

Town of Damariscotta, Maine

APPLICATION FORM
SMALL WIND ENERGY CONVERSION SYSTEM ORDINANCE
[Enacted at STM 2/6/08; corrected at ATM 6/11/08]

FOR A SMALL WIND ENERGY SYSTEM

___ Pre-application Submission Date: _____

___ Complete Application Date: _____

Notes to Applicant:

1. Please refer to the Damariscotta **Small Wind Energy Conversion System Ordinance** for all detailed provisions, requirements and procedures for wind power systems permit application and review. On some applications the Damariscotta **Site Plan Review Ordinance** may also apply.
2. You are encouraged to meet informally with the Town Planner before filling out a Permit Application and scheduling your pre-application meeting with the Planning Board. Questions on procedure and checklist items for submission may be answered thus saving you time.
3. After initially meeting the Planning Board, applicants may review with the Town Planner any outstanding submission items or waiver requests in preparation for a complete application on which the Planning Board may then act.

Applicant Information:

1. Name of Property Owner: _____ Lot: ___ / ___
Map/ Lot

Street address: _____

2. Name of Applicant (if other than owner) _____

3. If applicant is a corporation, declare whether the corporation is licensed to do business in Maine (yes or no) ___ and attach a copy of the Secretary of State's Registration Form.

4. Name of Owner or Applicant's authorized representative: _____
signature of owner to authorize the representative: _____ Date: _____

5. Name, address and registration number (if applicable) of registered professional engineer, land surveyor or planner: _____

6. Address to which all correspondence from the Planning Board should be sent:

Contact Telephone Number: _____ Email: _____

7. What interest does the applicant have in the parcel to be developed (option, land purchase contract, record ownership, other)? Attach document of this interest.

8. Location of Property: Book _____ Page _____
(from Registry of Deeds)

9. Location of Property: Tax Map _____ Lot _____
(from Assessor's Office)

10. Zoning District: _____ Shoreland Zone Overlay: ___ Yes; No ___

A. Pre-application Meeting:

1. Please refer to the **Small Wind Energy Conversion System Ordinance**, Sections 7A and 7B for detailed requirements.
2. An informal 'Sketch Plan' meeting should be scheduled with the Planning Board through the Town Planner, Codes Enforcement Officer or Chair of the Planning Board. This pre-application meeting will be scheduled on the next available Planning Board meeting with room available as determined by the Chair of the Planning Board.
3. To the pre-application meeting bring at least the following: (You may wish to complete the remainder of the application as much as possible to speed up the process – contact Town Planner.)
 - Deed or other evidence of right, title or interest in the property
 - Building Permit Application from Damariscotta Codes Enforcement Officer
 - Wind Generator Fee
 - Sketch Plan (see Section 7B(1) of the Ordinance)
 - Written Waiver requests from specific requirements of Section 7B(2) the Ordinance
4. As a result of the pre-application review, the Planning Board may require additional studies and approvals from this Ordinance, other local, State or federal agencies [Section 7B(3)]. The Board may specify which of the waivers requested it approves and which ones it does not.
5. The Planning Board may require an inspection of the proposed site prior to submission by the applicant of the proposed preliminary plan [Section 7B(4)].

- B. Checklist: Within 30 days from submission of a pre-application and sketch plan and following an on-site inspection, if applicable, the Board shall submit in writing to the applicant a checklist of the specific information which shall be included in the formal (preliminary plan) application to the Board. The applicant may meet with the Town Planner to review the checklist prior to the meeting with the Board.
- C. Application Procedures: All applications shall be reviewed by the Planner or Codes Officer for completeness and compliance to the Ordinance prior to the Planning Board's review of a complete application (preliminary plan).
- D. Submission Requirements: Six copies of the complete application shall be submitted to the Planner before its preliminary plan review at a scheduled Planning Board meeting.

See Section 7D submission requirements:

- (1) Signed application.
 - (2) Evidence of right, title or interest.
 - (3) Site Plan.
 - (4) Structural assessment – for roof-mounted wind generators.
 - (5) Scenic Assessment Study – if required by the Planning Board.
 - (6) Signed statement agreeing to pay cost of removing abandoned windpower facility.
- E. Abutter Notification: Applicant is required to notify abutters by certified mail of the windpower application before the Planning Board and date of initial Board meeting on review of the complete (preliminary plan) application.
 - F. Planning Board Review: Within 45 days of the acceptance of a complete application not requiring a hearing, the Board shall act upon the application. This period may be extended by mutual agreement.