

**TOWN OF ACTON**  
**OFFICE OF CODE ENFORCEMENT**  
P.O. BOX 540 – ACTON, ME 04001  
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[CODEDEPT@METROCAST.NET](mailto:CODEDEPT@METROCAST.NET)

**SHORELAND ZONING PERMIT APPLICATION**

Permit#: \_\_\_\_\_ Date Issued: \_\_\_\_\_  
Fee: \$ \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Applicant Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Owner's Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Contractor: \_\_\_\_\_ Contractor's Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Property Location \_\_\_\_\_ Map/Lot: \_\_\_\_\_  
\_\_\_\_\_ Date Lot Created: \_\_\_\_\_

Zone: \_\_\_\_\_

Description of the property: including a description of all proposed construction, land clearing, road building, septic systems and wells. Please note that a site plan sketch is required on page 3.

Proposed use of Property: \_\_\_\_\_

Estimated Cost of Construction: \_\_\_\_\_ Lot Area: \_\_\_\_\_

Road Frontage (Ft): \_\_\_\_\_ Frontage on Body of Water: \_\_\_\_\_

Sq.Ft. of lot to be covered by non vegetated surfaces: \_\_\_\_\_

Elevation above 100 year Flood Plan: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

*Note: The following section needs to be completed ONLY if expansions of portions of existing structures are less than required setback.*

Total Floor Area of portion of structure which is less than the required setback as of 01/01/89: \_\_\_\_\_ Sq. Ft.

Floor area of expansions of portion of structure which is less than required setback from 1-1-89 to present: \_\_\_\_\_ Sq. Ft.

Floor Area of proposed expansion of portion of structure which is less than required setback: \_\_\_\_\_ Sq. Ft.

% Increase of floor area of actual and proposed expansions of portion of structure which is less than required setback since 01-01-1989: (**%increase=  $\frac{B+C}{A} \times 100$** )

\_\_\_\_\_ % **A**

Total Volume of portion of structure which is less than the required setback as of 01/01/89: \_\_\_\_\_ Cu. Ft.

Volume of portion of portion of structure which is less than required setback from 1-1-89 to present: \_\_\_\_\_ Cu. Ft.

Volume of proposed expansion of portion of structure which is less than required setback: \_\_\_\_\_ Cu. Ft.

% Increase of actual and proposed expansions of portion of structure which is less than required setback since 01-01-1989: (**%increase=  $\frac{B+C}{A} \times 100$** )

\_\_\_\_\_ % **A**

**Site Plan Sketch:**

**ACKNOWLEDGEMENT OF SHORELAND ZONING BUFFER STANDARDS**

This sheet provides notification of standards required by the Acton Shoreland Zoning Ordinance. By signing this form, the applicant acknowledges understanding of the standards and agrees to comply with them and to notify all others associated with the proposed project of these restrictions. Violation of any of these standards will require the contractor(s) and/or landowner(s) to fully restore any site conditions not in compliance to their pre-construction condition.

*Note: This form summarizes key ordinance provisions. Other restrictions and Maine DEP requirements also apply. Approval of a DEP permit under the Natural Resources Protection Act does not supersede these standards which in some cases are more restrictive. See section 14 of the Ordinance for information about which activities require a local permit. Section 15 details the standards that apply to those various activities.*

The following standards apply within the buffer area (within 100 feet of the normal high water line of great ponds and rivers flowing to great ponds, within 75 feet of the normal high water line of other rivers and zoned streams and within 75 feet of the upland edge of zoned wetlands. Note however, that other standards apply at distances greater than the buffer width. See the official shore land zoning map to determine whether a particular water body or wetland is zoned.

One winding footpath of no more than six feet in width is allowed for each lot. A winding path is required in order to provide opportunities for runoff to disperse into buffer.

Structures are not allowed within the buffer area, except for water-dependent structures. This prohibition includes storage buildings, boat houses, patios, decks, and tent platforms.

Vegetation less than three feet in height can not be removed, killed or otherwise damaged.

In the off season, temporary docks should be stacked on the footpath to avoid damage to buffer vegetation, or removed from the buffer area entirely.

Fill cannot be brought into the buffer area except for path construction or to re-vegetate bare ground as part of an approved re-vegetation plan. Path construction material must consist of washed stone, bark mulch, or other material that will not wash into the water.

Pruning of tree branches is permitted on the bottom 1/3 of the tree.

Openings or view corridors in existence prior to January 1, 1989 can be maintained but not enlarged.

Openings that have "closed" with growth of the woody vegetation cannot be "re-opened".

Grandfathered buildings within the buffer may be expanded after obtaining a permit, if the expansions are no closer to the water body than the original structure. Such expansions of floor area and/or volume are limited to 30% of the floor area and volume in existence as of January 1, 1989. Before any construction begins, preconstruction photos must be taken. Silt fence or other erosion control measures must be properly installed at the upland extent of the buffer area below any construction.

No disturbance of the ground cover (including the duff and leaf layer) or vegetation shall be caused within the buffer. Equipment movement and excavation disturbance must be carefully controlled to avoid any impact on the buffer. For example, it is not permissible to locate a foundation at the buffer limit if that placement will cause any disturbance within the buffer. The placement of silt fence at the buffer limit is intended to prevent disturbance within the buffer and to satisfy state and local requirements.

Clearing of vegetation and timber harvesting must not remove more than 40% of the volume of trees in any 10 year period. The creation of cleared openings is prohibited and a well distributed stand of trees must be maintained. These provisions may limit the percentage of cut to less than the specified maximums.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

**ADDITIONAL PERMITS, APPROVALS, AND/OR REVIEWS REQUIRED**

**CHECK IF REQUIRED:**

**Planning Board Review Approval (eg. Subdivision, Site Plan Review)**

**Board of Appeals Review Approval**

**Flood Hazard Development Permit**

**Exterior Plumbing Permit**

**Interior Plumbing Permit**

**DEP Permit (Site location, Natural Resource Protection Act**

**Army Corps of Engineers Permit (eg. Sec 404 of Clean Waters Act)**

**Others:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Note: Applicant is advised to consult with the Code Enforcement Officer and appropriate State and Federal Agencies to determine whether additional permits, approvals and reviews are required.*

***I certify that all information given in this application is accurate. All proposed uses shall be in conformance with this application and the Acton Shoreland Zoning Ordinance. I agree to future inspections by the Code Enforcement Officer at reasonable hours.***

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Agents Signature (if applicable)**

\_\_\_\_\_  
**Date**