

**TOWN OF ISLE AU HAUT, MAINE  
BUILDING/LAND USE PERMIT APPLICATION**

**GENERAL INFORMATION**

APPLICANT'S NAME:

NAMES OF ALL PROPERTY OWNERS:

CONTACT INFO (ADDRESS, TELEPHONE NUMBER, & EMAIL)  
OF APPLICANT:

PROJECT LOCATION (INCLUDING TAX MAP/LOT NUMBER):

LOT SIZE:

IAH ORDINANCE ZONE:

TYPE OF PROJECT:

PROJECT DESCRIPTION:

NAMES OF IMMEDIATELY ABUTTING PROPERTY OWNERS:

PROJECT LOCATED IN SHORELAND ZONE?

PROJECT LOCATED IN FLOODPLAIN?  
PROJECT INVOLVES A NON-CONFORMING LOT?  
PROJECT INVOLVES A NON-CONFORMING BUILDING?  
PROJECT INVOLVES SUBDIVISION OF LAND OR LOCATED IN A  
SUBDIVISION?  
PROJECT INVOLVES CHANGE IN USE OF BUILDING/LAND?

### **ATTACHMENTS THAT MAY BE REQUIRED**

1. SITE PLAN
2. BUILDING PLANS
3. EROSION/SEDIMENTATION CONTROL PLANS
4. SEPTIC & PLUMBING PERMITS
5. SUBDIVISION PLAN
6. OTHER STATE OR FEDERAL PERMITS
7. AGENT AUTHORIZATION LETTER

### **SHORELAND ZONE**

LAND WITHIN 250 FEET OF THE OCEAN, THE POND, AND  
CERTAIN WETLANDS

SHORELAND DISTRICT PROJECT IS LOCATED IN:

SHORTEST DISTANCE TO SHORE OR EDGE OF WETLAND:

SEDIMENTATION/EROSION CONTROL PLANS:

ESTIMATED PERCENTAGE OF LOT TO BE CLEARED:

HEIGHT OF ANY PROPOSED BUILDINGS:

LOT SIZE & LENGTH OF SHORE FRONTAGE:

### **FLOODPLAIN**

FLOODPLAIN ZONE PROJECT IS LOCATED IN:

ELEVATION OF PROJECT ABOVE SEA LEVEL:

WHAT CONSTRUCTION AND/OR SETBACK STEPS WILL BE TAKEN TO COMPLY WITH FLOODPLAIN ORDINANCE:

**CERTIFICATION & SIGNATURE**

I certify that: I have standing to make this application by all owners of the property; I have completed all sections of this application that are required for my project given its location; I have attached all required additional information, plans, maps, other permits, etc.; and that I have answered all questions honestly.

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SIGNATURE OF APPLICANT

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DATE

DATE RECEIVED BY CEO OR PLANNING BOARD:

DATE OF PLANNING BOARD MEETING OR C.E.O. REVIEW:

**TOWN OF ISLE AU HAUT BUILDING/LAND USE PERMIT  
APPLICATION INFORMATION:**

## **HOW TO FILL OUT THE FORM**

### **General Information Section**

**APPLICANT:** An applicant can be the property owner(s) or someone they appoint to represent them such as a contractor, caretaker, or engineer. If application is being made by someone one other than the owner then a simple, signed letter from the owner stating they have appointed someone else as the agent/applicant must be included with the application.

**PROPERTY OWNERS:** Many lots are owned by multiple owners. All owners must be listed on the application. It will be assumed by the Planning Board/CEO that all owners approve of the application even if only one or an agent/applicant is applying. Permits can be voided if a property owner with standing objects.

**PROJECT LOCATION:** Indicate which part of town the project is located in and provide the tax map/lots numbers. The tax map/lot numbers are on your tax bill, you can request the information from an applicable town official, or you can leave blank if you don't know.

**IAH ORDINANCE ZONE:** The IAH Zoning Ordinance indicates the location of various zones within the town, which include: Accessible Interior, Accessible Shoreland, Remote Interior, Remote Shoreland, and Resource Protection. Leave blank if you do not know which zone the project will be in.

**TYPE OF PROJECT:** Please chose a simple description of your project such as "House construction", "Building a workshop", "Clearing for Development", "Driveway Construction". Please list all that apply.

**PROJECT DESCRIPTION:** Describe the project in terms of size, scope, and nature. An example: Clearing approx. 1/4 acre, Construction of a one floor house 32 x 36, Construction of a 20 x 20 garage, Installation of septic & utilities, Construction of gravel driveway 14' wide approx. 60 ft. to town road.

**ABUTTERS:** Many lots have multiple abutters. Please only name immediate abutters that might be affected by your project in any way and/or anyone that might be affected by your project due to their potential immediate impact to the local slope, drainage, or watershed. Abutters may be notified of the application if the CEO or Planning Board determine that any impact to surrounding properties could occur.

**YES OR NO QUESTIONS:**

**SHORELAND ZONE:** The Shoreland Zone is the area of land that is 250 feet from the high tide line on the ocean, Long Pond, and some large wetlands. Please consult the ordinance and maps at the town website online or ask the Code Enforcement Officer if you need help determining if your project is in the Shoreland Zone and what restrictions or conditions this may place on your project. This zone is regulated under both the IAH Zoning ordinances and the State Shoreland Zoning and may place different restrictions and conditions on development. Please fill out the Shoreland Zone section further down the page also.

**FLOODPLAIN:** The islands in this town have been mapped to determine areas that might be susceptible to ocean flooding. Please consult the online information at the town website or ask the Code Enforcement Officer to determine if your project is located in one of the Floodplain Zones. Generally, areas 10 feet above sea level and not in traditional flood zones from direct impact of waves are exempt.

**TOWN OF ISLE AU HAUT**  
**DRAFT PERMIT APPLICATION PROCEDURE**

1. Download a copy of the Permit Application and Instructions from the Town web site or request a copy from the CEO or PB Chairman.
2. Fill out the application and gather copies of required attachments. Ask the CEO any questions or for assistance. Submit app to CEO.
3. CEO will make a determination if the application is 1) complete and 2) in his/her determination, will comply with the ordinances. If the application is not complete the CEO will ask the applicant for additional information so that it is complete and ready for PB review. If the application is not determined to be legal then the CEO will discuss modifications to the application in order to make it in compliance with ordinances.
4. Once application is complete by the CEO he/she will submit to the PB Chairman. The Chairman will then call a meeting of the PB within 30 days of CEO certifying it is complete and legal and received by the Chairman.
7. FIRST REVIEW: The PB will review all applications submitted once they are deemed complete. The PB will have final say on whether an application is complete, requires additional info, which abutters are notified, and whether it is allowable under the ordinances or requires modifications.
8. SECOND REVIEW: The PB will review the application again within 30 days of first PB review. If all required info has been submitted and all requirements of the ordinances have been the permit will be issued.
9. Applicant may start work after first review completed by the PB AT APPLICANT'S OWN RISK pending final permit approval by the Planning Board. Projects denied a permit and already underway would have to be stopped immediately (CEO issues Stop Work Order) and affected area restored to pre-construction state.