home-based business	\$75.00					
	Permit involving a Home-based Business	\$100.00					
<b>Enter Applicable Measurement</b> ↓							
<b>Activity Specific Fees</b>	<b>Disturbed Areas</b>	Square feet of disturbed area in wetlands and within 25 feet of shoreline:	<u>        </u> sq ft	x	\$0.40 per square foot	=	\$
		Thousands of square feet of all other disturbed area, <i>excluding the first acre</i> (43,560 sq ft)	<u>        </u> thousands of sq ft	x	\$1.00 per 1,000 square feet	=	\$
	<b>Structures</b> <i>(the first 750 square feet of accessory structures may be excluded)</i>	...on lots within Commission approved subdivisions:	<u>        </u> sq ft	x	\$0.15 per square foot (footprint) <sup>2</sup>	=	\$
		... <u>not on</u> lots within Commission approved subdivisions:	<u>1024</u> sq ft	x	\$0.20 per square foot (footprint) <sup>2</sup>	=	\$ 204.80
<b>Special Exception Fee</b>	Includes one or more uses allowed by special exception	\$100	\$				

**Fee Notes:** Excluded deck square footage because exempt accessory structure

**Total Estimated Fee: \$ 279.80**  
*(add the values in the right-hand column)*

Compare the total estimated fee with the maximum fee for your permit type (see instructions) and enter the smaller of the two values here for the total application fee:

\$ 279.80 **Total Application Fee**

**i** Helpful information, including guides to this permit application, an example of a completed Building Permit application, and a list of items frequently missed may be found on the LUPC's residential development webpage: [maine.gov/dacf/lupc/application\\_forms/building-permit-help](https://www.maine.gov/dacf/lupc/application_forms/building-permit-help).

Brochures for nonconforming development, a guide to the building permit, and dimensional requirements can be found at: <https://www.maine.gov/dacf/lupc/reports/index.shtml>

## LIST OF EXHIBITS

**i** **Home-Based Businesses, Wetlands Alterations, or Floodplain Development:** Applications involving any of these activities may require additional information requested in the following Supplements (S):

- **S1** – Home-Based Business
- **S3** – Wetland Alterations
- **S4** – Floodplain Development

These supplements are available at: [https://www.maine.gov/dacf/lupc/application\\_forms/index.shtml](https://www.maine.gov/dacf/lupc/application_forms/index.shtml)

The first page of each supplement describes who needs to submit the supplement.



Exhibits Required for All Applications		✓
1.	Directions and Location Map	<input checked="" type="checkbox"/>
2.	Deed, Lease, Sales Contract, or Easement	<input checked="" type="checkbox"/>
3.	Site Photographs	<input checked="" type="checkbox"/>
4.	Structures, Features, and Uses	<input checked="" type="checkbox"/>
5.	Site Plan	<input checked="" type="checkbox"/>

USE CHECK BOXES TO MAKE SURE YOU HAVE COMPLETED EACH SECTION

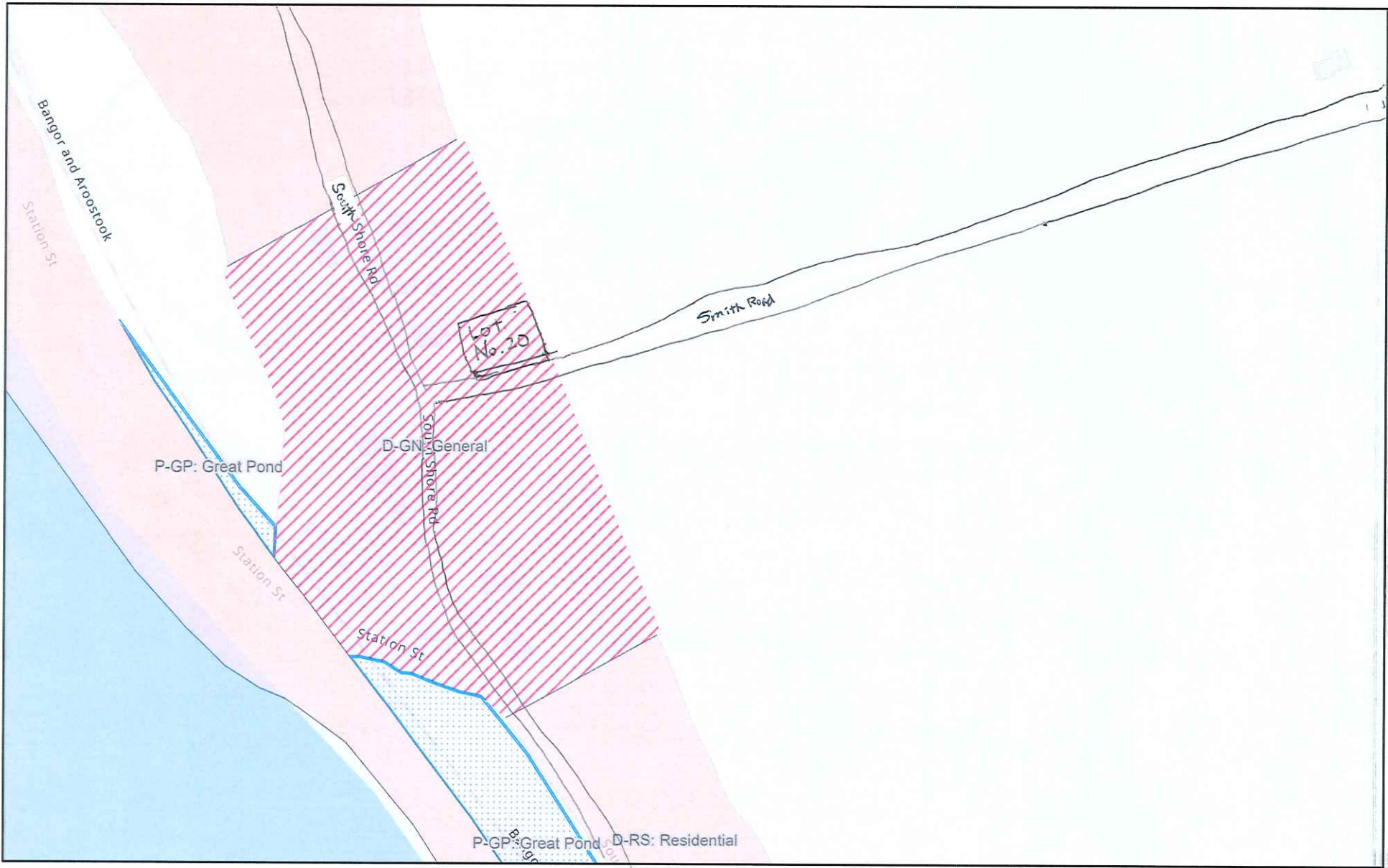
Exhibits Required for Certain Applications		
Exhibit	Applicability	✓
6.	Land Division History	Required if lot is <u>not</u> part of a Commission approved subdivision x
7.	Wastewater Disposal	Required for projects involving bedrooms or bathrooms, adding plumbing or pressurized water, or conversion for human habitation x
8.	Erosion Control, Sedimentation Control, and Drainage	Required if any soil disturbance, filling, grading, or drainage needed x
9.	Exterior Lighting	Required for projects proposing new exterior lighting x
10.	Driveway Entrance	Required if an entrance permit is needed for a new or modified driveway; required for change of use with existing driveway x
11.	Vegetative Buffering in Prospectively Zoned Areas	Required if the project is located in a prospectively zoned area (see exhibit for the list of plantations and townships included) x
12.	Additional Information	If needed

**Note:** In special cases, additional exhibits may be required. These special cases include development on certain hillsides. An LUPC staff member will contact you if additional information is needed.

## **Exhibit 1: Directions and Location Map**

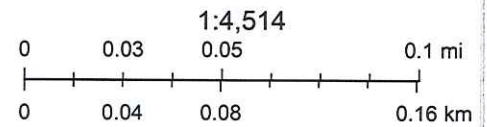
### **Directions:**

1. Take Exit 234 on Highway No. 2.
2. Go north for half a mile.
3. Take a left at Smith Road. There should be a huge rock next to the road sign.
4. Go on the road about half a mile, and then you will see the pullout on the right (north) side.
5. My property is on the right side (north) of Smith Road before you reach the intersection with South Shore Road.



2/7/2023, 8:45:42 AM

- Maine Towns
- D-RS: Residential
- P-GP: Great Pond
- M-GN: General
- D-GN: General



Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA,

Exhibit 2

**WARRANTY DEED**

**Know All Men By These Presents that David Johnson** whose mailing address is 5 Lovely Lane, Green Valley, Maine 01234, in consideration of one dollar and other good and valuable considerations paid by **John Smith and Jane Smith**, whose mailing address is 25 Elm Street, Smithfield Maine 12345, as joint tenants, the receipt whereof we do hereby acknowledge, do hereby **Give, Grant, Bargain, Sell and Convey** unto the said **John Smith and Jane Smith**, their heirs and assigns, forever,

A certain piece or parcel of land with buildings thereon situated in Springville, in the County of Aroostook and State of Maine, being Lot No. 20, bounded as follows, to wit:

On the north by Highway No. 2; on the east by land of Anne Johnson; on the South by land of Bob Williams and on the west by the South Shore Road.

Being the same premises conveyed to David Johnson by joint tenancy Warranty Deed of Nathan Jones, dated January 4, 1978, of record at the Northern District Aroostook Registry of Deeds in Vol. 012, Page 01.

**To Have and To Hold** the aforegranted and bargained premises with all privileges and appurtenances thereof, to the said **John Smith and Jane Smith** their heirs and assigns, to them and their use and behoof forever.

**Warrant and Defend** the same to the said **John Smith and Jane Smith**, their heirs and assigns, forever, against the lawful claims and demands of all persons.

Witness my hand this 9th day of September, 2014.

Signed and sealed  
in the presence of


  
Witness

  
David Johnson

STATE OF MAINE  
AROOSTOOK, SS.

September 9, 2014

Personally appeared the above named David Johnson and acknowledged the foregoing instrument to be his free act and deed.

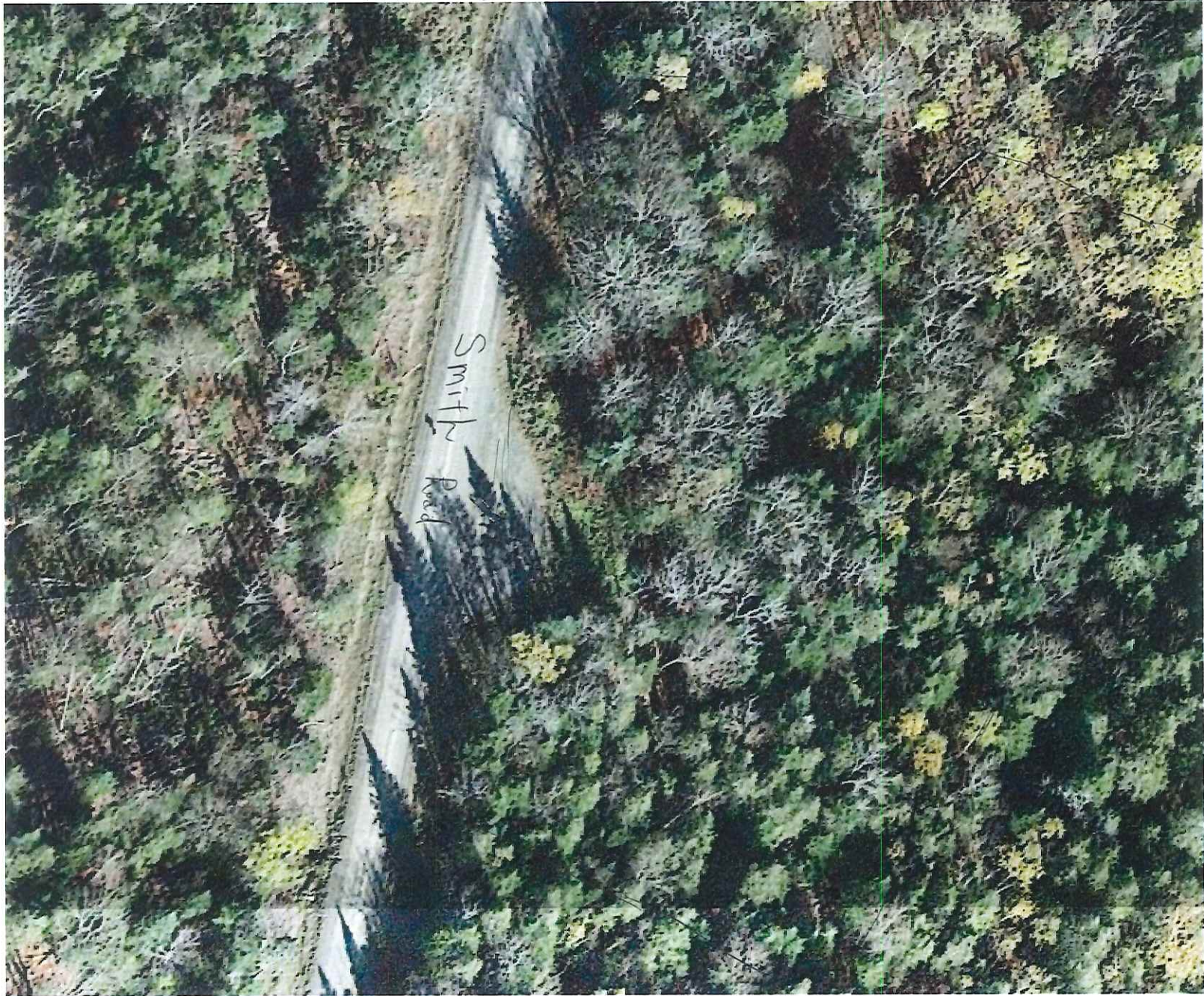
  
George Miller, Esq.  
Attorney at Law

MAINE  
REAL ESTATE  
TRANSFER TAX  
PAID



Exhibit 3

From Google Earth



09/05/2022

This is how the lot looks like from a birds-eye view.  
There is no existing structure on our lot.



# Exhibit 3

From Google Earth Street View



07/28/2022

This is a picture of our lot facing north from Smith Road.

# Exhibit 3

From Google Earth Street View



07/21/2022 This is how the property looks like from Smith Road.  
This is the only spot on Smith Road that does not have trees and have  
a pullout.

#### **Exhibit 4 Site Conditions**

The proposed use for this lot is to construct a residential dwelling, deck, driveway, and parking area. The current site conditions are an undeveloped lot with no water features, wetlands, areas of flooding, history of vegetative clearing or timber harvest, special areas, cultural/ historical conditions, or any other relevant features, conditions or details.





Exhibit 7

Sample

**SUBSURFACE WASTEWATER DISPOSAL SYSTEM APPLICATION**

Maine Department of Human Services  
 Division of Health Engineering, Station 10  
 207) 287-5672 FAX (207) 287-3165

Town, City, Plantation  
 Springville Twp.

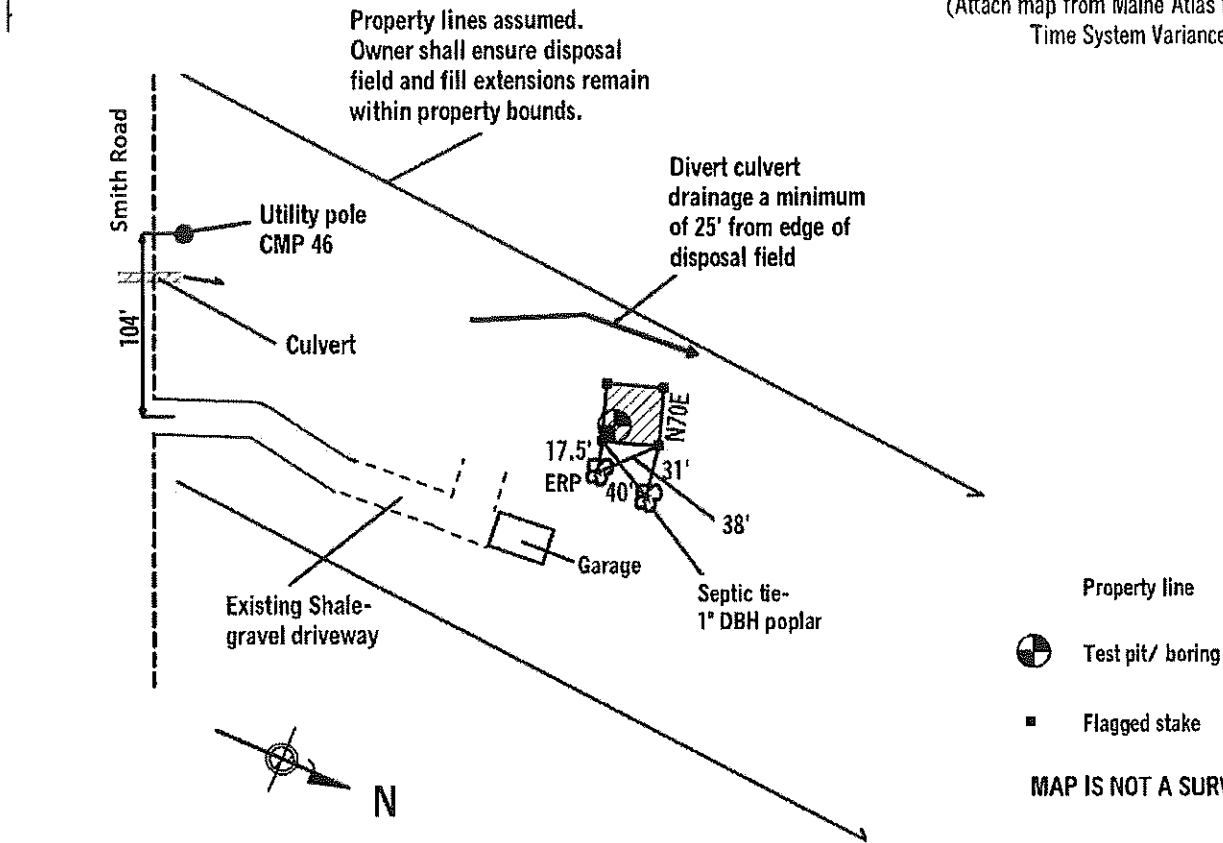
Street, Road, Subdivision  
 Smith Road

Owner or Applicant Name  
 John & Jane Smith

SCALE 1" = 100 FT

**SITE PLAN**

**SITE LOCATION PLAN**  
 (Attach map from Maine Atlas for First  
 Time System Variance)



**SOIL PROFILE DESCRIPTION AND CLASSIFICATION**

(Location of Observation Holes Shown Above)

Observation Hole #1	Texture	Consistency	Color	Mottling
2"	St-Silt-Loam	Variable	10YR 3/3	None Ev
6"				
12"	St VFSL		2.5Y 4/4	Faint Faint
20"			2.5Y 3/3	
30"				
40"				
50"				

Soil Classification: 1 D 13  
 Profile Condition Percent

Slope: 13  
 Limiting Factor: 13  
 Depth

Ground Water  
 Restrictive Layer  
 Bedrock

Observation Hole	Texture	Consistency	Color	Mottling

Soil Classification:   
 Profile Condition Percent

Slope:   
 Limiting Factor:   
 Depth

Ground Water  
 Restrictive Layer  
 Bedrock

Matthew Johnson  
 Site Evaluator Signature

000  
 SE #

10-22-22  
 Date

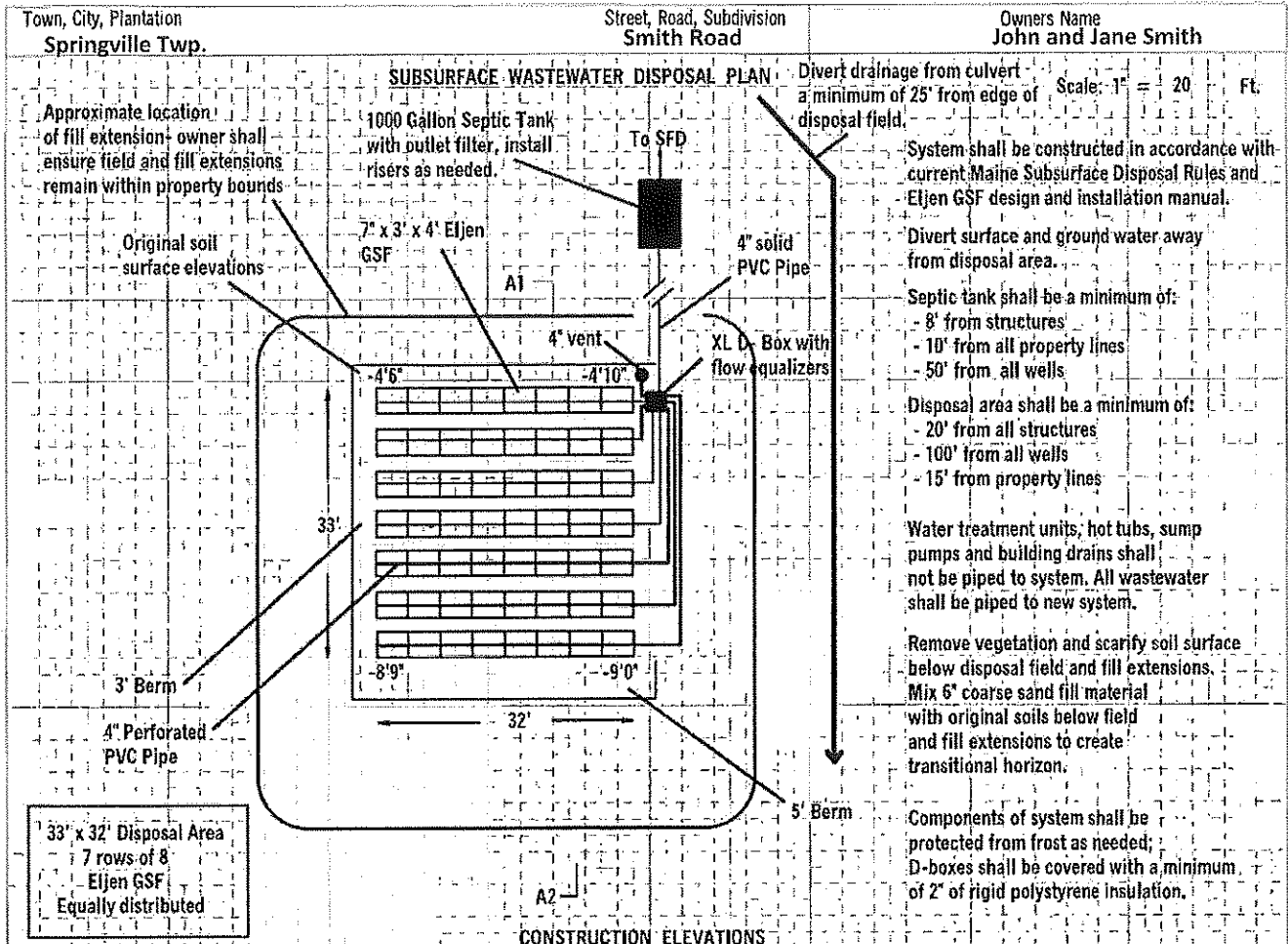


Exhibit 7

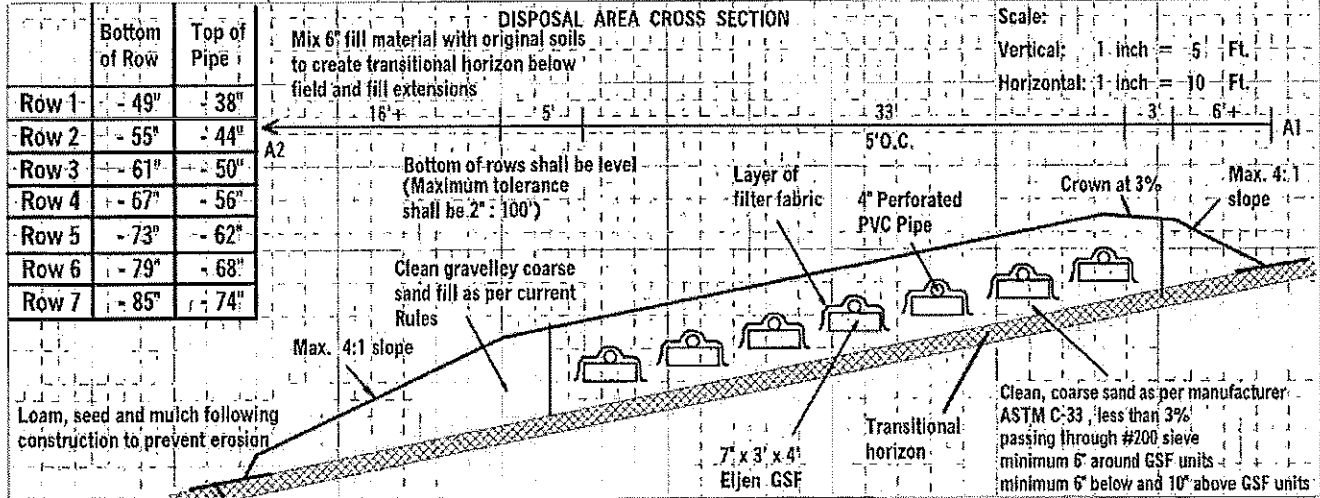
Sample

**SUBSURFACE WASTEWATER DISPOSAL SYSTEM APPLICATION**

Department of Human Services  
Division of Health Engineering



FILL REQUIREMENTS		Reference Elevation is	Assumed	0' 0"	ELEVATION REFERENCE POINT LOCATION & DESCRIPTION
Depth of backfill (Upslope)	28"+	Finished Grade Elevation		top of pipe +12"	FN in 5" DBH poplar Reference Elevation is assumed 0'0"
Depth of backfill (Downslope)	44"+	Top of Distribution Pipe or proprietary device		see table	
DEPTHS AT CROSS SECTION (shown below)		Bottom of Disposal Field		see table	



Matthew Johnson  
Site Evaluator Signature

000  
SE #

10-22-22  
Date

## **Exhibit 8. Erosion and Sedimentation Control**

### Erosion Control Methods:

- Silt fence
- Hay/Straw bales

### **Step 1. General Order of Construction Activities:**

- First, we will clear the area of development and establish erosion control and sedimentation prevention methods around the site.
- Second, we will stump and grub the area of development. Import fill and grade as necessary to prepare the site for construction.
- Third, we will prepare the forms for the slab foundation and deck footers. Also, we will install the foundation.
- After completing the foundation work/construction-related site disturbance, we will seed with grass and landscape with other native vegetation. Next, we will install hay mulch to prevent seed movement in case of a bad weather. Also, we will conduct vegetative stabilization in accordance with **Chapter 10, Appendix B.**
- After establishing the vegetative stabilization measures, we will remove erosion control and sedimentation prevention devices.

### **Step 2. Minimizing soil disturbance and control erosion and sedimentation:**

We will minimize vegetation clearing and soil disturbance to only the area necessary for development of the proposed driveway, dwelling, accessory structure, and septic system, **as shown on the site plan in Exhibit 5.**

### **Step 3. How erosion and sedimentation control measures will be maintained during and after construction**

Through the duration of construction, we will monitor erosion control/sedimentation prevention methods, and immediately after major rainfall events.

Also, we will repair and maintain erosion control/sedimentation prevention methods as necessary.

#### **Step 4. Drainage:**

- The proposed driveway will cross a drainage ditch next to the Quimby Road. To maintain the drainage, a culvert will be installed in accordance with **Chapter 10, Section 10.27(D)**. Also, we will monitor this culvert yearly and clean if necessary to ensure proper flow is maintained.
- Driveway: The property is generally flat, and the driveway will be located to minimize the need for cutting and filling. The driveway will be constructed with a slight crown to allow for sheet flow drainage runoff without extensive ditching.

**Exhibit 9: Exterior Lighting**

<u>Fixture Location</u>	<u>Type of Bulb</u>	<u>Wattage (W)</u>	<u>Cutoff Fixture? (Y/N)</u>	<u>Motion Activated? (Y/N)</u>	<u>Date Installed (if existing)</u>
Front Entrance	LED	40W	Y	N	New
Parking Area	LED	35W	Y	Y	New
Deck	LED	20W	Y	N	New