

TOWN OF  
DENMARK, MAINE  
*“Beautiful by Nature”*



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**PLANNING BOARD**  
**APPLICATION PACKAGE**  
**FOR**  
**SHORELAND FOUNDATION**  
**PERMIT AMENDMENT**

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**TOWN OF DENMARK, MAINE - PLANNING BOARD**

**APPLICATION PACKAGE FOR**

**SHORELAND FOUNDATION PERMIT AMENDMENT**

**INSTRUCTIONS**

**1 of 3**

The Town of Denmark, Maine Planning Board (Planning Board) is authorized to hear and decide upon applications for permits and approvals in accordance with State law and the provisions of the Zoning Ordinance of the Municipality of Denmark, Maine (Zoning Ordinance). By use of this form, the Applicant applies to amend a prior Shoreland Foundation permit(s) issued by the Planning Board. The Planning Board shall hear and approve, approve with modifications or conditions, or disapprove all such applications. Upon submission of an application, the Applicant shall pay the fee(s) for review and approval of the Planning Board as set forth on the Town of Denmark Fee Schedule shall and be responsible for any additional costs to the Planning Board for advertising and processing the application. Ten complete copies of all applications and any supporting documents, and ten 11”X17” copies of the main site plan (if any), and three full size copies of all site plans and related drawings shall be submitted to the Planning Board Secretary at the Town of Denmark Municipal Building at least ten days prior to the Planning Board meeting at which they are scheduled to be considered.

A person informed by the Code Enforcement Officer (or otherwise informed) that a Shoreland Foundation Permit Amendment is required shall file an application for the permit with the Planning Board using this form. Completed applications shall be submitted to the Planning Board Secretary (or to Town Office staff) at the Town of Denmark Municipal Building. The Secretary, in coordination with the presiding officer of the Planning Board, shall schedule a Public Hearing on the matter.

The Planning Board shall notify the Applicant, Code Enforcement Officer, Municipal Officers, the Town Manager, and the Board of Appeals, at least 10 days in advance of the time and place of the hearing and shall publish notice of the hearing at least 7 days in advance in a newspaper of general circulation in the area.

At the Public Hearing the Planning Board may schedule a site walk for Planning Board members and the public to physically inspect the property or site of the subject permit amendment. If there is a refusal to allow the public onto the site, the Planning Board will cancel the site visit so as not to be in violation of State Statutes. Without a site walk, the Planning Board will not have the ability to view the site firsthand to properly assess the merits of the application.

**TOWN OF DENMARK, MAINE - PLANNING BOARD**

**APPLICATION PACKAGE FOR**

**SHORELAND FOUNDATION PERMIT AND AMENDMENT**

**INSTRUCTIONS**

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At least 10 days prior to the date of the Public Hearing, the Applicant shall cause notice by certified return receipt mailing of the Public Hearing to be given to and received by all Denmark property owners within 500 feet of the subject property. The property owners shall be considered to be those against whom taxes are assessed. The notice shall include at least the following information: (a) The name and contact information of the Applicant: (b) A brief description of the property involved; (c) A description of the proposed amendments, and: (d) The date, time, and place of the Public Hearing. The Applicant shall timely provide to the Planning Board a copy of the notice and proof of the certified mailings. Failure of any property owner within 500 feet of the subject property to receive a notice of any Public Hearing does not necessitate another Public Hearing or change in date of a Public Hearing, or invalidate any action at a Public Hearing taken by the Planning Board – all providing the locations of said property owners and their contact information is obtained by the Applicant from Town of Denmark records.

At least 7 days prior to the date of the site visit, if any, the Applicant shall cause notice by certified return receipt mailing of the site visit to be given to and received by all Denmark property owners within 500 feet of the subject property. The notice shall include at least the following information: (a) The name and contact information of the Applicant: (b) A brief description of the property involved; (c) A brief description of the proposed amendments, and: (d) The, date, time and place of the site visit. The Applicant shall timely provide to the Planning Board a copy of the notice and proof of the certified mailings. Failure of any property owner within 500 feet of the subject property to receive a notice of any site visit does not necessitate another site visit or change in date of a site visit – all providing the locations of said property owners and their contact information are obtained by the Applicant from Town of Denmark records.

At Public Hearings, in cases when more time, public reaction, and/or information is needed and/or more time for gathering, reviewing, and evaluating new and additional information, materials, and testimony is needed, or due to the lateness of the hour, the application review times shall be appropriately extended and Public Hearings may be suspended or continued, and reconvened at later dates.

**TOWN OF DENMARK, MAINE - PLANNING BOARD**

**APPLICATION PACKAGE FOR  
SHORELAND FOUNDATION PERMIT AMENDMENT**

**INSTRUCTIONS**

**3 of 3**

At any hearing, a party may be represented by an agent or attorney.

Within 35 days of the closing of the Public Hearing, the Planning Board shall make Findings of Fact and Conclusions of Law and approve, approve with conditions, or deny the permit amendment application. The Planning Board shall inform, in writing, the applicant, the Code Enforcement Officer, the Municipal Officers, the Town Manager, and the Board of Appeals of its decision and its reasons therefore within seven days of making its decision.

Placing of a foundation under a non-conforming structure in the 100-foot buffer zone within the Shoreland District shall conform to the requirements of the Zoning Ordinance of The Municipality of Denmark, Maine, particularly Sections 1.4.4.3., 1.4.4.7., 1.4.4.8., and 8.9.

Failure to submit a properly completed application, exhibits, or fees may delay the processing of the application.

Where provisions in this Application Package differ from the M.S.R.A. or the Zoning Ordinance, the provisions of the M.S.R.A. or the Zoning Ordinance shall supersede.

A Shoreland Foundation Permit Amendment secured under the provisions of this Ordinance by vote of the Planning Board shall expire if the work or change involved is not commenced within one year of the date on which the Application Amendment is approved, and if the work or change is not substantially completed within two years or if the use is not implemented within two years.

Within 20 days of the completion of any construction within any part of a Shoreland District, the applicant shall submit to the Code Enforcement Officer post construction photographs that document conditions after construction. The photographs shall also include the entire Shoreland vegetation.

Planning Board independent consulting and peer review fees may be required in accordance with the provisions of Section 8.9. of the Zoning Ordinance.

No changes shall be made to any Shoreland Foundation Permit issued by the Planning Board without approval of that change by the Planning Board.

Any approval hereunder of amendments to prior Planning Board permit(s) shall apply to the those changes only and all other prior approval provisions shall remain in affect unabated.

**TOWN OF DENMARK, MAINE - PLANNING BOARD**  
**APPLICATION PACKAGE FOR**  
**SHORELAND FOUNDATION PERMIT AMENDMENT**

**APPLICATION FOR PLANNING BOARD**  
**SHORELAND FOUNDATION PERMIT AMENDMENT**

**1 of 2**

NAME OF PROPERTY OWNER(S) / APPLICANT(S):

\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY OR TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

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

TAX MAP: \_\_\_\_\_ LOT: \_\_\_\_\_ DEED BOOK: \_\_\_\_\_ PAGE: \_\_\_\_\_

STREET/ROAD LOCATION OF SUBJECT PROPERTY:

\_\_\_\_\_

PROPERTY ZONING DISTRICT(S): \_\_\_\_\_

NAME OF PROPERTY OWNER REPRESENTATIVE (if there is one)

\_\_\_\_\_

**TOWN OF DENMARK, MAINE - PLANNING BOARD**  
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**SHORELAND FOUNDATION PERMIT AMENDMENT**

**APPLICATION FOR PLANNING BOARD**  
**SHORELAND FOUNDATION PERMIT AMENDMENT**

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DESCRIPTION OF AMENDMENT(S) Including changes in Applicant, Owner, Schedule, Contact, or other similar change:

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Continue responses on additional sheets if necessary and attach them to this application. Also see the Zoning Ordinance of the Town Of Denmark for additional submission information.

Property Owner Signature(s)

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**TOWN OF DENMARK, MAINE - PLANNING BOARD**  
**APPLICATION PACKAGE FOR**  
**SHORELAND FOUNDATION PERMIT AMENDMENT**

**EXHIBIT A**

**PERMISSION TO REPRESENT PROPERTY OWNER**

Include this form if an agent will represent the deeded property owner.

NAME OF AGENT: \_\_\_\_\_

COMPANY Name (if applicable) \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY OR TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

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

Property Owner Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_