

INSTRUCTIONS RE:
APPLICATION FOR SHORELAND ZONE DEVELOPMENT PERMIT
(revised July 15, 2025)

Planning Board
Town of South Bristol
470 Clarks Cove Road
Walpole, Maine 04573

Instructions:

The following pages are to assist property owners in applying for development permits required by the South Bristol Shoreland Zoning Ordinance (the Ordinance), which is available in hard copy at the Town Office and on the web at the Planning Board's website. <https://sites.google.com/view/southbristolplanningboard/home>

The Ordinance is required by Maine statute. It applies to all land areas within 250 feet horizontal distance of the normal high-water line of a great pond, or upland edge of a coastal wetland, including all areas affected by tidal action, or upland edge of a freshwater wetland. This is referred to as the Shoreland Zone. The Ordinance also applies to any Structure built on, over or abutting a dock, wharf or pier, or other structure extending over or below the normal high-water line of a water body or within a wetland, and to Shoreline Stabilization. Please consult the Ordinance for the specifics as every situation is different.

The Application itself follows these instructions and begins on page 1.

The "Applicant" referred to herein is the owner of the real property where the proposed project is located. The Applicant may designate an Agent to handle the application process on the Applicant's behalf. Such designation must be in writing and accompany the Application.

All activities which involve filling, grading, excavation or other similar activities which result in un-stabilized soil conditions and which require a permit shall also require a written soil erosion and sedimentation control plan. (See Ordinance Section 15.T.1.) Title 38 MRS §439-B requires that all excavation contractors working in the shoreland zone be certified in erosion control practices by the Maine Department of Environmental Protection.

NOTE: If the project and associated soil disturbance occurs within 75 feet, horizontal distance, of a water body, tributary stream or coastal wetland, a permit pursuant to the *Natural Resource Protection Act* is required from the Department of Environmental Protection.

The Application must include scale drawings of proposed buildings showing all floor plans and elevations. The plans should include the scale relationship to existing structures and topography. The plans must include the height of the existing and proposed structures. (Height of a structure is defined on page 46 of the Ordinance.)

The Application requires a scaled Site Plan. The Board will consider granting a variance to this requirement for certain projects where, in the Board's discretion, a scaled Site Plan will not materially assist the Board. Such request must be in writing and attached to the Application. If any portion of the proposed project is within 85' from the normal high water line or the upland edge of a coastal wetland, the Site Plan must be prepared by a Maine Professional Land Surveyor. (See Ordinance Section 16.C.1)

The Site Plan should be relatively recent and it should illustrate the following information about the currently existing property conditions and the proposed project.

Lot dimensions and area,
Names of abutting property owners,
Name and location of abutting rights of way, public and private,
Location of existing and proposed buildings and distance of each from nearest lot
line,
Location of sewage disposal system and water supply,
Location of areas to be cleared,
Location of areas of cut, fill, grading, or other earth-moving activity,
Shortest distance to the normal high water line or the upland edge of a coastal
wetland from existing and proposed structures,
Detailed calculations of the lot coverage (See Ordinance Section 15.B.4)

If the project is an expansion, relocation, or replacement of, or the placement of a foundation under, a non-conforming structure (See Ordinance Sections 12.C.1 thru 12.C.4), the Site Plan must clearly show that the proposed project is in compliance with the Ordinance.

If the project is an expansion of a non-conforming structure, the Site Plan must include an approval block for the Planning Board to sign and must be recorded by the Applicant in the Lincoln County Registry of Deeds within 90 days of approval. (See Ordinance Section 12.C.1.d)

The Planning Board may waive any of the submission requirements based upon a written request from the applicant. Such a request must be made at the time of the pre-application conference or at the initial review of the application if no pre-application conference is held. A waiver of any submission requirement may be granted only if the board makes a written finding that the information is not reasonably necessary in order to determine compliance with the standards and requirements of this ordinance.

The application must be received by the Planning Board by the close of business on Thursday prior to the meeting at which the application will be reviewed. (Reviews usually take place on the first Tuesday of the month.) The application must be complete and signed to be acted on.

The completed application must be submitted for decision in hard copy at the Town Office and by PDF attachment to email to the Planning Board's Administrative Secretary at sbristolpb@gmail.com.

An application fee of \$0.10 per square foot of all proposed buildings (or expansions) must accompany the application. There is a minimum fee of \$30 for all applications. For the purpose of calculating the fee the definition of "building" includes patios and decks, but not driveways, fences, and walls built for landscaping purposes. Square footage is calculated using outside dimensions rounded to the nearest foot for all floors. Basement and attic are included if the inside height is over 6 feet. (Attic - use inside dimensions.)

Materials available at the Town Office and on the Planning Board's website include:

- South Bristol Shoreland Zoning Ordinance (effective May 14, 2021)
- Official Shoreland Zoning Map (adopted June 16, 2011)
- Application for Shoreland Zone Development Permit (revised February 1, 2022)
- Floodplain Management Ordinance
- Flood Hazard Development Application.

<https://sites.google.com/view/southbristolplanningboard/home>

Questions should be directed to the Planning Board's Administrative Secretary via email or phone at (207) 245-0162. The Planning Board revises these instructions and the Application occasionally. We welcome your input on ways to improve the process.

APPLICATION FOR
PERMIT FOR DEVELOPMENT IN THE SHORELAND ZONE
(revised **July 15, 2025**)

* * *

Applicant:

Agent: (if applicable)

Name

Name

Mailing Address

Mailing Address

City, State, Zip code

City, State, Zip code

Phone

Phone

Email

Email

Property Information:

Street Address or Project Location

Tax Map

Lot

Development Zone of the Property: (see [Official Shoreland Zoning Map](#))

- ☐ General Development
- ☐ Limited Commercial
- ☐ Residential
- ☐ Resource Protection
- ☐ Fresh Water

List all existing use(s) of the Property within the Shoreland Zone:

1. Does this property require a greater setback due to (see [Official Shoreland Zoning Map](#)):

a. Unstable or Highly Unstable Bluffs? ☐ Yes ☐ No

b. Undeveloped areas that are also within the Velocity Zone of the Flood Plain
Management Ordinance? ☐ Yes ☐ No

2. Does this project require a Plumbing Permit?

☐ Yes ☐ No

If YES, an application for Plumbing Permit must be attached.

3. Does this project require approval from any federal or state agency?

☐ Yes ☐ No

If YES, a copy of the application(s) or approval must be attached.

4. Is this Project within a Special Flood Hazard Area of the Flood Insurance Rate Map?

☐ Yes ☐ No If YES, which zone? _____

If YES, Please attach copy of FEMA “firmette” (see <https://msc.fema.gov/portal/home>)

If YES, an application for Flood Hazard Development Permit is also required.

5. Does this Project involve filling, grading, excavation or other similar activities which result in un-stabilized soil conditions?

☐ Yes

☐ No

If YES, a written soil erosion and sedimentation control plan must be attached.
(See Ordinance Section 15.T.1.)

If YES, this work must be performed by a MDEP certified contractor:

Contractor Name & Address

Certification Number

Expiration Date

Additional Required Application Materials:

1. Please attach a detailed written description of the proposed project.
2. Please attach evidence of the applicant's right, title, or interest in the property. This evidence may be in the form of the deed, a title opinion, etc. (See Ordinance § 16(C)(2)).
3. Please attach photos of the property and project location prior to commencing work.
4. Please attach scale drawings of proposed buildings showing all floor plans and elevations. (See Instructions above)
5. Please attach a Site Plan with sufficient detail for the Board to understand the scope, size, and location of the proposed project. (See Instructions above and Ordinance § 16(C)(1))

Signature of Applicant:

To the best of my knowledge and ability, the information in this application is complete and correct. By submitting this application, I give permission to the South Bristol Planning Board and Code Enforcement Officer to make site visits to the property, as they deem necessary, before beginning, during, and after completion of the project.

I hereby attest that the facts and information submitted in this Application, including the attached materials, are true and correct to the best of my knowledge:

Signature of Applicant

Date

* * *

Optional Appointment of Agent:

(Fill this out only if the Applicant is appointing an Agent to act on behalf of the Applicant)

I hereby appoint _____, who's contact information is on the first page of this Application, to act on my behalf regarding this Application.

Signature of Applicant

Date