

# Town of Bridgton

## Site Plan of Development Application



**Bridgton Town Office  
Three Chase Street, Suite 1  
Bridgton, Maine 04009  
207-647-8786**

**Revised 07/26/2016**

**BRIDGTON PLANNING BOARD**  
**Three Chase Street, Suite 1, Bridgton, Maine 04009**  
**207-647-8786**  
**Site Plan of Development**

Fee: \$100.00 In addition to this fee, a \$250.00 escrow deposit is required.

The escrow deposit is used to cover out-of-pocket expenses for advertising and any additional administrative costs. Unused funds will be returned to the applicant within 30 days of the final review process. If the processing fees for an application exceed the \$100.00 amount, the applicant will be notified that an additional charge will be required before the review process is allowed to continue.

Upon submission of this application the information contained herein becomes available to the public.

DATE: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

APPLICANT'S TELEPHONE: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_

TAX MAP: \_\_\_\_\_ LOT: \_\_\_\_\_

IS LOCATION IN SHORELAND ZONING? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, provisions of the Town of Bridgton Shoreland Zoning Ordinance will also apply to this application, therefore, please provide documentation that the project is in compliance with the Town of Bridgton Shoreland Zoning Ordinance).

CURRENT PROPERTY USE: \_\_\_\_\_

PROPOSED USE OF PROPERTY: \_\_\_\_\_

NOTE: Please review Article VII "Review Standards" of the Town of Bridgton Site Plan Review Ordinance for full comprehensive review standards.

The Applicant shall submit 8 copies of the completed application along with all required documentation to the Town at least 12 days before the meeting of the Planning Board at which the Applicant wants to be heard. If the application for Site Plan of Development is submitted after 12 days but prior to the Planning Board meeting, the application may be heard at the discretion of the Planning Board. Application for Large Scale Water Extraction shall be in writing, stamped and certified by a Maine Registered professional Engineer or Maine-Certified Geologist, and be accompanied by Site Plans stamped by a Maine Licensed Surveyor.

Applications for Site Plan of Development, Large Scale Water Extraction and Surface and Subsurface Mineral Extraction Applications shall include at a minimum:

\_\_\_\_\_ A cover letter describing the project.

\_\_\_\_\_ A map or maps prepared at a scale of not less than one (1) inch to one hundred (100) feet containing:

\_\_\_\_\_ Name and address of the applicant or his authorized agent and name of proposed development and any land within 500 feet of the proposed development in which the applicant has title or interest;

\_\_\_\_\_ Description of existing soil conditions as established by a soils scientist, geologist, engineer or the soil conservation service medium-intensity soil surveys;

\_\_\_\_\_ Municipal tax maps and lot numbers and names of property owners within one hundred (100) feet;

\_\_\_\_\_ Perimeter survey of the parcel and interior lot layout made and certified by a registered land surveyor relating to reference points, showing true north point, graphic scale, corners of parcel and date of survey and total acreage;

\_\_\_\_\_ Existing and proposed locations and dimensions of any utility lines, sewer lines, water lines, easements, drainage ways and public or private rights-of-way;

\_\_\_\_\_ If the site is not to be served by a public sewer line, then an on-site soils investigation report by a Department of Human services licensed site-evaluator shall be provided. The report shall contain the types of soil, location of test pits, and proposed location and design of the best practical subsurface disposal system for the site;

\_\_\_\_\_ Location and dimensions of on-site pedestrian and vehicular access ways, parking areas, loading and unloading facilities design of entrances and exits of vehicles to and from the site on to public streets and curb and sidewalk lines;

\_\_\_\_\_ Topography indicating contours at intervals of either 5, 10 or 20 feet in elevation as specified by the Planning Board;

\_\_\_\_\_ Location of aquifers and aquifer recharge areas, if mapped.

Drawing or Drawings showing:

\_\_\_\_\_ Exterior of building with statement of exterior materials, texture and color;

\_\_\_\_\_ Floor plan of building(s) showing location, maximum floor area and ground coverage and placement on site;

\_\_\_\_\_ Landscaping sketch plan showing approximate placement and types of vegetation, fencing and screening;

\_\_\_\_\_ Location, description and placement of signs (See The Town of Bridgton Sign Ordinance for details).

\_\_\_\_\_ Location, description and placement of exterior lighting lighting.

A written statement or statements by the Applicant that shall consist of;

\_\_\_\_\_ Evidence from applicant of his title and/or interest in the land for which the application covers;

\_\_\_\_\_ A description of the proposed uses to be located on the site, including quantity of type of residential unit(s), if any;

\_\_\_\_\_ Total maximum floor area and ground coverage of each proposed building and structure and maximum percentage of lot covered by each building or structures;

\_\_\_\_\_ A description of the proposed uses to be located on the site, including quantity and type of residential unit(s),if any;

\_\_\_\_\_ Total maximum footage of ground floor, driveways, walkways, parking and any other impervious areas.

\_\_\_\_\_ If the above equals 20,000 square feet or more, a storm water management plan must be filed as per MRSA Title 38 ss420D.

\_\_\_\_\_ Summary of existing and proposed easements, restrictions and covenants placed on the property;

\_\_\_\_\_ Method of solid waste disposal;

\_\_\_\_\_ Proof of adequate financial and technical capacity;

\_\_\_\_\_ Erosion and sedimentation control plan;

\_\_\_\_\_ The applicant or authorized agent shall notify owners of all properties within one hundred (100) feet from the property involved of the proposed application using certified mail return receipt requested not less than twelve (12) days prior to the meeting. The applicant or authorized agent shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt requested. The notification to the property owners and the Town Manganer shall Along with the notification to the property owners and the Town Manager shall include the time, place and date of the Planning Board Meeting and a sketch of the proposed project. For the purpose of this section, the ownres of property shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton

Assessing Department and amended periodically. Copies of the letter, sketch and verification of the certified mailing from the USPS, or equivalent carriers, shall be made a part of the application;

\_\_\_\_\_ Surface Water Drainage. All drainage calculations shall be based on a ten-year storm frequency;

\_\_\_\_\_ The applicant's evaluation of the availability and suitability of off-site public facilities;

\_\_\_\_\_ A statement from the developer that the requirements of the Fire Chief as to the availability of fire hydrants and/or fire ponds, or provisions of fire protection services will be provided;

\_\_\_\_\_ A statement from the developer that the proposed road construction will meet town specifications as detailed by the Public Works Department;

\_\_\_\_\_ An estimate of the date when construction will start and when the development will be completed;

\_\_\_\_\_ Proposal for protecting existing vegetation during construction and replacing that which may become damaged by construction.

\_\_\_\_\_ Any additional information that the Planning Board deems necessary.

\_\_\_\_\_ All applications shall be accompanied by a fee as provided in the Town of Bridgton Fee Schedule and may be amended from time to time, and which is incorporated herein by reference.

\_\_\_\_\_ Street Name(s) approved by the E9-1-1 Addressing Officer (See The Town of Bridgton Street Naming, Addressing and Driveway/Entrance Opening Ordinance for details).

\_\_\_\_\_ If there is a recreation trail, i.e; hiking, snowmobile, etc. Please contact appropriate group to make suitable arrangements.

#### **LARGE SCALE WATER EXTRACTION**

Projects for water extraction and/or Surface and Subsurface Mineral Extraction are required to submit additional information and are subject to additional Performance Standards as outlined in Section 7 and Section 8 of the Site Plan Review Ordinance (See Site Plan Review Ordinance for further details).

The Site Plan of Development Application Requirements outlined above shall be including with the following for Large Scale Water Extraction Applications.

\_\_\_\_\_ Copies of approved state and federally mandated permits. Applications will not be accepted until all state and federal permits are complete and approved;

\_\_\_\_\_ Evidence of applicant's right, title and interest to the property(ies) from which the water is to be extracted, whether by lease, option, contract or otherwise. Ownership and title as evidenced by a deed, in its entirety, duly recorded in the Cumberland County Registry of Deeds;

\_\_\_\_\_ A statement of total maximum quantity of water to be extracted, as the annual total, then maximum monthly total and the maximum daily total; from all extraction points operated by the same individual or entity, or consortium or association of individuals or entities;

\_\_\_\_\_ The location(s) of points of extraction;

\_\_\_\_\_ The method(s) of extraction;

\_\_\_\_\_ The proposed use for which the water is to be extracted, including the identity of any end user of the extracted water whose facilities for use, processing, transporting, storage, bottling, shipping, sales or other similar activities are located outside the Town of Bridgton;

\_\_\_\_\_ A copy of any related application and exhibits, reports, and public correspondence for such extraction and related facilities filed or to be filed with any other municipal authority or any agency or department of the State of Maine or federal government, including as required by 38MRSA 481-490 (Site Location of Development), 38MRSA 480-A to 480-Z (Natural Resources Protection Act), 22 MRSA 2660 et seq. (transportation of water for commercial purposes, (or under other applicable Department of Environmental Protection (DEP) or Department of Health and Human Services rules and regulations;

\_\_\_\_\_ A copy of any related permit, approval, or denial for such extraction or related facilities as may have been issued by any agency referred to in (3.b.6) above including but not limited to DHHS bulk Water Transport Permit, DHHS Public Water Supply approval, DEP Site Location License, or DEP Wetlands Alteration Permits (all such permits are needed prior to application);

\_\_\_\_\_ A written report, certified to the Bridgton Planning Board, procured and paid for by the applicant, of a hydro geologic investigation and study; conducted, prepared and stamped and certified by a Maine Registered Professional Engineer or Maine Certified Geologist or any other professional engineer as may be determined by the Planning Board. The report shall be based on a hydro geologic investigation of sufficient detail to provide but not be limited to the following information;

\_\_\_\_\_ A map of the entire topographic drainage basin up gradient of the water extraction site(s) showing the basin boundaries, sub basin boundaries that may be of significance to the recharge of the water extraction site(s), and the location of the extraction site(s);

\_\_\_\_\_ Two maps of the aquifer as specified below showing the spring(s), well(s) or excavation(s) from which water is to be extracted;

and the wetlands, including significant vernal pools, and surface water bodies within 2,000 feet of the extraction site(s). These maps shall be at a scale of one hundred feet (100) to an inch and shall depict topographic contours at an interval of twenty feet (20) or less. The two maps shall show the following information, respectively 1) Water Table contours under ambient conditions, and 2) Water Table contours under actual pumping conditions at the completion of a five day constant rate pumping test at a rate at or above that proposed for operation. These maps shall be based on Water Table elevation measurements from monitoring wells and surface water bodies in the vicinity of the extraction site(s), and must include estimated surface water elevations for more distant locations. The applicant shall take reasonable measures to obtain such data from land not owned by the applicant but not required to include such data if other land owners do not allow access;

\_\_\_\_\_ A map showing the long-term zone of contribution to the extraction site(s) based on maximum proposed extraction rates, and a quantitative water budget analysis that includes precipitation input, evapotranspiration losses, surface water runoff, ground water flux, and discharge-recharge relationships between surface water and ground water;

\_\_\_\_\_ Two scaled geologic cross-sections effects of long-term water extraction on local and regional ground water levels, wetlands; ponds or lakes levels; base flow in streams; and any water quality changes in ground water and surface water bodies due to the proposed use.

\_\_\_\_\_ Locations and logs of all subsurface explorations, including but not limited to test pits, borings, probes, and geophysical data. Installation diagrams of all wells, including, as applicable, depth, screened interval(s), casing length, elevation of ground surface and top of casing materials used, length of seals, and other relevant information. Background water level and water quality data, including, as applicable, stream flow, spring flow, wetland boundaries and hydro period, and other information as determined to be necessary by the Board. Precipitation data from a location or locations and for a period determined to be acceptable by the Board;

\_\_\_\_\_ The aquifer characteristics including hydraulic conductivity and transmissivity, average daily, monthly, and annual extraction rates.

\_\_\_\_\_ The applicant shall be responsible for notifying owners of all properties within One thousand (1,000) feet of the extraction point(s), as identified by the application, by written notification of time, place and date of Planning Board Meeting. Notification shall also include an explanation of the intent, scope, location of the proposed water extraction in terms readily understandable to a layman. Such notice shall be sent certified with a return receipt not less than fifteen (15) days before the Meeting. A copy of notice along with certified receipts shall be made a part of the application. For the purpose of this section, the owners of properties shall be considered to be the persons listed as those against whom taxes are assessed in the most recent tax records of the Town of Bridgton;

\_\_\_\_\_ A small scale site plan showing existing network of public or private roads leading to or by the extraction point(s);

\_\_\_\_\_ Any proposed new roads or driveways to be constructed for access to and egress from the extraction point(s), and the point(s) of intersection of such proposed roads or driveways with existing roads;

\_\_\_\_\_ The location and type of monitoring and test wells.

\_\_\_\_\_ Any existing or proposed pipes, pipelines, aqueducts or similar that are intended to facilitate transport of the extracted water from the extraction point(s) towards the intended end user;

\_\_\_\_\_ Any existing or proposed utility lines to be used in the extraction operation(s).

\_\_\_\_\_ A detailed plan of the extraction point(s) including without limitation: well heads, pumping facilities, monitoring or test wells, lighting, all structures including but not limited to buildings, sheds, tanks, and silos, paving, vehicular drives, parking and turn-a-round, utility lines, fencing, pipelines, access roads or driveways, elevation and contour lines;

\_\_\_\_\_ Any other relevant material detail(s) bearing on the proposed extraction process the omission of which would tend to hinder the ability of the reviewing authority, affected landowners or the public from developing a full understanding of the scope and impact of the proposal.

\_\_\_\_\_ Any vehicular demand on existing town roads or public easements occasioned by the operation of the extraction and related storage and transfer facility(ies) shall not exceed the capacity of those roads as determined by the Bridgton Road Commissioner, or cause the premature failure, aging or diminished utility of those roads'

\_\_\_\_\_ All water extraction meters must be calibrated, certified and sealed annually by the Maine State Department of Weights and Measurers with all costs to be paid by the applicant or the extractor;

\_\_\_\_\_ The quantity of ground water to be extracted will not have a negative impact on ground water flow patterns relating to the aquifer, its recharge areas, or other ground water sources within the Town of Bridgton;

\_\_\_\_\_ The quantity of ground water to be extracted will not negatively impact, diminish or alter any surface waters within the Town of Bridgton, including during any periods of drought;

\_\_\_\_\_ The quantity of ground water to be extracted will not cause any ground subsidence beyond the property lines of applicant's property;

\_\_\_\_\_ The quantity of ground water to be extracted will not adversely affect the long-term sustainability of the aquifer, or its recharge areas, including during periods of drought;



\_\_\_\_\_ The quantity of ground water to be extracted will not negatively impact the quality of the ground water in the aquifer;

\_\_\_\_\_ Trucks transporting water must only use roads approved by the Planning Board;

\_\_\_\_\_ Representatives(s) of the Town of Bridgton shall have access to all wells and facilities for oversight purposes;

\_\_\_\_\_ Extraction well(s) shall not have a negative impact on the water quality or quantity of any public or private wells or spring in the Town of Bridgton, Maine.

### **SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS**

Projects for water extraction and/or Surface and Subsurface Mineral Extraction are required to submit additional informaton and are subject to additional Performance Standards and requirements setforth in Section 7 and Section 8 of the Site Plan Review Ordinance (See Site Plan Review Ordinance for further details).

The Site Plan of Development Application Requirements outlined above shall be including with the following for Surface and Subsurface Mineral Extraction Applications.

\_\_\_\_\_ Name and address and telephone number of the applicant, and the name, address and telephone number of the owner of the property, if different from the applicant;

\_\_\_\_\_ Verification of the right, title or interest the applicant has in the property; a copy of the deed(s) of the property together with copies of all covenants, deed restrictions, easements, rights of way, or other encumbrances, including, but not limited to, liens and mortgages currently affecting the property;

Application for Surface and Subsurface Mineral Extraction shall include at a minimum:

\_\_\_\_\_ The date the plan was prepared with the name, address and telephone number of the person or company that prepared such plan.

\_\_\_\_\_ Scale is to be no more than one hundred (100) feet or less than forty (40) feet per inch. All dimensions to be marked in feet or decimals of a foot, north arrow shown and paper size no smaller than 24" x 36".

\_\_\_\_\_ Contour lines showing elevations in relation to mean sea level at appropriate intervals to show the effect on the land of existing and proposed grades for areas proposed to be excavated or filled. Contour intervals shall be a maximum of five (5) feet.

\_\_\_\_\_ Boundaries of the tract of land showing lot lines of properties within one thousand (1,000) feet as defined on the Town of Bridgton Tax Assessor's Maps with total acreage of the subject parcel(s) indicated including the Town of Bridgton Tax Assessor's map(s) and lot number(s); the

names of all the property owners within one thousand (1,000) feet of any line, as determined by the Bridgton Tax Records, shall be shown. The Planning Board may require a boundary survey of the property by a licensed surveyor if the boundaries are in question.

\_\_\_\_\_ Location of existing and proposed mineral extraction activities and structures on the property.

\_\_\_\_\_ Approximate location of residential structures on properties within 1,000 feet of the proposed activity.

\_\_\_\_\_ Location and identification of existing public and private streets, roadways and rights-of-way associated with the subject property(ies).

\_\_\_\_\_ Location of proposed access road to the mineral extraction activity from public roadways.

\_\_\_\_\_ Location of all setbacks, buffers and conservation areas and protected natural resources.

\_\_\_\_\_ Location, intensity, type, size and direction of all outdoor lighting.

\_\_\_\_\_ Location and size of signs and all permanent outdoor fixtures such as fences, gates and utility poles.

\_\_\_\_\_ Location and type of existing and proposed berms, fences, hedges and tree lines.

\_\_\_\_\_ Location of known existing natural drainage ways and proposed storm drainage facilities, including dimensions of culverts, pipes, etc. If any portion of the mineral extraction activity is in a flood-prone area, the boundaries of any flood hazard areas and the one hundred (100) year flood elevation shall be delineated on the plan.

\_\_\_\_\_ Location of known existing wells as defined by the owner within one thousand (1,000) feet of the proposed activity, if 5 acres or more; or within five hundred (500) feet of the proposed activity if less than (five) 5 acres; and all wells on the parcel itself.

\_\_\_\_\_ Location of proposed hazardous material storage areas including, but not limited to, fuel storage and handling, and washdown areas per current Maine Department of Environmental Protection specifications.

\_\_\_\_\_ Name of the proposed manager of operations.

\_\_\_\_\_ An estimate of the average daily traffic and a traffic impact narrative during periods of operation projected to be generated by the activity to show that the minimum standards in Section 8 of this Ordinance have been met.

\_\_\_\_\_ A narrative description of the surface and ground water impacts, including protection plans and the identification of any significant mapped aquifers.

\_\_\_\_\_ Information and a map showing soils conditions on the site of the proposed mineral extraction activity. For subsurface sewage disposal proposed, the information shall include evidence of soil suitability according to the standards established in Section 8 of this Ordinance. The Site Plan shall show the location of soil test areas.

\_\_\_\_\_ A Soil Erosion and Sedimentation Control Plan, prepared in accordance with the standards contained in the latest revision Best Management Practices (BMP's) as established by the State.

\_\_\_\_\_ A Reclamation Plan showing the final grades and revegetation plan, and any phasing of the plan.

\_\_\_\_\_ A narrative description of the impact on the wildlife habitat, and the location of any deer yard or other significant wildlife habitat designated by Maine Dept. of Inland Fisheries and Wildlife, including any proposed mitigation.

\_\_\_\_\_ A narrative description of the present use of the parcel and property within five hundred (500) feet of the activity.

\_\_\_\_\_ Estimated longevity of the operation, including phasing.

\_\_\_\_\_ Proposed hours and days of operation.

\_\_\_\_\_ A Spill Prevention, Control & Containment (SPCC) Plan.

\_\_\_\_\_ Blasting Plan, if any proposed blasting activity is to occur.

\_\_\_\_\_ Copies of all submissions made to any federal or state agency(ies) concerning the property.

**Note:** All applications submitted to the Bridgton Planning Board for review must meet the following review standards as set forth in the Town of Bridgton Site Plan Review Ordinance Article VII. Please refer to the Site Plan Review Ordinance for details.

1. Preserve and Enhance the Landscape;
2. Relationship to the Surroundings;
3. Vehicular Access;
4. Parking and Circulation;
5. Surface Water Drainage;
6. State and Local Regulated Setbacks;
7. Existing Utilities;
8. Advertising Features;
9. Special Features of the Development;
10. Exterior Lighting;
11. Emergency Vehicle Access;
12. Municipal Services;
13. Protection Against Undue Water Pollution;

14. Protection Against Undue Air pollution;
15. Water Use;
16. Protection against unreasonable soil erosion;
17. Provision for adequate sewage waste disposal;
18. Protection against any undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites or rare and irreplaceable natural areas;
19. Protection of waters and shoreland;
20. Limit of noise levels;
21. Conformance with the Comprehensive Plan for the Town;
22. ADA Compliance;
23. Location in Flood Zone;
24. Proof that the applicant has adequate financial and technical capacity to meet the above standards;

NOTE: The Planning Board may hold a public hearing within (30) days of beginning review of an application. The time, date, and place of the hearing shall be published at least two times prior to the hearing in a newspaper of area-wide circulation. The applicant or authorized agent for the applicant shall notify owners of all properties within one hundred (100) feet of the property involved of the proposed application using certified mail return receipt requested not less than twelve (12) days prior to the hearing. The applicant or authorized agent for the applicant shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt requested. The notification to the property owners and the Town Manager shall include the time, place and date of the hearing and a sketch of the proposed project. Copies of the letter, sketch and verification of the certified mailing from the USPS, or equivalent carrier, shall be made a part of the application.

For the purpose of this section, the owners of property shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically. Public hearings by the Planning Board shall be conducted according to the procedures outlined in Title 30, M.R.S.A., Section 2411, Subsection 3 (A), (B), (C), (D) and (E).

**ABUTTERS**

Map/Lot	Property Address	Owner	Mailing Address

**TOWN OF BRIDGTON**  
**Three Chase Street, Suite 1, Bridgton, Maine 04009**  
**207-647-8786**  
[www.bridgtonmaine.org](http://www.bridgtonmaine.org)

**BUSINESS INFORMATION**

DATE: \_\_\_\_\_ TAX MAP \_\_\_\_\_ LOT \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ SHORELAND: YES \_\_\_ NO \_\_\_

TELEPHONE # \_\_\_\_\_ FAX: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

BUSINESS OWNER'S NAME: \_\_\_\_\_

BUSINESS OWNER'S ADDRESS: \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ FAX: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

BUILDING/PROPERTY OWNER'S NAME: \_\_\_\_\_

BUILDING/PROPERTY OWNER'S ADDRESS: \_\_\_\_\_

BUILDING/PROPERTY OWNER'S TELEPHONE # \_\_\_\_\_

FAX: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PERSON TO CONTACT IN CASE OF EMERGENCY: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ CELL: \_\_\_\_\_

PAST USE OF PROPERTY: \_\_\_\_\_

PROPOSED USE OF PROPERTY: \_\_\_\_\_

\_\_\_\_\_

It has been determined the above business does not constitute a change of use as per the Bridgton Site Plan Review Ordinance. Applicant should also check with the Town Clerk for any other permits which may be applicable.

**Sample Letter  
Abutter Notification**

Date:

Subject Property Location:

Map: \_\_\_\_\_

Lot: \_\_\_\_\_

To:

This is to inform you that I am submitting an application to the Bridgton Planning Board for a \_\_\_\_\_.

The Bridgton Planning Board will begin review of the application on Tuesday, \_\_\_\_\_ at 6:00p.m. The meeting will be held at the Bridgton Town Office, Three Chase Street, Suite One, Bridgton, Maine. Enclosed please find a sketch of the proposed project and location.

An application is also on file at the Bridgton Town Office for further review. If you have any questions, please feel free to contact me at \_\_\_\_\_ . You may also contact Robert Baker, Code Enforcement Officer or Georgiann Fleck, Secretary, at the Bridgton Town Office, 207-647-8786.

Sincerely,

\_\_\_\_\_

TOWN OF BRIDGTON  
THREE CHASE STREET, SUITE 1  
BRIDGTON, MAINE 04009  
207-647-8786

The following is a list of permits/licenses that may be applicable to the project you are proposing. It is strongly recommended that the applicant(s) contact the State of Maine Agencies directly concerning their licenses/permits.

**Town of Bridgton - Code Enforcement Office**

\_\_\_\_\_ Plans showing development or renovations  
\_\_\_\_\_ Building/Razing Permit  
\_\_\_\_\_ Plumbing Permit (Interior/Exterior)  
\_\_\_\_\_ Site Plan Review (Minor/Major)  
\_\_\_\_\_ Business Information Form  
\_\_\_\_\_ Occupancy Permit  
\_\_\_\_\_ Sign Permit  
\_\_\_\_\_ Road Entrance Permit  
\_\_\_\_\_ Sewer Allocation Request  
\_\_\_\_\_ Shoreland Zoning Ordinance  
\_\_\_\_\_ Floodplain Ordinance  
\_\_\_\_\_ Subdivision Regulations  
\_\_\_\_\_ Meet with Economic Development Director

**Town of Bridgton - Town Clerk**

\_\_\_\_\_ Victualer's License - Fast Food  
\_\_\_\_\_ Victualer's License - Restaurant (Under 50 seating capacity)  
\_\_\_\_\_ Victualer's License - Restaurant - Over 50 seating capacity)  
\_\_\_\_\_ Bed and Breakfast  
\_\_\_\_\_ Innkeeper  
\_\_\_\_\_ Liquor License  
\_\_\_\_\_ Hawker & Peddler  
\_\_\_\_\_ Outdoor Entertainment  
\_\_\_\_\_ Special Amusement Permit  
\_\_\_\_\_ Pinball Machine License  
\_\_\_\_\_ Junkyard  
\_\_\_\_\_ Pool Room License

**State of Maine - State Fire Marshal's Office 207-626-3880**

\_\_\_\_\_ Construction Permit  
\_\_\_\_\_ Barrier Free Permit  
\_\_\_\_\_ Spinkler Permit  
\_\_\_\_\_ Dance License

**Miscellaneous**

\_\_\_\_\_ Department of Economic & Community Development 800-872-3838  
\_\_\_\_\_ Department of Human Services 207-287-5671  
\_\_\_\_\_ Department of Agriculture 207-287-3841  
\_\_\_\_\_ Department of Environmental Protection (DEP) 207-822-6300  
\_\_\_\_\_ Department of Drinking Water Program 207-287-2070  
\_\_\_\_\_ Dig Safe 800-225-4977  
\_\_\_\_\_ Utility Connection Permits (Elec./Tele.) (contact appropriate utility)  
\_\_\_\_\_ Bridgton Water District 207-647-2881