

Adopted June 4, 2022

§ 125-13 Application.

A. An application for a land use permit shall be made by the property owner or the owner's duly authorized agent and submitted to the Planning Board or the Codes Enforcement Officer for review and approval prior to the commencement of any work. The application shall be made on a form provided by the Planning Board and shall include payment of a filing fee as specified in the following fee schedule at the Town Office.

[Amended 6-6-2012]

~~(1) Dwellings and additions thereto: \$0.10 per square foot of living area (minimum fee of \$30).~~

Note: Dwellings include single- and two-family houses as well as mobile or modular homes and guesthouses. This rate also applies to porch areas.

~~(2) Other structures, including decks, basements, garages, inground swimming pools, fire suppression systems, and outbuildings (barns, sheds, etc.): \$0.05 per square foot of floor area (minimum fee of \$30).~~

~~(3) Expansion of existing dwellings and structures.~~

~~(a) For dwellings: same as the fee in Subsection A(1) with a minimum of \$60.~~

~~(b) For other structures: same as the fee in Subsection A(2) with a minimum of \$30.~~

~~(4) Flat fees for work requiring permits: Alterations or renovations/upgrades to existing buildings or structures.~~

~~[1] With no change to existing floor plan or footprint: \$30.~~

~~[2] With changes to existing floor plan but none to footprint: \$60.~~

~~(b) Docks: \$75.~~

~~(c) Earthwork (filling, moving, driveways, etc.): \$30.~~

~~(d) Fences and plantings (hedges) when permit required: \$30.~~

~~(e) Forest management and/or timber harvesting: \$30.~~

~~(f) Blasting: \$30.~~

~~(g) Amendments or extensions of an existing permit: \$30.~~

~~(h) Amendments or extensions of an existing permit requiring another site review: \$60.~~

Note: An administrative penalty of a minimum of \$100, in addition to any applicable fees, shall be charged if any activity requiring a permit under this chapter has begun prior to the issuance of the permit.

B. All applications for land use permits shall include a full and complete disclosure of the nature and type of change planned and the estimated cost of the completed project.

C. All applications for land use permits shall include the location and dimensions of the proposed building or alteration and the proposed sewage disposal system as certified by a person licensed by the state to design such systems.

D. In all districts, the approval of land use permit applications, when applicable shall be subject to evidence of satisfactory subsurface soils conditions for drainage and sewage disposal.

E. Approval of land use permit applications shall be subject to all applicable state and local statutes, regulations and codes for health, plumbing, sanitation, conservation, and pollution abatement.

F. The Planning Board may, in addition, require any of the following to be included in the application:

- (1) Maps, plans or blueprints of the proposed use.
- (2) A statement setting forth the impact the proposed activity will have on the environment.
- (3) A statement certifying that the proposed use is consistent with the need to minimize flood damage and exposure to flood hazard.
- (4) The applicant's agreement to pay all costs and fees for engineering or other professional advice furnished to the Planning Board, if the activity or the impact on the environment is of a substantial nature and such advice is required in order to determine whether approval shall be granted or denied. The Planning Board may require advance payment of costs and fees.
- (5) The applicant's agreement to supply data on any new well dug or drilled, including depth and flow rate, to the Codes Enforcement Officer at the Town Office, to aid the monitoring of the Town's water supply.

G. Within 30 days after receiving an application, the Planning Board shall notify the applicant in writing either that the application is complete or, if the application is incomplete, that specific additional material is needed to complete it. Upon determining that an application is complete, the Board shall record its determination in the record and begin its full evaluation of the application. Notwithstanding the time limits set forth in § 125-16B, if the Board determines during its evaluation that specific additional material is needed to make a decision, it shall so notify the applicant in writing, and the time limits shall be suspended until such additional material is received.

H. An applicant shall be notified in writing when an application is deficient or incomplete. The applicant shall remedy the deficiencies or com