



Phone: 207-695-2421 ~ Fax: 207-695-4611

PO Box 1109 ~ 7 Minden St. Greenville, ME 04441 ~ [www.GreenvilleME.com](http://www.GreenvilleME.com)

---

## CONDITIONAL USE PERMIT APPLICATION

Name \_\_\_\_\_ Date Received \_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_

Property Location \_\_\_\_\_

Account # \_\_\_\_\_ Permit # \_\_\_\_\_ Paid Receipt # \_\_\_\_\_

**Conditional Use Permits are required per the Land Use Ordinance for the Town of Greenville Revised 2019, Article V, Table V-1, pages 6-15.**

**Permitting Requirements & Procedures per the Land Use Ordinance for the Town of Greenville Revised 2019, Article III, Section 10, pages 4-9 and pages 13-14.**

**INSTRUCTIONS:** Please complete and submit this Conditional Use Permit Application to the Code Enforcement Office. In order to avoid any delays, please provide the required information and be sure to sign the application.

All Conditional Use Permit Applications will be reviewed by the Planning Board. Applications must be completed and time stamped by the Code Enforcement Officer a **minimum of three weeks** before the next Planning Board meeting. Please note the Planning Board meets on the second and fourth Monday of each month. If an application is not time stamped three weeks prior to the second or fourth Monday meeting, review of the application may be moved to the next scheduled Planning Board meeting. All correspondence should be sent to the Town of Greenville, PO Box 1109, Greenville, ME 04441. If you need to see the Code Enforcement Officer, please call 207-695-2421 or e-mail to: [ceo@greenvilleme.com](mailto:ceo@greenvilleme.com). The Code Enforcement Officer is available **Monday - Friday from 8:00am to 4:00pm**. Please call ahead for an appointment.

Applicant will be required to pay any advertising fee(s) if the Planning Board requires a Public Hearing. Applicant will also be required to pay any deliberation fee(s) the Planning Board may need to review the application. This includes but is not limited to Engineering, Consultant, Legal, Environmental, or Traffic Analysis. Permit will not be issued until all fees are paid in full.

**Conditional Use Permit Application**

**Date Marked Complete:** \_\_\_\_\_

**Property Zone:** Residential Rural Rural Dev 1 Rural Dev 2 Village Village Commercial  
Airport Downtown 1 Downtown 2 Commercial/Industrial

**Overlay:** Shoreland Overlay Critical Watershed Resource Protection Scenic Corridor

**Property Owner Information**

Property Owner: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Current Use: Residential Commercial Industrial

Proposed Use: Residential Commercial Industrial

**Contractor Information**

Contractor: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Institutional Natural Resource Based

Institutional Natural Resource Based

**Past Use:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Proposed Use:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Brief Description of Use:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Sewage Disposal: Town Sewer      Subsurface:      New      or      Existing

Type of Water Supply:      Town Water      Private Well

**Dimensions of Structure or Housing Proposed:**

Basement Dimensions:    Length: \_\_\_\_\_    Width: \_\_\_\_\_    Square Footage: \_\_\_\_\_

First Floor Dimensions:    Length: \_\_\_\_\_    Width: \_\_\_\_\_    Square Footage: \_\_\_\_\_

Second Floor Dimensions: Length: \_\_\_\_\_    Width: \_\_\_\_\_    Square Footage: \_\_\_\_\_

Lot Size Square Footage: \_\_\_\_\_

**Application Requirements and Documentation: See attachment.**

**Application Site Plan: See attached sample site plan.**

**Fee: \$100**

**Planning Board Conditional Use Criteria For Approval: See attachment. Please note this is informational only. Planning Board use.**

***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.***

**Any individual completing the application as authorized agent must attach a letter stating authorization from the owner of the property.**

To the best of my knowledge all information submitted on this application is true and correct. All proposed uses will be conformance with this application and the Land Use Ordinance for the Town of Greenville 2019.

Owner's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Agent's Signature: \_\_\_\_\_ Date \_\_\_\_\_

ARTICLE III. PERMITTING REQUIREMENTS AND PROCEDURES

---

TABLE III-1. APPLICATION REQUIREMENTS FOR CONDITIONAL USE PERMITS	Official Use Check If Applicable
<i>Waivers of submission requirements may be granted according to the provisions of Article III, Section 10, E. of the Land Use Ordinance for the Town of Greenville, as amended</i>	
1. Complete Application Form and receipt of Application Fee, payable to the Town of Greenville.	
2. Names and addresses of the owner(s) of record as well as of the applicant, if different; if the applicant is not the owner of the property, a notarized statement signed by the owner(s) that the applicant is their duly authorized agent.	
3. Proposed name of the use, or identifying title; the town(s) in which it is located; the assessor's map and lot numbers; and Registry of Deeds book and page numbers*.	
4. Copy of deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest in property on the part of the applicant; and, copy of all covenants or deed restrictions, easements, rights-of-way, or other encumbrances currently affecting the property.	
5. Names and addresses of all property owners within 300 feet of the edge of the property lines of the proposed use. Names of adjacent property owners shall be shown on the site plan.* (Attach list of property owners).	
6. Indication of the type of water system(s) to be used. When water is to be supplied by the public water district or a private water association, a written statement from the servicing district/association shall be submitted indicating there is adequate supply and pressure, and approving any extensions, when necessary. Where the supply line is to be extended, a written statement from the Fire Chief, stating approval of the location of fire hydrants, if any, shall be submitted.*	
7. Indication of the type of sewage disposal to be used. When sewage disposal is to be accomplished by connection to the public sewer, a written statement from the sewer district, stating the district has the capacity to collect and treat the wastewater shall be submitted. For subsurface wastewater disposal systems, test pit analysis prepared by a licensed Site Evaluator and a map showing the location of all test pits dug on the site.* Form HUE 200 or its equivalent shall be supplied for the primary disposal site for each lot.	
8. Location and size of any existing sewer and water mains, culverts and drains that will serve the use whether on or off the property to be used, along with the direction of existing surface water drainage across the site.*	
9. Location, dimensions, square footage of all existing and proposed buildings on the site, and the distance of each to abutting lot lines, and the high-water mark, if in shoreland overlay district. Distance of sewage disposal system to owner and abutter's wells, and to high water line, if in shoreland overlay district. Distance of owner's well to abutter's sewage disposal system*	
10. The location and type of public water supply, when located within 1,000 feet of a proposed development that has the potential to contaminate the water supply, such as a junkyard, automotive repair shop, or gas station. Distance of the proposed project from the public water supply*	

ARTICLE III. PERMITTING REQUIREMENTS AND PROCEDURES

<p align="center">TABLE III-1. APPLICATION REQUIREMENTS FOR CONDITIONAL USE PERMITS</p>	<p align="center">Official Use Check If Applicable</p>
<p><i>Waivers of submission requirements may be granted according to the provisions of Article III. Section 10, E. of the Land Use Ordinance for the Town of Greenville, as amended</i></p>	
<p>11. The location, names, widths, site distances and other dimensions of existing and proposed streets and access points, highways, easements, building lines, parks, recreation areas, open space areas, pedestrian walkways, and parking and loading areas on or adjacent to the development, including the location and dimensions of proposed outdoor lighting and signage*</p>	
<p>12. Location and dimensions of any existing or proposed easements and copy of existing or proposed covenants or deed restrictions.* (Attach copy of covenants)</p>	
<p>13. Storm water and erosion control plan.</p>	
<p>14. An estimate of the amount and type of vehicular traffic to be generated daily and at peak hours, and a traffic impact analysis, if applicable.</p>	
<p>15. Assessment of the solid or hazardous waste to be generated by the proposed activity and a plan for its handling and disposal, along with evidence of disposal arrangements.</p>	
<p>16. Any conditions or waivers approved by the Planning Board shall be shown on the Notice of Decision.</p>	
<p>17. Any additional information the Planning Board considers necessary to properly review the application according to standards and criteria contained herein.</p>	
<p>Other:</p>	
<p> </p>	
<p> </p>	
<p> </p>	
<p> </p>	
<p> </p>	
<p> </p>	
<p> </p>	
<p> </p>	
<p> </p>	
<p> </p>	
<p> </p>	
<p><i>*Locations, dimensions, and other features shall be displayed on the Site Map(s).</i></p>	

## Conditional Use or Subdivision Permit Review Criteria for the Greenville Planning Board

**Review Criteria.** The applicant shall demonstrate that the proposed use meets the review criteria listed below, in addition to conforming to the provisions of Articles V, VI and VII. The Planning Board shall approve the application unless it makes written findings that one or more of these criteria have not been met:

**1. Pollution.** The proposed activity shall not result in undue water or air pollution. In making this determination the Board shall consider:

- a. the elevation of the land above sea level and its relation to the floodplains;**
- b. the nature of soils and sub-soils and their ability to adequately support waste disposal;**
- c. the slope of the land and its effect on effluents;**
- d. the availability of streams for disposal of effluents; and**
- e. the applicable state and local health and water resources rules and regulations.**

**2. Sufficient Water.** The proposed activity shall have sufficient water available for the reasonably foreseeable needs of the proposed development.

**3. Municipal Water Supply.** The proposed activity shall not cause an unreasonable burden on an existing public water supply, if one is to be used.

**4. Erosion.** The proposed activity shall not cause unreasonable soil erosion, erosion or sedimentation to surface waters, or a reduction in the land's capacity to hold water so that dangerous or unhealthy situation results. The best management practices set forth in the "Maine Erosion and Sedimentation Control Handbook for Construction Practices" (Cumberland County Soil and Water Conservation District, Department of Environmental Protection. March 1991, or as revised) shall be used as a guide for compliance with this requirement.

**5. Transportation.** The proposed activity shall not cause unreasonable highway or public road congestion, or unsafe conditions with respect to the use of highways, public roads, sidewalks, parking areas, or loading and unloading areas, existing or proposed. The proposed activity shall not cause unsafe conditions for motor vehicles, bicycles and pedestrians within a development.

**6. Sewage Disposal.** The proposed activity shall provide for adequate sewage waste disposal and shall not cause an unreasonable burden on public services if they are to be utilized.

**7. Municipal Solid Waste Disposal.** The proposed activity shall not cause an unreasonable burden on the town's ability to dispose of solid waste, if town services are to be utilized.

**8. Aesthetic, Cultural and Natural Values.** The proposed activity to the maximum extent possible shall not have an undue adverse effect on the scenic or natural beauty of the area; aesthetics; archaeological and historic sites; spawning grounds, fish, aquatic life, bird or other wildlife habitat; significant wildlife habitat identified by the Maine Department of Inland Fisheries and Wildlife or the Town; rare and irreplaceable natural areas; or any public rights for physical or visual access to the shoreline. The proposed activity, to the maximum extent possible, shall conserve shore cover.

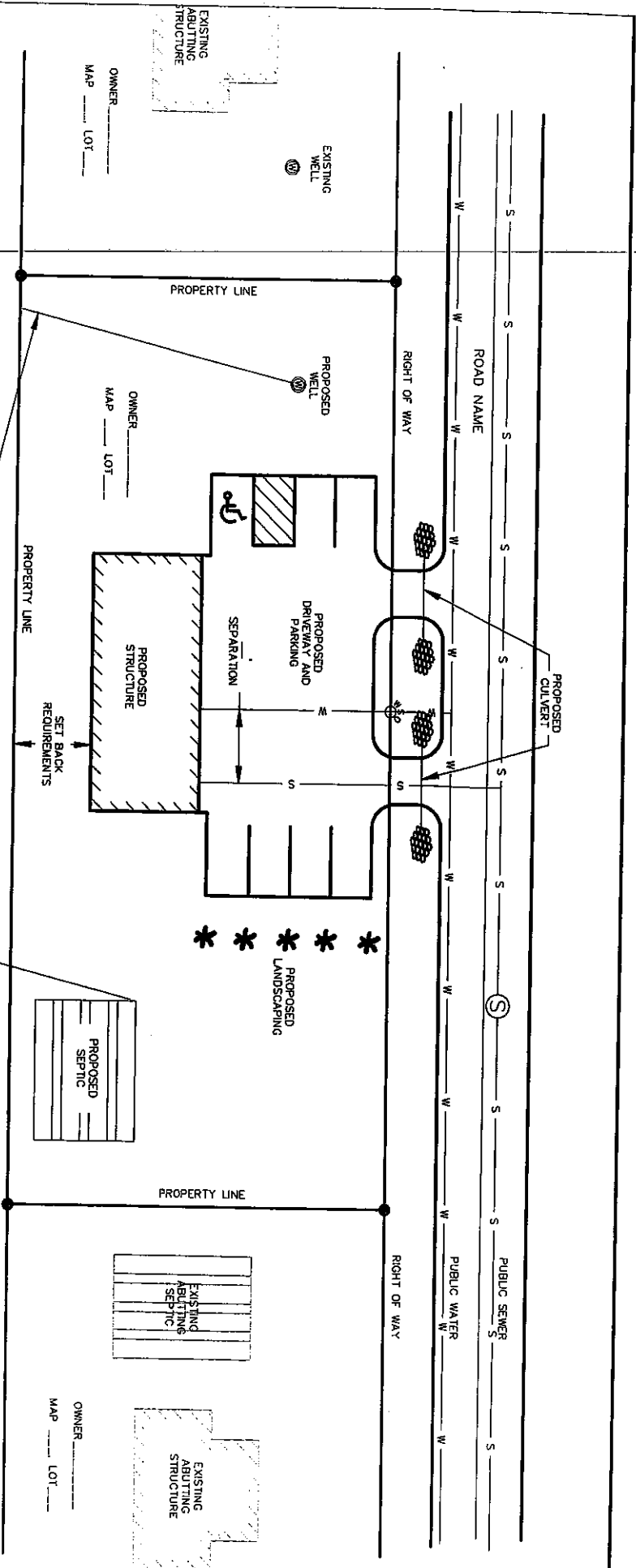
**9. Conformity with Local Ordinances and Plans.** The proposed activity shall conform with all applicable ordinances, and the Comprehensive Plan. In making this determination, the Planning Board may interpret these ordinances and plans.

**10. Financial and Technical Capacity.** The applicant shall have adequate financial resources and technical capacity to meet the standards and criteria of this Ordinance.

**11. Groundwater.** The proposed activity shall not alone, or in conjunction with existing activities, affect the quality or quantity of ground water.

Conditional Use or Subdivision Permit Review Criteria for the Greenville Planning Board

- 12. Flood Areas.** The proposed activity shall not adversely affect floodplain areas as depicted on the Federal Emergency Management Agency Flood Boundary and Floodway Maps and Flood Insurance Rate Maps, and the proposal shall conform to the applicable requirements of the Town of Greenville Floodplain Management Ordinance.
- 13. Freshwater Wetlands.** The proposed activity shall not have an undue adverse impact on freshwater wetlands.
- 14. Water Bodies.** The proposed activity shall not have an undue adverse impact on any water body such as a lake, pond, river, or stream.
- 15. Stormwater.** The proposed activity shall provide for adequate stormwater management. The best management practices set forth in the "Stormwater Management for Maine" (Department of Environmental Protection, State of Maine, January 2006, or as revised) shall be used as a guide for compliance with this requirement.
- 16. Adjacent Land Uses.** The proposed activity shall not have a significant detrimental effect on adjacent land uses or properties that might be affected by waste, noise, glare, fumes, smoke, dust, odors, or other effects.
- 17. Financial Burden on Town.** The proposed activity shall not cause an unreasonable financial burden on the Town for provisions of public services and facilities.
- 18. Harmonious Fit.** Development site designs shall relate harmoniously to Greenville's traditional land uses and landscape to ensure there will be no undue adverse effect on existing uses, scenic character, and the natural and historic resources likely to be affected by the proposal. The community's unique characteristics shall not be compromised by standardized or franchise designs, or overpowered by very large structures.



**REQUIRED INFORMATION**

- \* PROPOSED BUILDING SIZE, LOCATION, DIMENSION, & SQUARE FOOTAGE
- \* DRIVEWAY LOCATION(S)
- \* PROPOSED AND EXISTING PARKING WITH NECESSARY HANDICAP STALL(S)
- \* EXISTING STRUCTURE(S)
- \* PUBLIC WATER OR WELL WITH LOCATION
- \* PUBLIC SEWER OR SEPTIC WITH LOCATION
- \* ABUTTERS WELL WITH DISTANCE TO PROPOSED SEPTIC
- \* ABUTTERS SEPTIC WITH DISTANCE TO PROPOSED WELL
- \* DESIGN OF PROPOSED SEPTIC (HHE200)
- \* LIGHTING - EXISTING AND PROPOSED
- \* SIGNS - EXISTING AND PROPOSED
- \* PARKING - EXISTING AND PROPOSED
- \* MAP AND LOT #'S OF SITE ON PLAN AND APPLICATION
- \* ABUTTING PROPERTY OWNERS W/ MAP AND LOT #'S
- \* PROPOSED AND EXISTING CULTVERTS, STORM DRAINS AND DRAINAGE DITCHES
- \* PROPOSED LANDSCAPING
- \* ABUTTING STREET NAME(S)
- \* NORTH ARROW
- \* LOT SIZE - ON PLAN & APPLICATION
- \* ADDRESS - ON PLAN & APPLICATION
- \* SHOW ANY PROPOSED OR EXISTING EASEMENTS ON SITE



"SAMPLE"  
 MINOR DEVELOPMENT TEMPLATE  
 NOT TO SCALE





Phone: 207-695-2421 ~ Fax: 207-695-4611

PO Box 1109 ~ 7 Minden St. Greenville, ME 04441 ~ www.GreenvilleME.com

## Land Use Permit Fees

*Effective May 6, 2021*

### **Fees for Habitable Finished Structures— .20¢ per square foot—minimum \$10.00**

This section includes houses, camps, and miscellaneous livable structures.

### **Fees for Non-Habitable Unfinished Structures— .15¢ per square foot—minimum \$10.00**

This section includes accessory structures, stairwells, woodsheds, decks, garages, foundations, temporary shelters, and miscellaneous non-livable structures.

### **Other Fees**

Conditional Use Permit .....	\$100.00*
Appeals .....	\$100.00
Flood Hazard Area Print .....	\$50.00
After the Fact Permit .....	4 x Original Fee
Shoreland Earth Moving Permit (Excavations, Driveways, Etc.) .....	\$50.00
Signs—Per lot, per owner.....	\$25.00 (\$10.00 each additional sign)
Demolition Permit .....	\$25.00
Subdivision Application .....	\$250.00*
Subdivision Final Approval .....	\$100.00 per lot/dwelling
Subdivision Amendment .....	\$100.00*
Shoreland Tree Thinning Permit.....	\$50.00
Adult Use and Medical Marijuana .....	Please See Marijuana License Application

\* Applicant will be required to pay any advertising fee(s) if the Planning Board requires a Public Hearing. Applicant will also be required to pay any deliberation fee(s) the Planning Board may need to review the application. This includes but is not limited to Engineering, Consultant, Legal, Environmental, or Traffic Analysis. Permit will not be issued until all fees are paid in full.