

Note: This checklist is intended to assist the CEO in tracking a shoreland zoning permit through the review process.

Shoreland Zoning Permit Checklist

Check off for all structures:

- Complete shoreland permit application
- Pay appropriate fee
- Lot area
- % of lot covered by non-vegetated surfaces
- Height of structure
- Setback from highwater mark
- Setback from side and rear lot lines
- % increase of expansions of portion of structure which is less than required setback
- Copy of interior and exterior plumbing permits
- Copy of deed
- Elevation of lower floor to 100 year flood elevation
- Copy of additional permit(s) as required (see page 5 of Application Form)

Check off for Further Review:

- Copy of file to Board of Appeals if variance or special exemption is required
- Copy of file to Planning Board if Planning Board review is required

Check off for site visits by CEO:

- Prior to clearing and excavation
- Prior to foundation pour
- Prior to final landscaping
- Prior to occupancy