



Town of Hampden

106 Western Ave.
Hampden, ME 04444

207-862-4500

www.hampdenmaine.gov
planner@hampdenmaine.gov

Application for Conditional Use Review

Applicant

Name of Applicant (primary contact): _____

Company: _____

Address: _____

Phone: _____ Cell: _____

Email Address: _____

Owner

Name of Owner: _____

Address: _____

Daytime phone: _____

Information about the Proposal

Does the project require a: Site Plan Review: Yes No Variance: Yes No *(Explain in narrative)*
(Note that if site plan review is not required, a sketch plan must be submitted with the application.)

Location of Property: _____

Assessor's Tax Map/Parcel Number: _____ Acreage: _____

Zoning district: _____ Is there Shoreland Zoning on the site? Yes No

Existing use of the property: _____

Proposed use *(check applicable category and write in specific use from Use Table, §3.1.3 of the Zoning Ordinance):*

- | | | | |
|--|--|--|-------------------------------------|
| <input type="checkbox"/> Agricultural/Recreational | <input type="checkbox"/> Residential | <input type="checkbox"/> Educational | <input type="checkbox"/> Medical |
| <input type="checkbox"/> Utility/Government | <input type="checkbox"/> Institutional | <input type="checkbox"/> Commercial/Office | <input type="checkbox"/> Industrial |

Specific use or uses *(line item from Use Table):* _____

Description of proposal: _____

Signatures

Applicant's signature: _____

Owner's signature : _____

(or proof that owner has given applicant all rights to submit the application)

Date of application submittal: _____

Signatures certify that all information in the application package is true and correct, and that all site improvements will be constructed in accordance with approved plans. Failure to do so will require corrective action by the applicant/owner that may include obtaining additional approval from the Planning Board or removal of nonconforming site improvements or structures.

Official Use Only

Application Fee: \$ _____ Date Paid: _____ Check #: _____

Date of Public Hearing: _____

Date of Decision: _____

Conditions: _____

Date Received Stamp

Instructions and Additional Information

Do you need Conditional Use approval? Only if the use you are proposing is listed in the Use Table for the district you are in as requiring conditional use approval ("C" in the table), or for any of the following:

- ◆ Installation of an amateur radio tower that exceeds the height limit - see section 3.4.2.1.6.
- ◆ Expansion of a nonconforming structure - see section 4.5.2.1.
- ◆ Change of use of a nonconforming use - see section 4.5.4.5.

Meeting Schedule & Application Deadlines: The Planning Board meeting schedule is available at the Community & Economic Development (CED) office in the Town Offices, 106 Western Ave, Hampden. It is also posted on the town's web site: hampdenmaine.gov, look under Town Officials, Town Boards and Committees, Planning Board. All conditional use applications require a public hearing.

Fee: Please refer to the Fees Ordinance, available online at hampdenmaine.gov, look under Ordinances and Policies. Note that you are responsible for paying the cost for the public hearing notification, which consists of an advertisement in the newspaper and a letter mailed to all abutters within 300 feet of the property. Staff will work with you on this cost after you submit the application, but the application fee must be submitted with the application.

The **Zoning Ordinance** is available online at www.hampdenmaine.gov, look under Ordinances and Policies.

Section 4.2 of the Zoning Ordinance provides all the information you need on conditional use applications. Section 4.2.4 lists the submission requirements and section 4.2.5 lists the approval standards. *It is your responsibility to provide sufficient information to the Planning Board to show that your application meets each of those standards listed.*

Submission requirements: What you need to submit differs depending on if you are also required to submit an application for site plan review (either minor or major) or not. Review the site plan applicability section (4.1.3) to determine if your project requires site plan review.

If you are required to submit a site plan, then the information you prepare for that application is sufficient for the conditional use application - i.e. you can submit your site plan with your conditional use application. In most cases it makes sense to submit both applications together. Note that depending on what you are doing on the site, your site plan application may be handled by the Staff Review Committee while the conditional use application will be handed by the Planning Board. See section 4.1.3 to determine the level of site plan review applicable in your case.

If you are not required to submit a site plan application, then you should prepare a sketch plan (which you can do yourself) showing the information listed in section 4.2.4.2. There is a sample of a sketch plan included in the zoning ordinance. You can use the town's online mapping system to get information such as distances between points, lengths of property lines, etc. It is accessible from the home page of the town's web site, click on the "Maps" button. If you need help with that program, click on the "help" button at the lower left to see a user's manual or a tour of the features of the site. The manual is particularly helpful. You can also print maps from the mapping program, and that can be used as the base for your sketch.

Conditional Use approvals do not expire unless so conditioned by the Planning Board.

Questions? Call the Town Planner at 207-862-4500, or email planner@hampdenmaine.gov.