

————— TOWN OF RICHMOND —————  
**APPLICATION FOR PLANNING BOARD REVIEW**

**SUBMISSION REQUIREMENTS**

1. Submit 1 hard copy and 1 digital copy of all materials collated. Applicant must submit all information in Article 5 and 8 of the Richmond Land Use Ordinance that applies to their development.
2. Payment for all abutter mailings and for two (2) public notices in a local paper. The Town will notify all abutters within five hundred (500) feet of all property boundaries.
3. A copy of the receipt of all fees paid.
4. This application form along with required accompanying material must be submitted to the Planning Board secretary two weeks prior of the scheduled meeting to be placed on the agenda, the planning board meets the fourth Tuesday of each month. All information requested in the attached application, including attachments, must be provided before the application will be placed on the agenda. Applications which are incomplete will be returned to the applicant. Applications which are not sufficiently detailed will be returned to the applicant.
5. The applicant or an agent needs to be present at the meeting to present the application to the board.
6. The Planning Board reserves the right to request additional materials from applicant.

**Town of Richmond, Maine  
Planning Board**

26 Gardiner Street, Richmond, Maine 04357  
207-737-4305

**APPLICATION FORM**

**Type of Application:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Shoreland Zoning Permit | <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Extraction     |
| <input type="checkbox"/> Conditional Use Permit  | <input type="checkbox"/> Subdivision      | <input type="checkbox"/> Commercial Use |
| <input type="checkbox"/> Timber Harvesting       | <input type="checkbox"/> Land Use         |   |
| <input type="checkbox"/> Other: _____            |   |   |

**Applicant Information:**

Applicant's Name: \_\_\_\_\_  
Applicant's Mailing Address: \_\_\_\_\_  
Applicant's Telephone: \_\_\_\_\_

What is Applicant's legal interest in the property? Enclose copy.

- Owner     Potential Buyer with Contract     Lease/Rental Agreement

Recorded at the Sagadahoc County Registry of Deeds  
Book: \_\_\_\_\_ Page: \_\_\_\_\_ (please enclose a recorded copy)

Owner's Name: \_\_\_\_\_  
Owner's Mailing Address: \_\_\_\_\_  
Owner's Physical Address: \_\_\_\_\_  
Owner's Telephone: \_\_\_\_\_

Agent's Name: \_\_\_\_\_  
Agent's Address: \_\_\_\_\_  
Agents Telephone: \_\_\_\_\_

Engineer/Surveyor: \_\_\_\_\_  
Engineer/Surveyor Address: \_\_\_\_\_  
Engineer/Surveyor Telephone: \_\_\_\_\_

**Project Location and Lot Information:**

Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Street Address: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

If in a Shoreland Zone Percent of residential lot coverage: \_\_\_\_\_

Size of lot: \_\_\_\_\_ Acres \_\_\_\_\_ S.F.

Road Frontage: Street: \_\_\_\_\_ Frontage: \_\_\_\_\_

Road Frontage: Street: \_\_\_\_\_ Frontage: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Currently serviced by:  Town Road  Private Road  
 Town Water  Private Well  
 Town Trash  Private Hauler  
Existing Utilities:  None  Underground  Pole

Slope Conditions in Area of Construction (If Applicable):

Flat (0-3% slope)  Rolling (4-8% slope)  Hilly (9-15% slope)  Steep (16%+ slope)

Are there any wetlands or water bodies on the site?  No  Yes, (Attach Information)

Do you plan to bring fill onto the lot:  No  Yes, (Attach Information)

**Description of proposed use of the property. Be as specific as possible:**

Project/Proposed Use Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property to be serviced by:  Town Road  Private Road  
 Shared Sewer  Private Sewer  
 Town Water  Private Well  
 Town Trash  Private Hauler  
Proposed Utilities:  Existing  Underground  Pole

Is this project part of a larger project? \_\_\_\_\_  
\_\_\_\_\_

If Subdivision Review, number of proposed lots: \_\_\_\_\_

If a private way is proposed, number of lots served: \_\_\_\_\_

Requesting Waiver  No  Yes, (please attach details)

**Attachments:**

- A. Letters of Approval (If Applicable)
  - Fire Department
  - Police Department
  - Public Works
  - Superintendent of Schools
  - Road Commissioner
  - Solid waste hauler and licensed disposal facility
  - Septic waste hauler and disposal facility
  - Maine Historical Preservation Commission
  - Inland Fisheries & Wildlife
  - Maine Department of Environmental Protection
  - Maine Natural Areas Program
- B.  Letter to Planning Board describing project in detail, waiver requests, proposed improvements, addressing permit requirements, etc.
- C.  Photographs of site, existing buildings, proposed construction
- D.  Architectural renderings/drawings of proposed buildings, as required.
- E.  Engineer Plans, as required.

**Required Signatures:**

By signing this application, as the foresaid applicant or authorized agent:

- I certify that I have read and completely understand the application;
- I certify that the information contained in this application and it's attachments are true and correct;
- I understand that all information provided on this form and all other documents submitted as part of my proposal is a matter of public record;
- I understand that copies of this information may be supplied upon request to an interested party;
- I understand that additional funds may be required through the course of review for special studies, legal review costs, and/or engineering review;
- I understand that by submitting this application I am not guaranteed a place on any particular agenda;
- I understand that the information contained in this application is background information and some applications may require additional tests, maps, documentation or submissions as required by the Planning Board.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of property owner: \_\_\_\_\_ Date: \_\_\_\_\_

<b><u>OFFICE USE ONLY</u></b>	
Received on: _____	By: _____
Fees Paid: _____ \$ _____	By: _____