



Office Use Only

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**TOWN of HOLLIS
PLANNING BOARD**

Phone: 207-929-8552 Fax: 207-929-3686

CONDITIONAL USE PERMIT APPLICATION

I (We) _____ as ☐ Owner ☐ Leaseholder ☐ Option Holder(s)
of property located at _____, Hollis ME - Map _____ Lot _____ Zone _____

Select if applicable: Is the property in a ☐ Resource Protection Area ☐ Flood Hazard Zone

I (We) hereby petition the Planning Board of the Town of Hollis to authorize the issuance of a Conditional Use Permit under provisions of Article 3, Section 3.7.4 of the Hollis Zoning Ordinance.

1. Description of Use/Intent: _____

2. Attach plans and submittals as required under Hollis Zoning Ordinance Section 3.7.4.

Signature of Applicant: _____ Date: _____

Mailing Address: _____

City: _____ State: _____ Email: _____ Phone: _____

I, _____, agree to meet all Local, State, DOT, DEP, and any other regulating agency requirements where applicable. Violation of any of the conditions placed by the Planning Board shall be a violation of the Ordinance. Any expansion or change requires re-application to the Planning Board. **FINES** – Any person, firm, or corporation being the owner of or having control or use of any building or premises who violated any of the provisions of the Hollis Zoning Ordinance, shall be guilty of a misdemeanor and on conviction shall be fined not less than \$50 nor more than \$100. Each day such violation is permitted to exist after notification shall constitute a separate offense. **It is the applicant's responsibility to prepare an application and all required submittal material in conformance with the requirements of Hollis Zoning Ordinance.**

Application Requirements: The following information, or a waiver request, must be submitted with the application before a hearing date can be set.

1. Proposed use must be listed under conditional uses permitted for that zone. (refer to Section 5 and use table
2. Plot plan, prepared/approved by a Licensed Maine Professional at scale of not smaller than 1 inch=50 ft
3. Copy of the deed as proof of ownership.
4. Signage plan must meet requirements of Hollis Ordinance.
5. This proposed use will meet all local, State, DOT, DEP, and any other regulating agency requirements where applicable.
6. A non-refundable application fee.
7. State the number of employees and hours of operation.
8. The amounts and types of waste generated by the proposed use will be listed along with the methods and requirements of waste disposal.
9. The Planning Board may require that you include any or all of the following dependent upon the scope, applicability, and extent of the proposed conditional use:
 - A. State the scale and a North arrow.
 - B. Any existing easements and right of ways.
 - C. Lot line dimensions in feet.
 - D. The location and measurements of all existing buildings on the lot.
 - E. The location and measurements of all proposed buildings.
 - F. Exact distances of these buildings from the lot lines, streets or highways, and rights of way
 - G. All existing and proposed setback dimensions.
 - H. The location of any septic systems, wells, streams, other bodies of water, and distances to neighboring homes/wells. Types of water supply and sewage disposal system.
 - I. Names of abutters, location of improvements, and any adjacent parcels also belonging to the applicant.
 - J. Lines for seven Planning Board members and a date line.
 - K. Date of the plan's submittal.
 - L. The zoning district in which the proposed use is located.
 - M. The map and lot number of the property as listed on the Town Tax maps.
 - N. The plan shall show any Resource Protection area (refer to the 100 Year Flood Plain Maps) and/or Shoreland Zoning.
 - O. Locations and dimensions of existing or proposed parking, maneuvering area, and entrances
 - P. List the type and location of any exterior lighting related to the business/use.
 - Q. Show the exact location and depth of any existing natural screening on the plot plan.
 - R. Specific description of the required screening.
 - S. Location and size of any storage tanks for hazardous chemicals, gasoline, oils, etc. (Location on premises and means of storage of such if not in tanks or barrels, and means of disposal, i.e., service contracts)
 - T. If the Planning Board deems it necessary, a topographical survey prepared by a registered surveyor will be required.
 - U. Soils survey may be required where necessary.
 - V. Sight distances along highways, the amount of traffic generated, traffic hazards, additional road signs, noise levels, and landscaping.
 - W. A landscape plan (same scale or larger as required above) and date of its completion including the location and type of screening and buffering.

- X. State the number of cars for sale, lease, rental, storage location, and repair location, if applicable.
- Y. Exact location and dimensions of the area to be used as a junkyard or auto graveyard, if applicable.

10. In considering a Conditional Use Permit, the Board shall evaluate the immediate and long-range effects of the proposed use. The applicant shall present adequate evidence, where appropriate, in order for the Board to make findings of fact on the proposed use. The Board shall approve a conditional use provided that the Board finds that the applicant meets the following criteria:

1. The use will not have an adverse impact on spawning grounds, fish, aquatic life, bird or other wildlife habitat.
2. The use will conserve shore cover and visual, as well as actual, access to water bodies.
3. The use is consistent with the Comprehensive Plan.
4. Access to the site from existing and proposed roads is safe and adequate. The proposed use will not aggravate or cause undue traffic congestion.
5. The site design is in conformance with all flood hazard protection regulations, and any construction, excavation, or fill will not affect a waterbody's ability to store floodwater.
6. Adequate provision for the disposal of all wastewater and solid waste has been made..
7. Adequate provision for the transportation, storage and disposal of any hazardous materials has been made.
8. A storm water drainage system capable of handling 25-year storm without adverse impact on adjacent properties has been designed.
9. Adequate provisions to control soil erosion and sedimentation have been made.
10. There is adequate water supply to meet the demands of the proposed use.

Conditions of approval that may be required are in Section 3.7.4.7. Conditional Uses shall meet all space and bulk requirements specified in each respective zone per use. Uses shall also meet performance standards in the Hollis Zoning Ordinance and all other local, state, or federal requirements, licensing, etc.