



**TOWN OF TOPSHAM
PLANNING OFFICE**

100 Main Street, Second Floor
Topsham, Maine 04086

Phone: (207) 725-1724 • Fax: (207) 725-1737

CONDITIONAL USE APPLICATION

FEE FOR CONDITIONAL USE PERMIT		<input type="checkbox"/> \$150.00					Date: _____	
PROPERTY DESCRIPTION	Parcel ID	Map(s)		Lot(s)		Zoning District(s)		Amount paid: _____
	Physical Address							
PROPERTY OWNER'S INFORMATION	Name				Mailing Address			
	Phone							
	Fax							
	Email							
APPLICANT'S INFORMATION IF DIFFERENT FROM OWNER	Name				Name of Business			
	Phone				Mailing Address			
	Fax							
	Email							
APPLICANT'S AGENT INFORMATION	Name				Name of Business			
	Phone				Mailing Address			
	Fax							
	Email							
PROJECT DESCRIPTION	Existing Land Use:							
	Provide a narrative description of the Proposed Project:							
	Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non-conformance, etc.)							

MINIMAL PLAN REQUIREMENTS

- 9 Paper Copies of the entire Plan Packet [nine (9) of written materials, four (4) - 24 "x 36" plan sets plus five (5) - 11" x 17" plan sets]
- ONE Electronic copy (via thumb drive/USB; email submissions will not be accepted) 9 Paper Copies of the entire Plan Packet [nine (9) of written materials, four (4) - 24 "x 36" plan sets plus five (5) - 11" x 17" plan sets]
- Self-addressed stamped envelope to mail thumb drive back to applicant.

The Site Plan documents/plans:

- A) Paper size; no less than 11" X 17" or greater than 24" X 36"
- B) Title block
 - Applicant's name and address
 - Name of preparer of plans with professional information
 - Parcel's tax map identification (map and lot) in bottom right corner of map/plan
- C) Location of all existing and proposed structures, utilities, lighting, landscaping, roads, drainage, and parking.
- D) Architectural Elevations of existing and proposed buildings.
- E) Proof of right, title and interest in the property.
- F) Agent Authorization form

The following STANDARDS Of 225-67 Conditional Use permits SHALL BE MET. Please provide answers to the statements below.

Standards for a conditional use permit. An applicant who seeks a conditional use permit shall submit to the appropriate board adequate evidence, which will become part of the record, illustrating the proof required by this section. The board shall review the application in concert with all of the evidence submitted by the applicant, and shall make specific factual findings that the following are met:

- (1) The use is compatible with and similar to the general categories of uses of neighboring properties.
- (2) The use is compatible with the Comprehensive Plan and the anticipated future development of the neighborhood.
- (3) The anticipated traffic for the proposed development will not cause an adverse negative impact on the neighborhood surrounding the proposed development.
- (4) There will be no noise, dust, odor, vibration or smoke generated by the use that will adversely affect neighboring properties or the Town in general.
- (5) The physical characteristics of the site, including location, slope, soils, drainage and vegetative cover, are suitable for the proposed use.
- (6) The use will not constitute a public or private nuisance.
- (7) Any other requirements and applicable provisions of this Code, as deemed necessary, are met.

G. Conditions attached to conditional uses.

- (1) Upon consideration of the factors listed above, the Board of Appeals or Planning Board may attach such conditions, in addition to those required in this chapter, that it finds necessary to further the purposes of this chapter. Violation of any of these conditions shall be a violation of this chapter. Such conditions may include, but are not limited to, specification for: type of vegetation; included setbacks and yards; specified sewage disposal and water supply facilities; landscaping and planting screens; period of operation; operations controls; professional inspection and maintenance; sureties; deed restrictions, restrictive covenants; locations of piers, docks, parking and signs; type of construction; or any other conditions necessary to fulfill the purposes of this chapter.
- (2) In evaluating each application, the Board may request the assistance of the County Soil and Water Conservation District state or federal agency or consultant which can provide technical assistance.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PRESENT A CLEAR UNDERSTANDING OF THE PROJECT.

SUBMITTALS THAT THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BAORD REVIEW.

The undersigned hereby makes application to the Town of Topsham for review of the proposed project and declares the foregoing to be true and accurate to the best of his/her knowledge.

APPLICANT OR AGENT'S SIGNATURE

DATE

PLEASE TYPE OR PRINT NAME

