Town of Freeport
Planning Department
30 Main Street
Freeport, ME 04032
(207) 865-4743 ext. 108

TOWN OF FREEPORT PLANNING DEPARTMENT APPLICATION FORM FOR FILLING OF LANDS AND CREATION OF PONDS

1. **SUBMISSIONS**
   a. (1) copy each of the completed application form and a copy of the recorded deed for the property. If the applicant is not the property owner, a purchase and sale agreement or a lease agreement shall also be submitted to show that the applicant has a serious interest in the project and sufficient title, right, and/or interest to complete the project. The amount being paid for the property may be blacked out.

   b. For applications to the Staff Review Board / Project Review Board, you must also submit twelve (12) copies of all other supplemental materials collated into individual packets which will fit into a large manila envelope. If copies of plans are being submitted, please include 2 full size sets (24" x 36") and 10 copies reduced to 11" x 17". For a complete list of detailed submission requirements, please refer to the applicable ordinance(s).

   c. Payment of application fee and abutter fee (if applicable).

   d. This application form, along with the required accompanying materials, must be submitted to the Town Planner at least 21 days prior to the meeting at which it is to be considered.

   e. The applicant or an agent needs to be present at the meeting to present the application to the Board. If the applicant is going to be represented by someone other than themselves, they must submit a signed letter of authorization.

2. **ABUTTERS**

   Abutters will be notified as required by State and Town regulations. Abutters will be determined by the Freeport Planning Department using most recent Assessing Records. If there are other people that you would like notified of the meeting, their contact information (either mailing address or email address) must be submitted with the application form. A fee of $2.50 per abutter will be charged.

3. **FEES**

   Residential fill permit: $28.00
   Commercial fill permit: $165.00

TOWN OF FREEPORT PLANNING DEPARTMENT APPLICATION FOR FILLING OF LANDS AND CREATION OF PONDS

Name of Project:_____

1) Applicant Information:

Name: _____ Tel:_____
(If a Company, also provide name of contact person)

Address: _____

Email:_____

2) Interest in Property: Please attach a copy of the recorded deed for the property. If the applicant is not the property owner, a purchase and sale agreement or a lease agreement shall also be submitted to show that the applicant has a serious interest in the project and sufficient title, right, and/or interest to complete the project. The amount being paid for the property may be blacked out. This application will not be processed without this information.

3) Do you own any abutting property? Yes No

If yes, please explain:_____

4) Property Information:

Present Use of Property _____

Proposed Use of Property_____

Location: Street Address _____

Assessor's Office Map: _____ Lot: _____

Size of Parcel (acres): _____ Zoning District (s): _____

5) Required Submissions checklist:

A. Drawing containing the following information:

1. Show the entire parcel.
2. Locate the area proposed for the activity at a scale no smaller than 1" to 100'.
3. Describe the type and amount of fill or excavation for a pond.
4. Show the existing and proposed slope.
5. Locate water bodies and drainageways.
6. Locate and describe any dams proposed for creation of a pond.
7. Show the distance between the activity and the closest neighbor.

B. Describe any proposed signs, lighting, time and hours of operation.

_____

_____

_____

C. Submit a plan to control erosion and sedimentation. This plan shall meet the principles, where applicable, of Section 525.C.4 of the Freeport Zoning Ordinance. (see proposed plan attached)

D. Are any hazardous and or potentially contamination materials to be used as fill?

Yes_____ No_____

Description_____

_____

_____

E. Will drainage ways or water bodies be altered?

Yes*_____ No_____ (*If yes, please submit a stormwater study.)

Description_____

_____

_____

F. Will a dam be created?

Yes_____ No_____

Description_____

_____

_____

G. Will a slope be created after completion of the activity?

Yes_____ No_____

Description_____

_____

_____

H. Will this activity have any environmental impact on this property and/or other properties?

Yes_____ No_____

Description_____

_____

_____

6) Does the applicant intend to request any waivers of submissions?

Yes*_____ No_____ (If yes, please indicate why)

Description_____

_____

_____

7) Applicant's Engineer, Land Surveyor, Landscape Architect and/or Planner:

Name: _____ Tel:_____

Address: _____

Email:_____

Application Fee: $_____ **Abutter Fee**: $_____

***Submission**: This application form, along with required accompanying materials, must be submitted to the Town Planner at least 21 days prior to the meeting at which it is to be considered.*

The undersigned, being the applicant, owner or legally authorized representative, states that all information in this application is true and correct to the best of his/her knowledge and hereby does submit the information for review by the town and in accordance with applicable ordinances, statutes and regulations of the Town, State and Federal governments.

_____ _____

DATE SIGNATURE OF APPLICANT/OWNER/REPRESENTATIVE

Suggested Construction Standards
Small Site Grading and Filling of Land
Town of Freeport, Maine

For construction that disturbs over 1.0 acre, a permit is required from the Maine Department of Environmental Protection (DEP) for the discharge of stormwater associated with construction activities. In addition, filling of over 4,300 square feet of a wetland or protected natural resource requires a permit from the Maine DEP under the Natural Resources Protection Act.

For site grading and fill projects that do not require more stringent standards, the following erosion and sedimentation control measures shall apply:

1) Finish slopes shall not be steeper than a 3:1 slope.
2) Drainage ways shall not be altered. If drainage ways will be impacted, a stormwater study by a Professional Engineer is required and adequate provisions shall be made to control stormwater flow rate and erosion.
3) Erosion and sedimentation shall be controlled by using appropriate Best Management Practices (BMP's), as follows:
    a. If fill or disturbed areas are not stabilized with seed and mulch **within 14 days of starting work**, or before any forecast rain event, silt fence or hay bales shall be placed at the toe of the proposed fill slopes.
    b. If the fill material creates a new drainage way (such as where it meets an existing slope), provisions shall be made to control erosion in the drainage way by using appropriate channel linings (like turf reinforcement mats or rip-rap stone) with temporary stone check dams.
    c. Surface stabilization shall be performed **no later than 7 days after filling is completed**.
    d. Typical surface stabilization shall consist of soil preparation, grass seed, and mulch. If agricultural soil testing is not performed to establish site-specific rates, apply fertilizer at the rate of 16 pounds per 1,000 square feet using 10-20-20 or equivalent, and ground limestone at a rate of 120 pounds per 1,000 square feet. Apply a grass seed mixture with both annual and perennial grasses at the recommended rate, typically at least 1.0 pound per 1,000 square feet. Mulch with hay or straw at a rate of 80 pounds (2 bales) per 1,000 square feet, so that about 90 percent of the ground surface is covered.
    e. An alternate surface stabilization method is to apply landscaping mulch or wood chips at a minimum rate of 600 pounds per 1,000 square feet, and/or to a depth of at least 3 inches.
4) If construction is completed between October 15 and April 15, a winter construction plan shall be prepared. At a minimum, mulch on grass seed shall be applied at twice the normal rate, or 160 pounds (4 bales) per 1,000 square feet.