



## Town of Surry

741 North Bend Road • Surry, ME 04684  
Tel: (207) 667-5912 • Fax: (207) 667-5787

RECEIVED: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Permit #:	Issue Date:	Fee:
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### Building / Land Use Permit Application

Refer to the [Surry Code of Ordinances \(SCO\)](#) for information needed to complete this application.

1. Location / Address of Property: \_\_\_\_\_

Map #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Lot Area (Acreage): \_\_\_\_\_ Date Acquired: \_\_\_\_\_

Frontage on Road (ft.): \_\_\_\_\_ Frontage on Water (ft.): \_\_\_\_\_

Land Use District(s)\*: \_\_\_\_\_ Shoreland Zone? ☐ If YES: ☐ SP ☐ RP\*\* ☐ LR ☐ CFMA

\*See [Official Zoning Map](#) and Legal Descriptions – SCO Appendix A

\*\*See Instructions #7 below - re: Single Family structures in Resource Protection Zone

2. Property Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Email: \_\_\_\_\_ Owner's Phone #: \_\_\_\_\_

3. Applicant (or Agent if not Owner): \_\_\_\_\_

Applicant's Role on Project: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_ Applicant's Phone #: \_\_\_\_\_

4. Contractor: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Contractor's Email: \_\_\_\_\_ Contractor's Phone #: \_\_\_\_\_

### **5. Description of Proposed Project:**

**a. Proposed Land Use (SCO Table 1. - pages 3-8 to 3-13) #: \_\_\_\_\_ Use: \_\_\_\_\_**

**b. Existing Use of Property:** \_\_\_\_\_

c. Is Existing Lot Non-Conforming? ☐ Yes ☐ No Is Existing Structure(s) Non-Conforming? ☐ Yes ☐ No

**d. Estimated Total Cost of Project: \$**\_\_\_\_\_

e. Is Proposed Use subject to Site Plan Review (e.g. Footnote 13 in SCO Land Use Table1)? ☐ Yes ☐ No  
(Important - If Yes, see the Application checklist - Section 7. below and the additional documentation requirements in the Surry Code of Ordinances (SCO) - Chapter 3 – UDO – Section IV: SITE PLAN REVIEW STANDARDS)

**f. Sq. Ft. of Lot to be Covered by Non-Vegetated Surfaces:** \_\_\_\_\_

**g. Maximum Height of Proposed Structure:** \_\_\_\_\_

**h. Check if property is in a flood hazard area:** ☐ Zone A ☐ Zone AE ☐ Zone VE

See FEMA Flood Insurance Rate Map by entering property address at: <https://msc.fema.gov/portal/search>

**i. Type of Sewage Disposal:** ☐ Existing ☐ New      **j. Is Property Part of a Subdivision?** ☐ Yes ☐ No

k. Was the subject lot created by division from another lot within the past five years? ☐ Yes ☐ No


**I. New Dwelling Unit(s) - will residence(s) be occupied?** ☐ Year-Round ☐ Seasonally ☐ Rental Property

**m. Description of Proposed Land Use, including all Construction (e.g. Land Clearing, Road Construction, Septic Systems, Wells, New Buildings and Renovations, etc.). NOTE: A Site Plan Sketch (drawn to scale) is Required per Instructions on Page 3 below.**

[illegible]

## 6. Scale Drawing Requirements:

**SITE PLAN:** Please provide an accurate drawing (drawn to scale) to illustrate the following:

1. Property Lot Lines, Compass Orientation, Approximate Shape and Dimensions of Lot
2. Location of all Water Bodies, Streams, and Significant Existing Features on Lot
3. Area to be Cleared of Trees and other Vegetation
4. The exact position of Proposed Structure(s), including Decks, Porches and Accessory Buildings with accurate Setback Distances from the Shoreline, Side, Front, and Rear Property Lines
5. The Location of Proposed Wells, Septic Systems, Parking Areas, Driveways, Signs, Outdoor Lighting, and Buffer Strips
6. Areas and Amounts to be Filled or Graded. If the proposal is for the expansion of an Existing Structure, please distinguish between the Existing Structure(s) and the Proposed Expansion(s)
7. Such other additional information as may reasonably be required by the Code Enforcement Officer to provide for the administration and enforcement of the Surry Code of Ordinances.
8. Drawing Scale: Minimum of 1" = 30'-0"
9. Use numbered triangles on site plan  to indicate viewpoint of each photograph and label each photograph with the appropriate number.

**NOTE:** For all projects involving Filling, Grading or other Soil Disturbance, please provide a Soil Erosion Control Plan describing the measures to be taken to stabilize disturbed areas before, during, and after construction

**FLOOR PLAN and ELEVATION DRAWINGS:** Please provide an accurate drawing (drawn to scale) to illustrate the following:

1. Front and Rear Elevations
2. Side Elevations
3. Floor Plan of Structure(s)
4. Drawing Scale: Minimum of ¼" = 1'-0"

**NOTE:** Please attach Additional Pages or Construction Drawings as needed (include scale of drawings)

Draw a sketch showing both existing and proposed structures:

Rear Lot Line (width)\_\_\_\_\_ ft.

The diagram consists of a large grid for sketching. At the top, the text "Rear Lot Line (width)\_\_\_\_\_ ft." is followed by a horizontal line. Below this, the label "Rear Yard Setback" is positioned next to an upward-pointing arrow. On the left side, the label "Side Yard Setback" is oriented vertically next to a leftward-pointing arrow. On the right side, the label "Side Yard Setback" is oriented vertically next to a rightward-pointing arrow. At the bottom, the label "Front Yard Setback" is positioned next to a downward-pointing arrow, followed by a horizontal line. In the bottom right corner of the grid, there is a compass rose symbol with eight directional arrows.

Front Lot Line (width)\_\_\_\_\_ ft.

## 7. SITE PLAN REVIEW CHECKLIST (Only if Applicable):

For applications subject to Site Plan Review see the additional documentation requirements in the Surry Code of Ordinances (SCO) - Chapter 3 – UDO – Section IV: SITE PLAN REVIEW STANDARDS.

Check all that apply to your project:

- |  |   |
|--|---|
| <input type="checkbox"/> 1. Buffer Strips  | <input type="checkbox"/> 10. Sewage Disposal                                |
| <input type="checkbox"/> 2. Cluster Development of Principal Structures<br>or Dwelling Units | <input type="checkbox"/> 11. Utilities                                      |
| <input type="checkbox"/> 3. Extractive Activities  | <input type="checkbox"/> 12. Advertising Features                           |
| <input type="checkbox"/> 4. Industrial or Commercial Facilities and Related Uses             | <input type="checkbox"/> 13. Special Features                               |
| <input type="checkbox"/> 5. Signs  | <input type="checkbox"/> 14. Exterior Lighting                              |
| <input type="checkbox"/> 6. Environmental Standards  | <input type="checkbox"/> 15. Emergency Vehicle Access                       |
| <input type="checkbox"/> 7. Surface Water Drainage   | <input type="checkbox"/> 16. Landscaping                                    |
| <input type="checkbox"/> 8. Groundwater Protection   | <input type="checkbox"/> 17. Waste Disposal                                 |
| <input type="checkbox"/> 9. Water Supply   | <input type="checkbox"/> 18. Off Street Parking and Loading<br>Requirements |

## 8. SHORELAND ZONES - Expansions of Non-Conforming Structures (Only if Applicable):

- a. Sq. Ft. of Portion of Structure Which is Less Than Required Setback as of 1/1/89: \_\_\_\_\_
- b. Sq. Ft. of Portion of Structure Which is Less Than Required Setback from 1/1/89 to Present: \_\_\_\_\_
- c. Sq. Ft. of Proposed Expansion of Portion of Structure Which is Less Than Required Setback: \_\_\_\_\_
- d. % Increase of Sq. Ft. of Actual and Proposed Expansion of Portion of Structure Which is Less Than the  
Required Setback Since 1/1/89:      $(\% \text{ Increase} = b + c \times 100) / a =$  \_\_\_\_\_%

## 9. Additional Permits, Approvals, and/or Reviews Required:

- |  |  |
|--|--|
| <input type="checkbox"/> Planning Board Review           | <input type="checkbox"/> MDOT Driveway / Entrance Permit |
| <input type="checkbox"/> Flood Hazard Development Permit | <input type="checkbox"/> Others                          |
| <input type="checkbox"/> Septic System Permit            | <input type="checkbox"/> _____                           |
| <input type="checkbox"/> Interior Plumbing Permit        | <input type="checkbox"/> _____                           |
| <input type="checkbox"/> DEP Permit                      | <input type="checkbox"/> _____                           |
| <input type="checkbox"/> Army Corps of Engineers Permit  |  |

**NOTE:** Applicant is advised to consult with the Code Enforcement Officer and appropriate State and Federal agencies to determine whether additional Permits, Approvals, and Reviews are required.

I certify that all information provided in this application (including all accompanying attachments and exhibits) is true and accurate to the best of my knowledge and that all proposed uses and structures shall be in conformance with all applicable statute provisions of the State of Maine and with all applicable codes and ordinances of the Town of Surry. I agree to future inspections by the Code Enforcement Officer, his or her designees, and / or members of the Planning Board during reasonable business hours.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Agent's Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

***Note: For all applications, the burden of proof shall be upon the applicant to present adequate information to indicate that all performance standards and statutory criteria for approval have been or will be met.***

# Town of Surry, Maine

## Instructions for Completing Building / Land Use Permit Application

**1. Submission Copies:** Ten (10) copies of the completed application along with all supporting documents (including construction drawings) are to be submitted to the Code Enforcement Officer by the deadline for submission to the Planning Board (posted on the Town of Surry website: [townofsurrymaine.com](http://townofsurrymaine.com)).

In lieu of ten (10) paper copies of the full application (plus supporting documents and drawings), the Applicant is encouraged to submit three (3) paper copies of the full application (plus documents and drawings) along with a thumb drive or digital download that includes the full application plus all drawings and documents.

**2. Authorization Letter:** An authorization letter from the property owner to allow representation by the contractor or other qualified person is to be submitted with the completed application and supporting documentation.

**3. Surry Code of Ordinances (SCO):** The [Surry Code of Ordinances](#) (SCO) can be found [here](#) and online on the Town website: [townofsurrymaine.com](http://townofsurrymaine.com) (Departments -> Code Enforcement -> Sub-Menu – “Surry Code of Ordinances”).

**4. Applications Must Be Complete and Signed:** Only completed, signed applications will be reviewed by the Code Enforcement Officer (CEO) or the Planning Board. ***For all applications, the burden of proof shall be upon the applicant to present adequate information to indicate that all performance standards and statutory criteria for approval have been or will be met.*** Refer to the Surry Code of Ordinances (SCO) for detailed requirements.


**5. Payment of Planning Board Application Fee:** Completed applications must be accompanied by the appropriate Application Fee. The current [Fee Schedule](#) can be found [here](#) and on the Town website: [townofsurrymaine.com](http://townofsurrymaine.com) (Departments -> Code Enforcement -> Sub-Menu – “Fee Schedule”).

**6. Include Copy of Property Card from Town Office:** Applications will need to include a copy of the Property Card for the subject parcel. A copy of the Property Card can be obtained at the Town Office.

**7. New Structures in Resource Protection Zone:** Single Family residential structures may only be allowed by Special Exception. See provisions of SCO Chapter 1. (General Provisions, Purposes & Administration), Section III (General Administration) – subsection 8 (Special Exceptions). Two-family residential structures are prohibited.

**8. Shoreland Zone – Photographic Record Requirement:** A photographic record is required with applications for development within any of the Shoreland Zones. Pursuant to 38 M.R.S. § 439-A(10), each applicant for a permit for development within a Shoreland Zone must provide to the Code Enforcement Officer:

- (1) preconstruction photographs, with the application, showing the shoreline vegetation and development site, and
- (2) no later than 20 days after completion of the development, postconstruction photographs of the shoreline vegetation and development site.

Please use numbered triangles on site plan  to indicate viewpoint of each photograph and label each photograph with the appropriate number. These photographs shall become a permanent part of the property file.

**9. Current Photographs:** To expedite review of your application, you are strongly encouraged to include photographs of existing structures and any key features of the site that will enable the CEO and Planning Board to better understand the existing conditions of the proposed project. Photographs may be printed or in digital format (preferred) via thumb drive or digital download.

**10. Appearance at Planning Board Meeting:** Applicants (either the owner or owner’s duly authorized representative) are required to appear (either in person or via video conference) at the Planning Board meeting when their application is being considered. The Planning Board will table any application when the applicant (or representative) is not present.

**Have questions? Or, need help completing this application?**

**Contact the Town of Surry Code Enforcement Officer**

Office hours: every **Tuesday 4 – 7 PM** – (no appointment needed) -- or on **Thursdays** – (by appointment only)

**207-667-5912 or 207-667-5941**      [ceo@townofsurrymaine.com](mailto:ceo@townofsurrymaine.com)

Revised: 07-26-2023



## Town of Surry

### OFFICIAL USE ONLY

#### Building / Land Use Permit Application

### CHECKLIST FOR PLANNING BOARD REVIEW

Location / Address of Property: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Map #: \_\_\_\_\_ Lot #: \_\_\_\_\_

Land Use District(s): \_\_\_\_\_ Shoreland Zone? ☐ If YES: ☐ SP ☐ RP ☐ LR ☐ CFMA

<u>Review Criteria</u>	<u>Yes</u>	<u>No</u>	<u>Date / Comments</u>
1. Application Complete – 10 Copies	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Planning Board Application Fee Paid	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Attachments (Drawings, etc.) – 10 Copies	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Authorization Letter Received	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Non-Conforming Lot or Structure	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Abutter Letters Required - Sent	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Copy of Property Card Included	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Previous History of Property – Review By Planning Board, Board of Appeals, etc.	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Additional Permits (DEP, Septic, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Subject to Site Plan Review	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Lot Coverage = 20% or less	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. CEO Conducted Site Visit	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

YES ☐ Application Ready for PB Review: \_\_\_\_\_

Code Enforcement Officer

Date

Revised: 07-26-2023