



**Municipal Office, Town of Bristol, Maine**

**P. O. Box 339 Bristol, Maine 04539**

**Telephone (207) 563-5270 Fax (207) 563-6103**

**[www.bristolmaine.org](http://www.bristolmaine.org)**

*Municipal Use Only*

Permit Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Preferred Communication Style:

Call:  Email:  Mail:

**APPLICATION FOR SHORELAND ZONE PROJECT REVIEW AND APPROVAL**

*Valid for One Year from Date of Issuance*

1. **Property Address:** \_\_\_\_\_ Map: \_\_\_\_\_ Lot: \_\_\_\_\_

2. **Owner's Name:** \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

3. **Owner's Agent:** \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

4. **Proposed Project:** New Addition Relocation Demolition Change of Use Swimming Pool

5. **Proposed Use:** Commercial Residential Accessory Structure

6. **Project Description:** \_\_\_\_\_

7. **Existing Use of property:**

Unimproved Woodlot Residential Commercial Agricultural

8. **Is the property part of a subdivision?:** Yes No

9. **Is the property in the Shoreland Flood Zone, and if so which zone)?** *(A certificate of elevation is required)*

10. **Site Plan.** *The following information about your lot and proposed use must be provided on a scale drawing of your site plan.*

- \* Lot dimensions, including easements, setback lines (shoreland, road side, rear and front), right-of-way, etc.
- \* Name and location of abutting rights-of-way, public and private, and abutting water body.
- \* Exact location of existing and proposed buildings and distance of each from nearest lot line.
- \* Footprint dimensions of existing and proposed buildings or structures.
- \* Location of existing or proposed sewage disposal system and water supply.
- \* Areas to be cleared.
- \* Areas of cut, fill, grading, or other earth-moving activity.
- \* Area of lot "non-vegetated" (covered by buildings, decks, patios, drives, walks, ledge outcrop, etc.) after proposed improvement.

11. **Required Documents**

- \* Attach a copy of subsurface wastewater permit (signed by the Plumbing Inspector) and soil test date, if applicable
- \* Attach scale drawings of proposed buildings showing all floor plans and elevations (side view).
- \* Attach proof of measurement from normal high water line (NHW) if 100' or less (survey with seal certified by State of Maine licensed surveyor).

**Signature of Property Owner/Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **PROCESSING APPLICATIONS FOR SHORELAND ZONE PERMITS**

Please submit completed application(s) and fees to the Town Office during regular business hours or by mail to:  
Town of Bristol, PO Box 339, Bristol, ME 04539

Most shoreland permits are issued by the Code Enforcement Officer and do not require Planning Board approval (*see section 16 of the Bristol Shoreland Zoning Ordinance*).

Applications requiring Planning Board review will be forwarded to the board by the CEO. Applications received by the board by the third Thursday of the month will be placed on the agenda for the board's regular meeting on the first Thursday of the following month. Applicants will be notified to attend this meeting, held at 7:00 p.m. at the Town Hall. Applicants will be notified if further information is required.

Construction projects in the Shoreland Zone also require a Building Permit (applications are available at the Town Office). Once the Shoreland Zoning permit has been approved, the CEO will forward the application to the Selectmen for approval. The Selectmen review building permit applications at their weekly meetings, Wednesdays at 7:00 p.m.

## **EXPIRATION OF PERMIT**

A Shoreland Permit is valid for one year from the date of issue. If no substantial start is made in construction within one year of the date of the permit, or if the work ceases or is abandoned for a period of two years, the permit shall lapse and become void.

## **OTHER PERMITS**

If a project requires approval from another agency, such as the DEP, FEMA or the Army Corps of Engineers, the applicant must apply to that agency prior to or concurrently with the application to the Town of Bristol. When other agency requirements are satisfied and such agency permits issued, notification must be given to the Town of Bristol in order that the requisite hearing for local permits may be scheduled. The Bristol CEO, Planning Board or Selectmen will take no action upon an application involving other agencies until that agency has acted.

## **CERTIFICATION OF MEASUREMENTS**

The Bristol Shoreland Zoning Ordinance requires that structures and other regulated objects or areas shall be set back at least 100 feet from the normal high water line of freshwater bodies and at least 75 feet from the normal high water line of other water bodies, tributary streams, or the upland edge of wetland. In cases when:

- \* the Planning Board is not able to determine from the official shoreland zoning map the location of a normal high water line or the upland edge of wetland; or
- \* an application for a shoreland permit proposes a land use activity within 25 feet, horizontal distance of a required setback; or
- \* it is otherwise necessary for the Planning Board to ascertain the precise relationship of a proposed activity to such a setback, the location of the proposed activity, the upland edge of any wetland or the normal high water line of any body of water and the measurements of all relevant distances must be shown on the scaled site plan and must be certified by a licensed professional engineer, land surveyor or architect who is qualified to make such determinations. (*Adopted by vote of the Planning Board 12/92, revised 7/98*).

## **REPLACEMENT/REPAIR OF SEPTIC SYSTEMS WITHIN THE SHORELAND ZONE**

Replacement of a septic system within the Shoreland zone requires a shoreland permit unless the system is not expanded. (*Adopted by vote of the Planning Board 1/02*).