

# *Town of Scarborough, Maine*

## HIGGINS BEACH ADMINISTRATIVE REVIEW APPLICATION

**Property address:** \_\_\_\_\_

Property owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Contractor/Designer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

<b>Project:</b>	New Construction Accessory Unit	Building Replacement After the Fact Permit	Renovation/Addition Other
-----------------	------------------------------------	---	------------------------------

<b>Character District</b> (See Article 2):	CD-CRI	CD-CML
--	--------	--------

<b>Coastal Overlay District:</b> (See Article 3)	<u>                    </u>	Shoreland <75'      75'-250'	Floodplain VE    AE AO    A	Sand Dune Frontal Dune (D-1) Back Dune (D-2) Erosion Hazard Area (EHA)
---	-----------------------------	---------------------------------	-----------------------------------	---

<b>Building Type:</b> (See Article 4.B)	Coastal Cottage Shop House	Bungalow Neighborhood Store	House	Inn Building
--	-------------------------------	--------------------------------	-------	--------------

<b>Accessory Building Type</b> (See Article 4.C):	1 Story Outbuilding	1 Story Carriage House
---	---------------------	------------------------

**Components to be added** (See Article 4.D):

Projecting Porch	Balcony	Cross Gable	Deck
Integral Porch	Bay Window	Roof Walk	Canopy
Engage Porch	Dormer Window	Stoop	Awning
Rear Addition	Side Addition	Estate Addition	

<b>Foundation Type:</b>	<u>                    </u>	0-4' High	4'-8' High	>8' High
Existing	Hydraulic Pile/Pier	Hydraulic Pile/Pier	Hydraulic Pile/Pier	Hydraulic Pile/Pier
Proposed	Hydraulic Pile/Pier	Hydraulic Pile/Pier	Hydraulic Pile/Pier	Hydraulic Pile/Pier

<b>Use</b> (see Article 5.A): <u>Existing</u>	<u>Proposed</u>
Single Family Residential	Single Family Residential
Multi-Family Residential	Multi-Family Residential
Commercial	Commercial
Home Occupation	Home Occupation
Accessory Unit	Accessory Unit

# Town of Scarborough, Maine

## Planning/Codes Office Use Only

## Notes

1. Lot Dimensions Conform \_\_\_\_\_
2. Principal Building Placement Conforms \_\_\_\_\_
3. Accessory Building Placement Conforms \_\_\_\_\_
4. Proposed Building Type Conforms \_\_\_\_\_
5. Proposed Component Type(s) Conforms \_\_\_\_\_
6. Foundation Type/Design Conforms \_\_\_\_\_
7. Building Height Conforms \_\_\_\_\_
8. Roof Types and Pitches Conforming \_\_\_\_\_
9. Building Size Conforms \_\_\_\_\_  
                    Width            Depth            Total Stories  
                    First Story Height            Upper Story Height
10. Fenestration – Façade Conforms \_\_\_\_\_  
                    Ground Story            Upper Story
11. Fenestration – Component Conforms \_\_\_\_\_
12. Fenestration – Accessory Building Conforms \_\_\_\_\_
13. Use Existing – Conforming \_\_\_\_\_
14. Use Proposed – Conforming \_\_\_\_\_
15. Building Frontage Type and Parking Conforms \_\_\_\_\_

Other Comments:

# TOWN OF SCARBOROUGH HIGGINS BEACH CHARACTER-BASED ZONING DISTRICTS ADMINISTRATIVE REVIEW CHECKLIST

The following is a self-checklist that should be used to ensure that you have provided all of the required information necessary for the Planning & Codes staff to conduct an administrative review of your proposed building project. The Town of Scarborough Higgins Beach Character-Based Zoning District (the “Ordinance”) is referenced as Section XVI.B of the Scarborough Zoning Ordinance, Chapter 405. It can be found online at <https://sites.google.com/a/scarboroughmaine.org/town/departments/planning-codes/higgins-beach-zoning-repair>

## Project Information

- Have you provided all property owner information?
- Have you provided all contractor and/or designer information (if you are working with one)?
- Have you identified the type of project you are applying for?

## Character District

- Have you determined the Character District for your project location? (go to <https://sites.google.com/a/scarboroughmaine.org/town/departments/planning-codes/higgins-beach-zoning-repair> for Character Code Map)
- Is your project located within a Coastal Overlay District? You can go to <https://sites.google.com/a/scarboroughmaine.org/town/departments/planning-codes/higgins-beach-zoning-repair> for Shoreland, Floodplain, and Sand Dune overlay maps. Also see “site/survey plan requirements” below.

## Site/Survey Plan Requirements

- Site plan drawn to 1:20 scale or larger and containing the following for all parcels
  - North arrow
  - Distance of all building setbacks measured perpendicular to property lines\*
  - Distance between existing and proposed buildings to buildings on adjacent properties\*
  - Exact position of all new construction and existing structures (including accessory structures) on the property.
  - Primary and secondary front setbacks and side setbacks (see Art. 2.B-C - building placement)
  - Location of septic tank, leach field and well if applicable, with measured distances
  - Utility Connections
  - Driveway and off-street parking location
  - Street names
  - Easements, rights of ways, water courses and areas restricted by covenant
  - Area of lot; area to be cleared for construction if applicable
  - Erosion and sediment control plan (see page iii <http://www.maine.gov/dep/land/erosion/escbmps/ESCmanual2015.pdf>)
- For projects in the Coastal Overlay Districts (Shoreland Zone, Floodplain, Sand Dune)**
  - Professional delineation and mapping of the upland edge of any coastal or freshwater wetland, river, stream, special flood hazard area (floodplain), erosion hazard area, frontal dune, back dune, or Highest Annual Tide as published by the Maine DEP at the following link <http://www.maine.gov/dep/land/slz/index.html#publicationsz>
  - Setback distances from existing and proposed structures to Highest Annual Tide or upland edge of wetland, river or stream if applicable
  - Calculations for % lot coverage and/or building coverage (see Article 3.A-C for specific requirements for Shoreland and Dune areas)

- For projects within the floodplain**, identify existing and/or proposed elevations or provide an elevation certificate prepared by a professional land surveyor

**Building Type:**

- Have you identified the type of building you are proposing to build? See Table 4.2A-B and Article 4.B of the Ordinance.
- If your building is an accessory outbuilding or carriage house, is it properly sized and located? See Art. 2. B-C and Art. 4.C.1-2
- Have you indicated which building components will be added to the principal building? See Art. 4.D.

**New Construction/Building Replacement:**

- Foundation, Floor and Roof plans** drawn to 3/16 scale or larger and containing the following
  - Overall building dimensions
  - Room use (name) and size
  - Windows and doors including swings and sizes/dimensions
  - Stairs showing direction of travel and dimensions
  - Location of plumbing fixtures, appliances and fireplace(s)
  - Fire rated walls identified\*
- Building Cross Section** drawn to ¼ scale or larger containing the following
  - Section through building showing foundation, floors, ceilings, wall and roof assemblies
  - Show roof pitch for each roof on principal building and component if applicable
  - Show and label all construction materials
  - Indicate story heights (finish floor to next finish floor) and ceiling heights of rooms including basement and attic – see Art. 4.A.2 (c)
  - Section through stairs showing headroom, treads and risers including dimensions
- Building Elevations** drawn to 3/16 scale or larger and containing the following
  - Show each side of building
  - Show dimensional requirements for components – see Art. 4.D - Dimensions
  - Exterior finish materials
  - Building height – see Art. 4.A.2 (a)-(e)
  - Existing grade before construction and average finished grade after construction – see Art. 4.A.2 (d)

\*Please note that any portions of a building that are less than 5 feet from the side or rear property lines that abut other dwelling lots will require fire rated construction methods approved by the Scarborough Fire Department.

**Renovations/Additions/Accessory Unit/ After-the Fact/Other:**

- All applicable items under New Construction above
- Floor plans showing existing structures and proposed changes

**Fenestration:**

- Have you calculated the % of fenestration as outlined in Article 4.3 (b)?
  - See fenestration requirements for Building Types and Components in Art. 4.B-D

**Building Frontage Type – Article 4.E:**

- Have you identified and dimensioned the front yard type for your project if applicable?
- Have you designed the driveway and off-street parking consistent with the Building Frontage Standards?