

# TOWN OF ARUNDEL

## Shoreland Zoning Permit Package

Revised January 7, 2025

### APPLICATION INSTRUCTIONS

Proposed activities in the Shoreland Zone require a permit as defined in section 8.6.5 of the Arundel Land Use Ordinance. Submission requirements for Shoreland Zoning Permit are contained in the Shoreland Zoning Application Checklist attached, and the criteria for approval are specified in Section 8.6.7 of the Land Use Ordinance.

As the applicant, you must read these requirements before you file your application to make sure your application is complete. The submission requirements are intended to provide the town with information required to decide whether or not your application meets the ***Dimensional Requirements*** found in the section dedicated for each zoning district, ***Shoreland Zoning Standards*** found in Section 8.0 and all the applicable ***General Performance Standards*** cited in Section 5.0 and ***Standards for Specific Conditional Uses*** cited in 9.3 of the Land Use Ordinance.

The Planning Board generally does not consider nor approve an application in one meeting, so plan enough time for the review process to take place for your construction schedules or the start of your business activities. The Planning Board meets on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Tuesday of each month starting at 7 PM, with the exceptions of holidays and vacations. In order to be placed on the agenda to present an application to the Board, a complete application must be submitted no less than ***fourteen (14) days prior*** to the meeting. The Staff Review Committee will meet as necessary. Meetings are conducted in the Municipal Meeting Room located at 257 Limerick Road.

A basic application consists of the following:

1. A completed Shoreland Zoning application form.
2. Ten (10) copies of building and site plans (4 copies for Staff Review Committee) showing or accompanied by the information required on the Shoreland Zoning Application checklist.
3. The applicable application fee to cover review costs and mailings of public notices. If the Planning Board or Staff Review Committee requires a peer review of wetlands delineation, proposed engineering, or other technical or legal information by third-party consultants, the applicant will be responsible for reimbursing the Town of Arundel for such costs.
4. A list of names, mailing addresses, and map lot identification number from the Arundel Assessor's Records of all property owners within 200 feet of the subject property. The names and mailing addresses shall be printed upon *Avery 5160* labels or comparable label and suitable for attachment to standard sized envelopes for public hearing notice mailings.
5. A narrative describing how the proposed use or activity meets the approval criteria for Shoreland Zoning permit is defined in Section 8.6.7
6. A digital copy (in Adobe pdf format) of your entire submission package including maps and deeds. The submission may be emailed to [townplanner@arundelmaine.org](mailto:townplanner@arundelmaine.org) or submitted on an USB (Universal Serial Bus) thumb drive.

The Town Planner will review the application to determine whether it is complete. If the application is complete the Planner will mail a notice to abutters and schedule your application for review before the appropriate Board. If the application is not complete, the Town Planner will notify you of the missing information needed to place the application on a Board agenda. If you think that you should not have to submit any of the required information, you

should submit a *waiver request* stating why it should not be necessary for you to submit certain information to the Board.

After the Town Planner has determined your application is complete and you have presented it to the Planning Board, the Board may schedule your application for a Public Hearing within 45 days. The Board will approve your application, with or without conditions, or deny your application usually within 30 days of the Public Hearing or receipt of the complete application, if no hearing is required.

### **Arundel Planning Board**

Richard Ganong, *Chair*  
Susan Roth, *Vice Chair*  
Tom McGinn  
Paul Green, *Secretary*

Marty Cain  
James Lowery  
Zach Shapiro

### **Arundel Staff Review Board**

Ryan Lawler, *Code Enforcement Officer*  
Andrew Stevenson, *Fire Chief*  
Lena Reichardt, *Town Assessor*

Samantha Peikes, *Contract Planner*  
Ben Byrne, *Public Works Director*

## **Relevant Excerpts from Section 8.0 of the Arundel Land Use Ordinance**

### **8.6.5 PERMITS REQUIRED**

#### **1. Uses requiring No Permit**

The following land uses in the shoreland zone do not require permits from the town: non-intensive recreational uses not requiring structures such as hunting fishing and hiking; motorized vehicular traffic on existing roads and trails; forest management activities except for timber harvesting; clearing of vegetation for approved construction and other allowed uses; fire prevention activities; wildlife management practices; soil and water conservation practices; surveying and resource analysis; and emergency operations.

#### **2. Uses Requiring Permit**

Aside from uses enumerated in § 8.6.5.1 above, no land use shall be altered, no building or structure shall be constructed, used, or occupied, no earthmoving activity shall commence, and no building permit, sign permit, or certificate of occupancy shall be issued for any activity within the Shoreland Zoning District until a Shoreland Permit has been approved for the proposed activity in accordance with the procedures set forth in § 8.6.6. (*Amended June 14, 2017*)

#### **3. State D.E.P. Permits**

A person proposing any activity that requires a permit from the Department of Environmental Protection, pursuant to Title 38 M.R.S.A., Section 480-C, shall obtain that permit before applying for any site plan conditional use or building permit under this ordinance.

#### **8.6.6 SHORELAND PERMIT REVIEW PROCESS** *(Adopted June 14, 2017)*

The Shoreland Permit review process shall subscribe to the same submission requirements and review procedures as for a Site Plan Review application, as prescribed in LUO §10.4-10.9.

#### **8.6.7 CRITERIA FOR SHORELAND PERMIT APPROVAL** *(Adopted June 14, 2017)*

All Shoreland Permit applications shall be evaluated, approved, approved with conditions, or denied based on compliance with all of the following standards:

1. The proposed project conforms to all standards of the zoning district and meets or exceeds performance standards specified in Sections 5, 8, and 9 of this Ordinance;
2. The proposed project conforms to the goals and objectives of the Arundel Comprehensive Plan;
3. The proposed project has received all applicable Federal and State Permits;
4. The proposed project will not adversely impact upon the existing water regime, hydrology, salinity, water chemistry, flow volume, or flow velocity of wetlands, ponds, streams and watercourses;
5. The proposed project will not have an adverse impact upon the quality of groundwater resources;
6. The proposed project will not result in sedimentation, erosion, and/or nutrient loading of adjacent and downstream wetlands, waterbodies, streams and watercourses;
7. The proposed project will not have a deleterious impact upon existing and valuable aquatic and wildlife habitats and populations;
8. The proposed project will not adversely impact critical wildlife habitats and marine resources;
9. The proposed project will not adversely impact important local cultural resources, archeological and historic resources, or the visual quality of shorelines and surrounding environs as viewed from the resource and public spaces;
10. The proposed project will not produce noise, odors, dust, debris, glare, solar obstruction or other nuisances that will adversely impact the quality of life in the resource area;
11. The proposed project will not adversely impact the integrity of important vegetative stands as well as unique natural areas as identified by the Maine Department of Conservation;
12. The proposed project meets the approval standards of LUO § 10.6.4.

# Town of Arundel, Maine

## Shoreland Zoning Application

### APPLICANT INFORMATION

1. **Project Name:** \_\_\_\_\_
2. **Owner Name:** \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
Town, State, ZIP Code \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email: \_\_\_\_\_
3. **Applicant Name** (if different): \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
Town, State, ZIP Code \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email: \_\_\_\_\_
4. **Authorized Agent** (person(s) who will be responsible for all communication with the Planning Board):  
Name: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
Town, State, ZIP Code \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email: \_\_\_\_\_
5. **Design Consultants** (Architect, Surveyor, Engineer, Planner)  
Name: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
Town, State, ZIP Code \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email: \_\_\_\_\_

### GENERAL INFORMATION

6. **Project Location:** \_\_\_\_\_ Arundel Tax Map \_\_\_\_ Lot \_\_\_\_
7. **Land Use District(s):** (*refer to Land Use and Shoreland Zoning Map*)  
\_\_\_\_\_  
\_\_\_\_\_

### SITE INFORMATION

9. Please describe the existing use of the property to be developed and neighboring properties.  
\_\_\_\_\_  
\_\_\_\_\_

Please describe the proposed use within the Shoreland Zone:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 10. Total Acreage of Site: \_\_\_\_\_ Proposed Development Area: \_\_\_\_\_
- Proposed Road/driveway Length: \_\_\_\_\_ Area of parking lot \_\_\_\_\_
- Total Impervious Area: Square Feet \_\_\_\_\_ Percent of Total Lot Area \_\_\_\_\_
- Total Wetlands Acreage: \_\_\_\_\_

- 12. Application Fee:
  - \$250 Minor Shoreland Zoning Permit application
  - \$100 for revisions; plus, applicable Review Fee:
  - \$500 Major Shoreland Zoning Application

*Application fee is doubled if work has started prior to application*

- 13. Waiver Requests? (Submit in writing) Yes  No

- 14. Please complete the attached Shoreland Zoning Application Checklist to assure your application and site plan are complete.

**To the best of my knowledge, all of the above stated information is true and correct.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Shoreland Zoning Application:** Submit ten (10) copies of this application and Shoreland site plans showing or accompanied by the information required by the checklist on the following pages. If plans are larger than 11" x 17", you may provide 2 full-sized sets and 8 copies reduced to 11" x 17". Applications will not be placed upon a Planning Board Agenda until the Town Planner receives all the plans, fees, written submissions or waiver requests to be considered complete. After receipt of all the necessary information, the Town Planner shall place the application on the next available agenda.

**Minor Shoreland Zoning Applications:** Submit four (4) copies of this application and any site plan sketches indicating the general site layout and location of the proposed conditional use, drawn at a scale not to exceed 1"=60' to the Town Planner. Please include written requests and justifications for any requested waivers from the application requirements.

**Digital Copy of Application Package:** Please submit a digital copy (in an Adobe PDF format) of your entire application package including all maps, the application, deeds, and all supporting documents. This digital copy may be submitted on an USB (Universal serial bus) thumb drive or may be emailed to the Town Planner at

[townplanner@arundelmaine.org](mailto:townplanner@arundelmaine.org)

## Shoreland Zoning Application Checklist

Project Name \_\_\_\_\_

This checklist has been prepared to assist applicants develop their applications. It should be used as a guide in meeting the submission requirements of Sections 8.6.5 and 8.6.7 of the Arundel Land Use Ordinance. The Town Planner will also be using the checklist to make sure your application is complete. Indicate in the first and third columns if the information has been submitted or if you request it to be waived. If you feel the information is not applicable to your project please indicate so in the second column.

<b>SITE PLAN REQUIREMENTS</b>	Submitted by Applicant	Does Not Apply	Applicant Requests to be Waived	Received by Town Planner	Comments
1. <b>Wetlands-Watercourse Boundary Survey</b> signed & sealed by a Maine Licensed Land Surveyor, showing location of all wetlands, watercourses/streams, waterbodies, drainage facilities as identified by a Wetland Scientist or a Soil Scientist. The survey should also include the boundaries of all 100-year FEMA floodplains and identify Shoreland Zones and the required setbacks.					
2. <b>Proposed Site Plan</b> , drawn at a scale not to exceed one inch equals forty feet (1" = 40') or at a scale otherwise required by the Town Planner and showing both existing conditions and proposed improvements on the site; sealed by a Professional Engineer, Landscape Architect, or a Surveyor licensed in the State of Maine, and containing the following information:					
<ul style="list-style-type: none"> <li><b>Information Block</b> containing location, address, Map-Lot number(s) of the subject property, as recorded in the Town Assessor's Office, name and address of the applicant(s), and owner(s) if different;</li> </ul>					
<ul style="list-style-type: none"> <li><b>Site Data Summary</b> detailing the total area of all existing and proposed site improvements, the amount of impervious surface, lot area, lot coverage, street frontage, building area, wetlands area, and stream areas, and compliance with the space and bulk requirements of the governing shoreland zoning district</li> </ul>					
<ul style="list-style-type: none"> <li><b>Approval Block</b> providing space for the signatures of Planning Board members or the Staff Review Committee</li> </ul>					
<ul style="list-style-type: none"> <li>Existing &amp; proposed rights of way, easements &amp; other legal restrictions</li> </ul>					
<ul style="list-style-type: none"> <li>Topographic survey showing existing and proposed site and building elevations at a contour interval of no more than two (2) feet, location and elevation of all existing and proposed structures, site features and site improvements.</li> </ul>					
<ul style="list-style-type: none"> <li>Location of all on-site streams, watercourses, wetlands, waterbodies, drainage facilities and structures, 100-year floodplains, roads, driveways, parking lots,</li> </ul>					
<ul style="list-style-type: none"> <li>Location, dimensions, and layout of all existing and proposed built elements, including buildings and structures, parking areas, driveways, curbing, Town/State roads, sidewalks, fences, walls, steps, piers and docks, patios, swimming pools, and signage</li> </ul>					
<ul style="list-style-type: none"> <li>Location of existing and proposed utilities including overhead telephone poles and/or underground cables, public water lines, gate valves, fire hydrants, dumpsters or waste receptacles, private septic systems and water supply wells.</li> </ul>					
<ul style="list-style-type: none"> <li>Location, layout, and dimensions of all existing and proposed drainage facilities, accompanied by detailed drainage calculations signed and sealed by a Professional Engineer licensed in the State of Maine;</li> </ul>					
	Submitted by	Does Not	Applicant Requests to	Received by Town	

<b>SITE PLAN REQUIREMENTS</b>	Applicant	Apply	be Waived	Planner	Comments
<ul style="list-style-type: none"> <li>HHE-200 septic system application</li> </ul>					
3. <b>Detail Sheet</b> showing construction details of proposed streets, drives, roads, sidewalks, retaining walls, lighting fixtures, fences, and all similar proposed site improvements in or adjacent to the Shoreland Zone					
4. <b>Outdoor Lighting Plan</b> <i>consisting of:</i>					
<ul style="list-style-type: none"> <li>The location of all existing and proposed exterior lighting fixtures.</li> </ul>					
<ul style="list-style-type: none"> <li>Photometric and dimensional specifications for all proposed lighting fixtures</li> </ul>					
<ul style="list-style-type: none"> <li>Proposed mounting height of all exterior lighting fixtures</li> </ul>					
5. <b>Landscape Plan</b> showing location, layout, and quantity of all plant material and ground cover to be installed on the site in accordance with revegetation requirements in Section 8. Plan should include lists of all proposed plant material and ground cover and including:					
<ul style="list-style-type: none"> <li>Planting Schedule indicating plant species, variety, common name quantity, size and installation specifications;</li> </ul>					
<ul style="list-style-type: none"> <li>Planting details for shrubs and trees</li> </ul>					
6. <b>Building Plans</b> of all proposed structure(s) including interior layout, side, and front elevations drawn to a scale of not less than 1/4 inch to 1 foot.					
7. <b>Schematic elevation of proposed signs</b> , drawn to a scale of not less than 3/4 inches to 1 foot, and illustrating sign layout, lettering, graphics and logos, materials, color, and proposed illumination.					
8. <b>Detailed Cost Estimates</b> of all proposed site improvements including quantity and unit costs of materials and 10% contingencies.					

<b>WRITTEN SUBMISSION REQUIREMENTS</b>	Submitted by Applicant	Does Not Apply	Applicant Requests to be Waived	Received by Town Planner	Comments
1. Complete Shoreland Zoning Application Form					
2. Shoreland Zoning application fee for either a Minor or Major Development Project					
3. Name, mailing addresses, and Map/Lot number of all abutters within 200 feet of the subject property printed on Avery 5160 labels					
4. Evidence of applicant's right, title or interest (deed, lease agreement, purchase & sale, or letter of authorization) in the property and any deed restrictions or easements on the property					
5. On-site soil investigation report by a Licensed Site Evaluator.					
6. Stormwater Drainage Calculations, prepared and sealed by a Maine licensed civil engineer					
7. HHE-200 septic system application					
8. Narrative Detailing how the proposed use meets each of the twelve (12) approval criteria specified in Section 8.6.7 of the Arundel Land Use Ordinance.					

<b>WRITTEN SUBMISSION REQUIREMENTS</b>	Submitted by Applicant	Does Not Apply	Applicant Requests to be Waived	Received by Town Planner	Comments
9. Digital copy of the entire application package in an Adobe PDF format, including maps and drawings					
10. Written copies of all required state and federal approvals. Relevant state and federal laws include, but are not limited to Stormwater, Site Location, Natural Resources Protection Act, and Sec. 404 Clean Water Act (federal),					
11. Letter of Compliance from the Arundel Fire Chief					
12. Letter of Compliance from the Arundel Public Works Director					
13. Other information required by the Planning Board or Staff Review Committee					