## Town of Mars Hill Procedure for Land Use Permit

- 1. Obtain a permit application from Mars Hill Town Office.
- **2.** Complete and return application to Mars Hill Town Office, PO Box 449, where it will be processed by the CEO
- **3.** CEO reviews application, either issues with conditions, denies, or forwards to Planning Board
- 4. Applications for Planning Board must be received by Chair, Vice Chair or Secretary a minimum of 2 Weeks prior to the next regularly scheduled meeting. Applications must come to the Board through CEO. The Planning Board will accept applications only from the town CEO.
- **5.** Planning Board will review application and will either issue, issue with conditions, or deny permit
- **6.** Applicant can appeal to the Board of Appeals the decision made by either the CEO or the Planning Board.
- 7. Board of Appeals reviews application and either issues a variance or denies.
- **8.** Applicant can then take case to court and allow court systems to render final decisions.

## Town of Mars Hill Land Use Permit Application

For Office Use Only:		
Permit #: Date Town Rec'd.:		
Date CEO Rec'd:		
Date P.B. Rec'd:		
Issue Date:		
Fee Amt.:		
rec Amu		
every question. If the questi	on does not apply, record N/A cations for the Planning Board	quickly as possible, please be sure to answer in the space. Applications that are incompled must be in a minimum of two (2) weeks pr
1.Applicant	2.Address	3. Home Tel. # Work #: Cell #:
4. Property Owner	5. Owner's address	6. Owner's Home tel. # Work #: Cell #
7. Contractor	8. Contractor's address	9. Contractor's tel. # Work #: Cell #
10. Location/address of Property	11. Tax map/ lot #	12. Zoning District: 1. SHORELAND Limited Residential Stream Protection Resource Protection 2. NON-SHORELAND Village Growth Rural Industrial
	including a description of all land wells. A site plan sketch is re	proposed construction, e.g. land clearing, roacquired on page 4.

14. Sq. Ft. of project	15. Cost of construction
16. Lot Area	17. Frontage on road (ft)
18. Sq. Ft. of lot to be covered by non-vegetated surfaces	19. Elevation above 100 yr. flood
20. Frontage on water body (lake or stream)	21. Height of proposed structure
22. Existing use of property	23. Proposed used of Property

Note: Questions 24 & 25 apply only to expansions of portions of existing structures which are less than the required setback.

24a. Sq. Ft. of portion of structure which is less than required setback as of 1/1/89	25a. Cubic ft. of portion of structure which is less than required setback as of 1/1/89
b. Sq. Ft. of expansion of portion of structure which is less than required setback from 1/1/89 to present	b. Cubic ft. of expansions of portion of structure which is less than required setback from 1/189 to present
c. Sq. Ft. of proposed expansion of portion of structure which is less than required setback	c. Cubic ft. of proposed expansion of portion of structure which is less than required setback
d. % increase of sq. ft. of actual and proposed expansions of portion of structure which is less than required setback since 1/189 (% increase = [b+c]/a x 100)	% increase of cubic ft. of actual and proposed expansions of portion of structure which is less than required setback since 1/1/89 (% increase = (b+c)/a x 100)

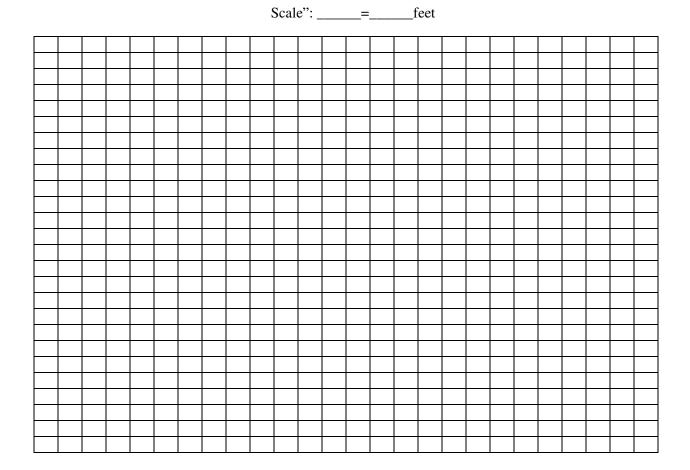
Note: Answer question 26 through 30 only if you are proposing a home occupation in the shore land zone.

26. Describe the type of home occupation			
27. # of people outside of those living in the home you will employ	28. Hours of business		
29. Amt. of traffic expected on a peak day	30. # of parking spaces available		

31. Type of driveway surface (gravel, ledge, hot top, etc.)	32. Number of yards of fill	
33. Describe any storm water and erosion contr	rol methods to be used (i.e. ditch turn-outs, hay bales	s, etc.)

## Site Plan

Please include lot lines, area to be cleared of trees and other vegetation, the exact position of proposed structures, including decks, porches and out buildings with accurate setback distances from the shoreline, side and rear property lines, the location of proposed wells, septic systems, and driveways, and areas and amounts to be filled for graded. If the proposal is for the expansion of an existing structure, please distinguish between the existing structures and the proposed expansion.



Please sketch what the existing building and the proposed building will look like with dimensions

	Front View with elevations		
Existing		Proposed	
	Side View with elevations		

**Existing** Proposed

agencies to determine whether additional permits, approve	als and reviews are required, such as:	
Planning Board review approval		
Board of Appeals review approval		
Flood Hazard development permits		
Septic plumbing permit		
Interior plumbing permit		
DEP Permit		
I certify that all information given in this apple be in conformance with this application and the land use ordinances. I agree to further inspect reasonable hours.	he Town of Mars Hill shore land zoning and	
Applicant's Signature	Date	
Agent's Signature (if applicable)	Date	

NOTE: Applicant is advised to consult with the Code Enforcement Officer and appropriate state and federal