



# TOWN OF KITTERY, MAINE

## TOWN PLANNING DEPARTMENT

200 Rogers Road, Kittery, Maine 03904  
 PHONE: (207) 475-1323  
 Fax: (207) 439-6806  
[www.kittery.org](http://www.kittery.org)

### APPLICATION: WETLAND ALTERATION PLAN REVIEW

<b>MITIGATION FEE TO BE DETERMINED BY THE PLANNING BOARD DURING THE REVIEW PROCESS AND PAID WITH PERFORMANCE GUARANTY.</b>	<b>Application Fee Paid:</b> \$ _____ <b>Date:</b> _____ <b>Escrow Fee Paid:</b> \$ _____ <b>Date:</b> _____
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<b>PROPERTY DESCRIPTION</b>	Parcel ID	Map		Lot		Zone(s): _____ Base _____ Overlay _____ MS4 _____ YES _____ NO	Total Land Area	
	Physical Address _____							

<b>PROPERTY OWNER'S INFORMATION</b>	Name		<b>Mailing Address</b>	
	Phone			
	Fax			
	Email			

<b>APPLICANT'S AGENT INFORMATION</b>	Name		<b>Name of Business</b>	
	Phone		<b>Mailing Address</b>	
	Fax			
	Email			

<b>PROJECT DESCRIPTION</b>	<b>Existing parcel and wetlands:</b>	
	<b>Project Name</b>	
	<b>Provide a brief summary of the proposed development, its impact on the existing wetlands and the proposed mitigation plan:</b>	

I certify, to the best of my knowledge, the information provided in this application is true and correct and will not deviate from the plans submitted without notifying the Kittery Planning Department of any changes.			
<b>Applicant's Signature:</b>  <b>Date:</b>		<b>Owner's Signature:</b>  <b>Date:</b>	

# Minimum Application Submission Requirements

☐ 15 COPIES OF THIS APPLICATION

☐ 1 PDF OF THE SITE PLAN SHOWING GPS COORDINATES

☐ 15 COPIES OF THE PLAN – 5 OF WHICH MUST BE 24"X 36"

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PRESENT A CLEAR UNDERSTANDING OF THE PROJECT.**

16.28.500 Submission requirements for a Request to Alter a Wetland.

Unless specifically waived by the planning board, all applications must contain the following information:

- ☐ A copy of the official documents showing legal interest of the applicant in the property to be affected;

**A narrative describing:**

- ☐ The purpose of the project,
- ☐ The type of alteration to the wetland (fill, culvert, dredge, etc.),
- ☐ Why there is no practicable alternative to impacting the wetland, and
- ☐ How the proposed activity has been designed to minimize the impact on the wetland

**The block must contain:**

- ☐ The name(s) and address(es) of the applicant or owner,
- ☐ The name and address of the preparer of the plan, with professional seal,
- ☐ name of plan, ☐ date of plan preparation,
- ☐ a revision number and date, if applicable,
- ☐ map and lot number(s) according to Kittery tax maps shown in the lower right-hand corner in bold lettering and ¼ inches high;

**Site plan:**

- ☐ minimum scale is 1" = 100' ☐ indicate the proposed activity
- ☐ location and size of all existing and proposed, structures, roads, parking areas, and sewage treatment facilities
- ☐ existing and proposed rights-of way, easements and parcels
- ☐ 2-foot contours ☐ wetland boundaries ☐ proposed buffers
- ☐ protective measures such as sediment control methods
- ☐ proposed boundaries and characteristics of the mitigation site, including elevation, sources of water, and proposed vegetation

Show the location (tied by measurement to identifiable structures or boundary points) of all proposed:

- ☐ property boundaries ☐ on site wetland boundaries
- ☐ offsite wetland areas significantly impacted by the project
- ☐ Sq Ft of Wetland areas (onsite area and offsite area, if applicable)
- ☐ shorelines ☐ flood plains ☐ vegetation removal
- ☐ drainage structures ☐ filling ☐ grading ☐ dredging,
- ☐ include specification for quantity of materials to be added or removed and procedures to be used

Show the direction of natural overland flow in the wetland, and in the proposed alteration area

- ☐ 100-year FEMA flood plain boundaries
- ☐ number of CY, and type of material to be used as fill
- ☐ method of handling, and the location of fill and spoil disposal area, If dredge material is involved
- ☐ all owners of property within 150 feet of the proposed alteration together with their mailing addresses and map and lot designations from the assessor's records.
- ☐ a vicinity map utilizing a topographic map at a scale no smaller than one inch equals 600 feet showing the boundary of the proposed activity;

**Submit:**

- ☐ one set of photographs, taken during the growing season if possible, showing the wetland, adjacent water bodies if applicable, and the alteration area before development begins.

**Drainage:**

- ☐ Submit a hydrologic analysis in accordance with the requirements of Article IX of Chapter 16.32

**Wetlands mitigation plan and report.** A wetlands mitigation plan and report is required for activities which, in total, affect or fill more than 500 square feet of wetlands. Wetland Mitigation Plan And Report must contain the following:

- ☐ a plan at a scale of 1" = 100' with 2-foot contour intervals, existing wetland boundaries, the area of wetland to be altered, project dimensions and all offsite wetlands, being extensions of the wetland to be altered
- ☐ existing wetland characteristics including water depth, vegetation and fauna
- ☐ a functional Assessment conducted and prepared by a qualified wetlands scientist or a Maine Certified Soils Scientists

**Maintenance Agreement:**

- ☐ The agreement must be approved by the board and recorded in the York County Registry of deeds and must meet, or exceed, the criteria listed in subsection 16.28.500.C.3. parts d through i.

**Conservation Easement:**

- ☐ (for projects involving preservation of wetlands or adjacent uplands) a conservation easement must be conveyed or deed restriction imposed so that the parcel will remain undeveloped in perpetuity.

Material not submitted in accordance with the above MUST acquire planning board approval of a Request for Waiver of the material per Section 16.28.180.

**Other materials the board may require are:**

- ☐ cross-section drawings showing the nature of the construction, the depth of excavation or height of fill, if applicable, and surface water and groundwater elevations

The board may require a **narrative** describing:

- ☐ the specific goals in terms of particular wetland functions and values. These goals must be related to those of the original wetland;
- ☐ the available literature or experience to date (if any) for carrying out the mitigation work;
- ☐ the proposed implementation and management procedures for the wetlands work;
- ☐ the short-term and long-term sources of water for this wetland, including the water quality of these sources;
- ☐ plans for re-planting, including a description of plant species, sizes and sources of plant material, as well as how, when and where seeding or planting will take place;
- ☐ plans for monitoring the—wetlands work, showing capability for mid-course corrections
- ☐ plans, if applicable, for control of non-indigenous plant species.
- ☐ wetlands work involving creation, restoration and or enhancement of degraded wetlands,

**Section 16.28.440-E. Abutter Notice. Owners of property within one hundred and fifty (150) feet, horizontal distance, of the proposed alteration must be notified by first class U.S. mail of any public hearing on the Request for Wetland Alteration.**

**The applicant must provide 2 sets of mailing labels with the submission of this request.**

**APPLICATION SUBMITTALS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE FORWARDED TO THE PLANNING BOARD.**