

## Town of Hollis

### *Checklist for Major Subdivision - PRELIMINARY PLAN*

Subdivision Name \_\_\_\_\_ Date \_\_\_\_\_

This checklist has been prepared to assist applicants in developing their applications. It should be used as a guide in assembling the information necessary for a complete application. However, the checklist does not substitute for the requirements of **Article 7** of the Subdivision Regulations. The Planning Board also will be using the checklist to make sure that your application is complete. Indicate if the information has been submitted or if it is requested to be waived. If you feel that information is not applicable to your project, please indicate in the second column. The perimeter survey, subdivision plan and engineering plans may be contained on the same drawing. However, detailed engineering drawings such as road profiles, drainage swales and erosion/sedimentation plans may best be presented on a separate sheet or sheets.

Note that this checklist only covers the submission requirements for a *preliminary plan for major subdivision*. It does not address the standards that the preliminary plan must meet. There are two other checklists (Articles 11 and 12) which address the performance standards and the design guidelines which the applicant may find of assistance.

Shaded boxes indicate that the action is not recommended to be taken by the Applicant.

SUBDIVISION REGULATIONS		Submitted by Applicant	Not Applicable	Applicant Requests to be Waived	Received by Planning Board	Waived Planning Board
<b>7.2.A</b>	<b>Four copies of application plus accompanying information</b>					
<b>7.2.B.</b>	<b>LOCATION MAP</b>					
B.1.	Existing subdivisions in the proximity of proposed subdivision					
B.2.	Locations and names of existing and proposed streets					
B.3.	Zoning boundaries and designations					
B.4.	Outline of proposed subdivision and owner's remaining contiguous land					
<b>7.2.C.</b>	<b>PRELIMINARY PLAN</b>					
C.	Four copies of all maps and/or drawings printed or reproduced on paper					
C.	Scale not smaller than 1"= 100'; for subdivision more than 100 acres, not smaller than 1"= 200'					
<b>7.2.D.</b>	<b>APPLICATION REQUIREMENTS</b>					
D.1.	Name of subdivision, name of town and assessor's map and lot number(s)					
D.2.	Verification of right, title or interest in property					
D.3.	Standard boundary survey with bearings and distances					
D.4.	Copy of most recently recorded deed; all restrictions, easements, rights-of-way and other encumbrances					
D.5.	Deed restrictions on proposed new lots or dwellings					
D.6.	Type of sewage disposal					
D.6.a	Written statement from Sewer District					
D.6.b	Test pit analyses by Site Evaluator and test sites location map					
D.7.	Type of water supply system(s)					

SUBDIVISION REGULATIONS		Submitted by Applicant	Not Applicable	Applicant Requests to be Waived	Received by Planning Board	Waived by Planning Board
D.7.	Water Department letter re: capacity					
D.8.	Date plan prepared, north point and graphic map scale					
D.9.	Names and addresses of record owner, subdivider, plan preparer(s) and adjoining property owners					
D.10.	High intensity soil survey by Certified Soil Scientist					
D.10.	All wetlands identified (required by statute)					
D.11.	Total acres in subdivision; location of property lines, existing building(s), vegetative cover type and other essential physical features					
D.12.	All rivers, streams and brooks within and adjacent to subdivision; designation of great pond watershed					
D.13.	Topographic contour lines specified by Planning Board					
D.14.	Zoning district(s) and boundaries					
D.15.	Location and size of existing and proposed sewers, water mains, culverts and drainageways on and adjacent to subdivision					
D.16.	Location, name and widths of existing streets and highways					
D.17.	Proposed lot lines, approximate dimensions and lot areas					
D.18.	Parcels of land proposed to be dedicated to public use; condition of such dedication					
D.19.	Open space to be preserved; proposed ownership, improvements, management					
D.20.	Area of each lot permitting forest clearing and lawn planting					
D.21.	100-year flood elevations in flood prone areas					
D.22.a.	Hydrogeologic assessment for subdivision not served by sewer and if any part of subdivision is over a sand and gravel aquifer, or (See 22.b)					
D.22.b.	Hydrogeologic assessment if average density is more than one dwelling unit per 100,000 sq. ft.					
D.22.b.	Hydrogeologic assessment if Board determines potential adverse impacts on ground water quality					
D.23.	Vehicular trip generation rates					
D.24.	Traffic impact analysis for 40 or more parking spaces or for 400 vehicle trips per day or more					
D.25.	High or moderate value wildlife habitat within or adjacent to the subdivision					
D.26.	If the proposed subdivision is within the direct watershed of a great pond AND it qualifies, then the simplified phosphorus control review procedure is required, including a long term maintenance program for phosphorus control. See Article 10.16.A.2					
D.27.	Areas within or adjacent to subdivision eligible to be listed on National Register of Historic Places					
<b>ADDITIONAL INFORMATION</b>						
Planning Board may require additional information where it is determined necessary by the Board to meet criteria of the State Subdivision Statute Title 30-A M.R.S.A., §4404.						

# Town of Hollis

## Checklist for Major Subdivision - FINAL PLAN

Subdivision Name \_\_\_\_\_ Date \_\_\_\_\_

This checklist has been prepared to assist applicants in developing their applications. It should be used as a guide in assembling the information necessary for a complete application. However, the checklist does not substitute for the requirements of **Article 8** of the Subdivision Regulations. The Planning Board also will be using the checklist to make sure that your application is complete. Indicate if the information has been submitted or if it is requested to be waived. If you feel that information is not applicable to your project, please indicate in the second column. The perimeter survey, subdivision plan and engineering plans may be contained on the same drawing. However, detailed engineering drawings such as road profiles, drainage swales and erosion/sedimentation plans may best be presented on a separate sheet or sheets.

Note that this checklist only covers the submission requirements for a *final plan for major subdivision*. It does not address the standards that the final plan must meet. There are two other checklists (Article 11 and Article 12) which address the performance standards and the design guidelines which the applicant may find of assistance.

Shaded boxes indicate that the action is not recommended to be taken by the Applicant.

SUBDIVISION REGULATIONS		Submitted by Applicant	Not Applicable	Applicant Requests to be Waived	Received by Planning Board	Waived by Planning Board
<b>8.1.</b>	<b>PROCEDURE</b>					
A.	Submittal of Final Plan within 6 months of approval of the Preliminary Plan OR submittal of request for an extension to the filing deadline					
B.	Filing of appropriate Final Plan application fee					
C.	Prior to submittal of Final Plan application, the following approvals shall be obtained where applicable:					
C.1.	Maine DEP permit(s)					
C.2.	Maine DEP permit(s) under Natural Resources Protection Act					
C.3.	Maine DHS permit(s) if public water system					
C.4.	Maine DHS permit(s) if engineered subsurface wastewater disposal system					
C.5.	Army Corps of Engineers if Section 404 permit required					
<b>8.1.D.</b>	Maine Historic Preservation Commission contacted if areas are eligible to be listed on the National Register of Historic Places					
<b>8.1.J.</b>	Comment from municipal department heads re: existing capital facilities					
<b>8.1.K.</b>	Performance Guarantee specified in Article 13					
<b>8.2.</b>	<b>SUBMISSIONS</b>					
8.2.	Two reproducible and three copies of one or more maps at scale of not more than 1"=100'; for more than 100 acres, not more than 1"=200'					
8.2.	Plans not larger than 24" x 36" with 2" border on binding side; 1" for borders elsewhere					
8.2.	Block for Planning Board signatures					

SUBDIVISION REGULATIONS		Submitted by Applicant	Not Applicable	Applicant Requests to be Waived	Received by Planning Board	Waived by Planning Board
<b>8.2.</b>	<b>FINAL PLAN INFORMATION</b>					
A.	Name of subdivision, name of town and assessor's map and lot number(s)					
B.	Total acres in subdivision; location of property lines, existing building(s), vegetative cover type and other essential physical features					
C.	Type of sewage proposed					
C.	Written statement from Sewer District indicating approval of the sewerage design					
D.	Type of water supply system(s)					
D.1.	Water Department approval of water system design					
D.1.	Fire Chief letter on hydrants					
D.2.	Well driller or hydrologist letter on ground water supply and quality					
E.	Date plan prepared, north point, graphic map scale					
F.	Names and addresses of record owner, subdivider, plan preparer(s)					
G.	Location of any zoning boundaries affecting the property					
H.	If different than Preliminary Plan submittal, any deed restrictions on proposed new lots or dwellings					
I.	Location and size of existing and proposed sewers, water mains, culverts and drainageways on and adjacent to proposed subdivision					
J.	Location, name and widths of existing and proposed streets, easements, building lines, parks and open spaces on or adjacent to subdivision tied to survey points and certified by a registered land surveyor					
J.	Original plan embossed with the seal of registered land surveyor and signed by that individual					
K.	Street designs, plans meeting requirement Article 12					
L.	Storm water management plan by professional engineer					
M.	Erosion and sedimentation control plan					
N.	Parcels proposed for dedication to public use; condition(s) of dedication; written documentation of management of subdivider-retained parcels; legal sufficiency to convey title(s) to Town					
O.	100-year flood elevations					
P.	Phosphorus control plan for subdivision in direct watershed of great pond					
P.1.	Phosphorus impact analysis and control plan					
P.2.	Long-term maintenance plan					
P.3.	Contour lines five feet or closer					
P.4.	25%+ slopes covering more than one acre on phosphorus plans					
Q.	List of items to be constructed before sale of lots; evidence subdivider can cover their costs					
R.	Location and method of disposal for land clearing and construction debris					



# Town of Hollis

## Checklist for Minor Subdivision

Subdivision Name \_\_\_\_\_ Date \_\_\_\_\_

This checklist has been prepared to assist applicants in developing their applications. It should be used as a guide in assembling the information necessary for a complete application. However, the checklist does not substitute for the requirements of **Article 6** of the Subdivision Regulations. The Planning Board also will be using the checklist to make sure that your application is complete. Indicate if the information has been submitted or if it is requested to be waived. If you feel that information is not applicable to your project, please indicate in the second column. The perimeter survey, subdivision plan and engineering plans may be contained on the same drawing. However, detailed engineering drawings such as road profiles, drainage swales and erosion/sedimentation plans may best be presented on a separate sheet or sheets.

Note that this checklist only covers the submission requirements for a *final plan for minor subdivision*. It does not address the standards that the final plan must meet. There are two other checklists (Article 11 and Article 12) which address the performance standards and the design guidelines which the applicant may find of assistance.

Shaded boxes indicate that the action is not recommended to be taken by the Applicant.

SUBDIVISION REGULATIONS		Submitted by Applicant	Not Applicable	Applicant Requests to be Waived	Received by Planning Board	Waived by Planning Board
6.3.A.	Four copies of application plus accompanying information					
6.3.B.	LOCATION MAP					
B.1.	Existing subdivisions in the proximity of proposed subdivision					
B.2.	Locations and names of existing and proposed streets					
B.3.	Zoning boundaries and designations					
B.4.	Outline of proposed subdivision and owner's remaining contiguous land					
6.3.C.	FINAL PLAN					
C.	Two reproducible and three copies of all maps and/or drawings at a scale of 1" = 100'; for more than 100 acres, scale not smaller than 1" = 200'					
C.	On sheets not larger than 24" x 36" with 2" border on binding side; 1" for borders elsewhere					
C.	Block for Planning Board signatures					
C.	Four copies of all information accompanying the plan					
6.3.D.	APPLICATION REQUIREMENTS					
D.1.	Name of subdivision, name of town and assessor's map and lot number(s)					
D.2.	Verification of right, title or interest in property					
D.3.	Standard boundary survey with bearings and distances					
D.4.	Copy of most recent deed and all restrictions, easements, rights-of-way and other encumbrances					
D.5.	Deed restrictions on proposed new lots or dwellings					

SUBDIVISION REGULATIONS		Submitted by Applicant	Not Applicable	Applicant Requests to be Waived	Received by Planning Board	Waived by Planning Board
D.6.	Type of sewage proposed					
D.6.a.	Written statement from Sewer District					
D.6.b.	Test pit analyses by Site Evaluator and test sites location map					
D.7.	Type of water supply system(s)					
D.7.a.	Water Department letter re: capacity					
D.7.a.	Fire Chief letter on hydrants					
D.7.b.	Well driller or hydrologist letter on ground water supply and quality					
D.8.	Date plan prepared, north point and graphic map scale					
D.9.	Names and addresses of record owner, subdivider, plan preparer(s) and adjoining property owners					
D.10.	High intensity soil survey by Soil Scientist					
D.10.	All wetlands identified (required by statute)					
D.11.	Total acres in subdivision; location of property lines, existing building(s), vegetative cover type and other essential physical features; i.e., rock outcrops, etc.					
D.11.	Location of trees more than 24" in diameter					
D.11.	On wooded sites, clearings for lawns and structures; areas restricted from the clearing of vegetation					
D.12.	All rivers, streams and brooks within and adjacent to subdivision					
D.12.	Within the direct watershed of a great pond					
D.13.	Topographic contour lines specified by Planning Board					
D.14.	Zoning district(s) and boundaries					
D.15.	Location and size of existing and proposed sewers, water mains, culverts and drainageways on and adjacent to subdivision					
D.16.	Location, name and widths of existing streets and highways					
D.16.	Location, name and widths of existing and proposed easements, building lines, parks and open spaces on or adjacent to subdivision tied to survey reference points					
D.17.	Location of open space to be preserved, any improvements; the management of the open space					
D.18.	Parcels dedicated to public use; condition of such dedication; written documentation of ownership of public use parcels; legal sufficiency to convey title(s) to Town					
D.19.	100-year flood elevations in flood prone areas					
D.20.a.	Hydrogeologic assessment for subdivision not served by sewer and if any part of subdivision is over a sand and gravel aquifer, or (See 20.b)					
D.20.b.	Hydrogeologic assessment if average density is more than one dwelling unit per 100,000 sq. ft.					
D.20.b.	Hydrogeologic assessment if Board determines potential adverse impacts on ground water quality					
D.21.	Vehicular trip generation rates					

SUBDIVISION REGULATIONS		Submitted by Applicant	Not Applicable	Applicant Requests to be Waived	Received by Planning Board	Waived Plannin Board
D.22.	Traffic impact analysis for 40 or more parking spaces or for 400 vehicle trips per day or more					
D.23.	Storm water management plan by registered professional engineer					
D.24.	Erosion and sedimentation control plan					
D.25.	High or moderate value wildlife habitat within or adjacent to the subdivision					
D.26.	Phosphorus control plan for subdivision in direct watershed of great pond					
D.26.a.	Simplified review procedure					
D26b.1	Phosphorus impact and control plan					
b.2.	Long-term maintenance plan					
b.3.	Five feet or closer topographic contour lines					
b.4.	25% slopes covering more than one acre					
D.27.	Areas within or adjacent to subdivision eligible to be listed on National Register of Historic Places					
D.28.	Location and method of disposal for land clearing and construction debris					
<b>ADDITIONAL INFORMATION</b>						
Planning Board may require additional information where it is determined necessary by the Board to meet criteria of the State Subdivision Statute Title 30-A M.R.S.A., §4404.						

**Town of Hollis  
Planning Board**

34 Town Farm Road  
Hollis, ME 04042  
(207) 929-8552 Fax: (207) 929-3686

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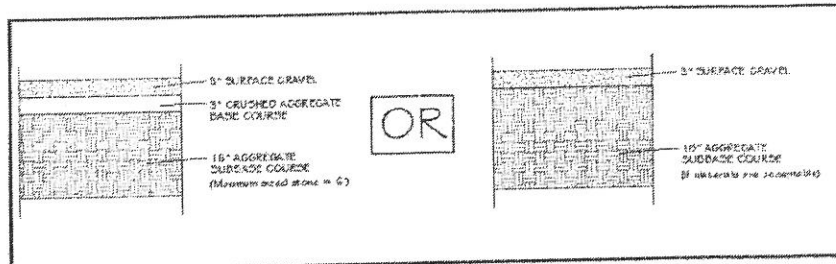
**Shoreland Zoning Permit Review Checklist**

The proposed use:

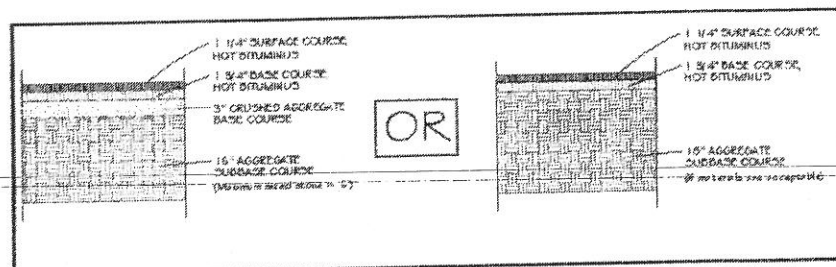
1. Will maintain safe and healthful conditions
2. Will not result in water pollution, erosion, or sedimentation to surface waters
3. Will adequately provide for the disposal of all wastewater
4. Will not have an adverse impact on spawning grounds, fish, aquatic life, bird or other wildlife habitat
5. Will conserve shore cover and visual, as well as actual, points of access to inland and coastal waters
6. Will protect archaeological and historic resources as designated in the Comprehensive Plan
7. Will avoid problems associated with flood plain development and use; and
8. Is in conformance with provisions of Chapter 17, Land Use Standards

## Appendix Q Street Design Standards and Cross Section Examples

### Minimum Thickness for Materials (Table 12.2.G)

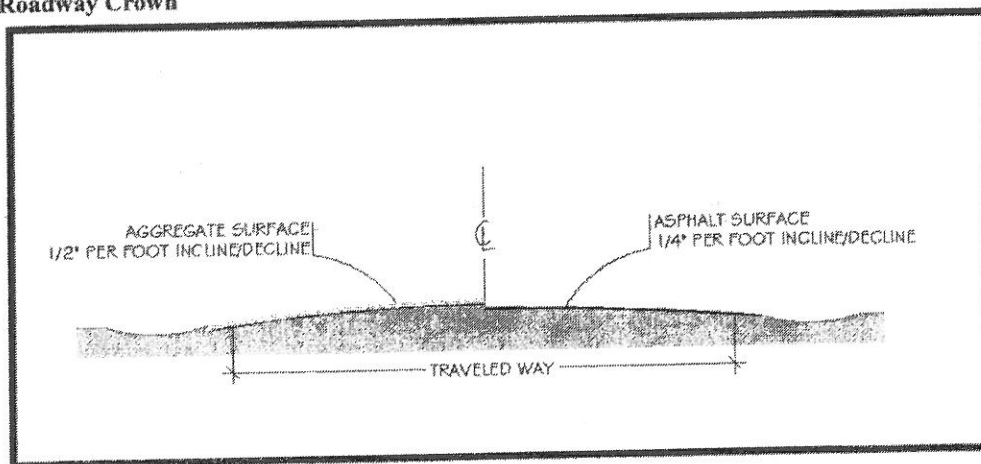


Gravel Road Construction



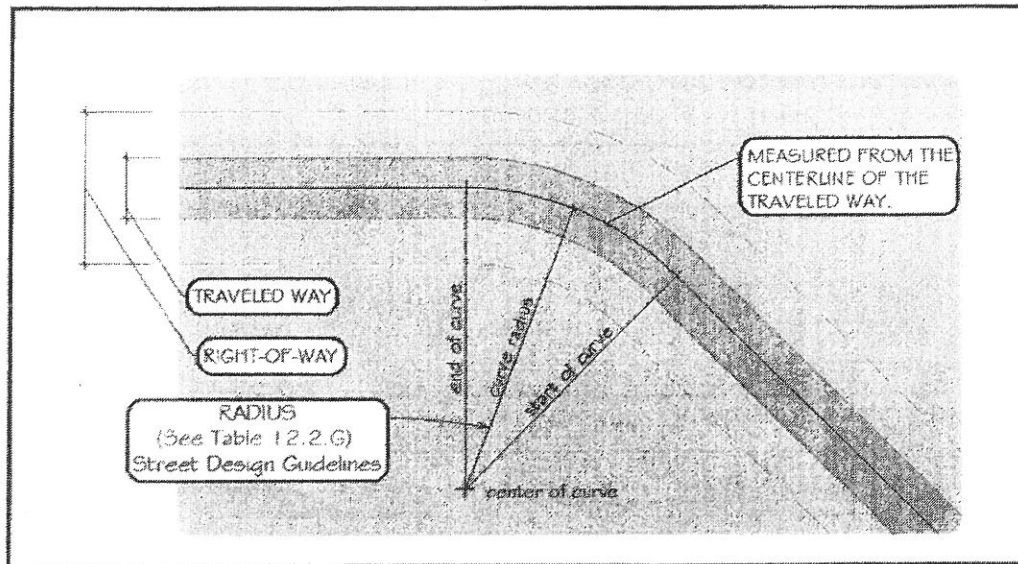
Asphalt Road Construction

### Roadway Crown

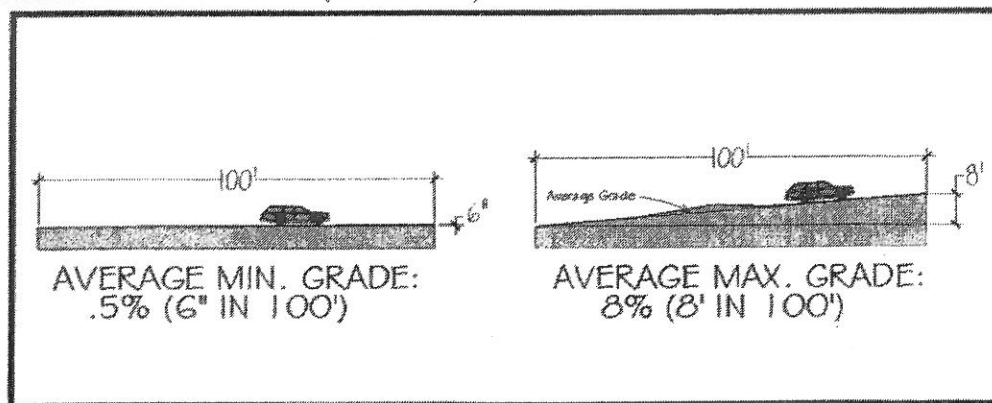




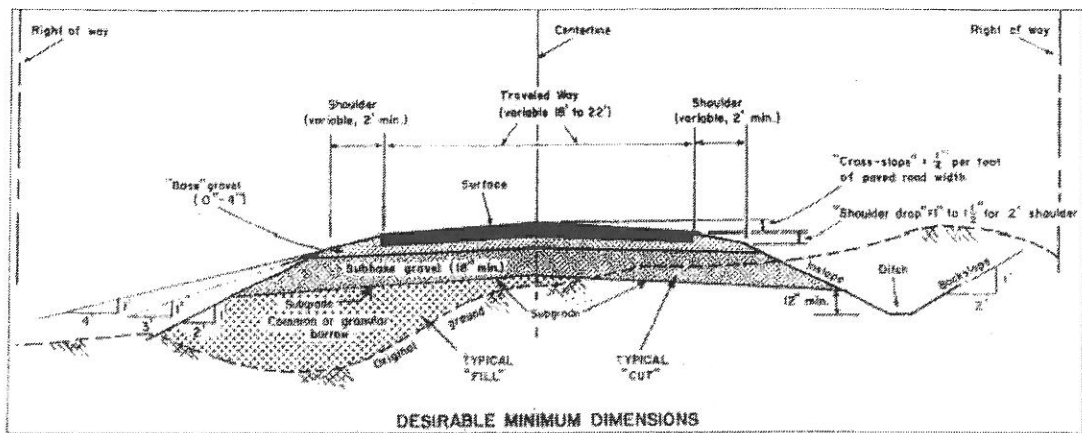
# Minimum Centerline Radius (Table 12.2.G)



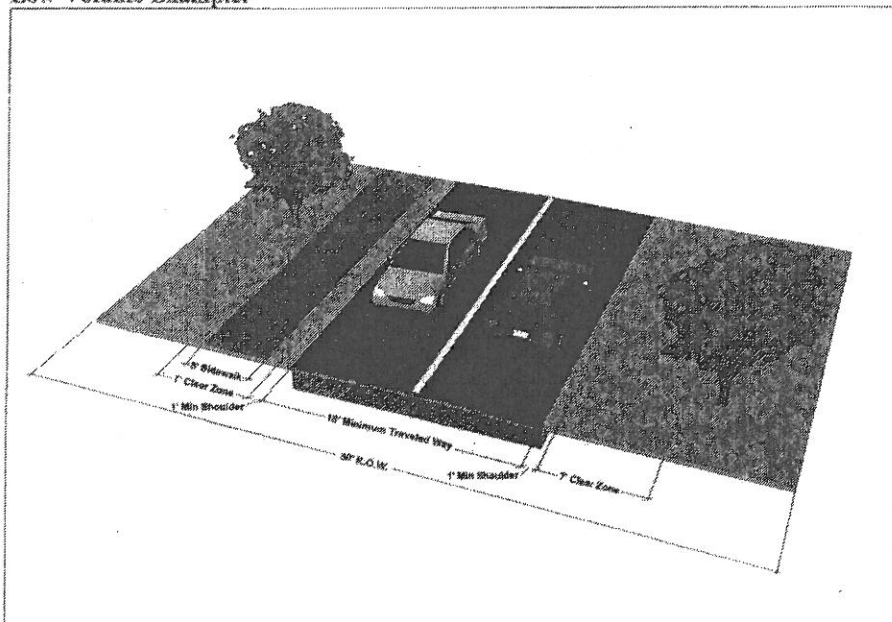
# Minimum/Maximum Grade (Table 12.2.G)



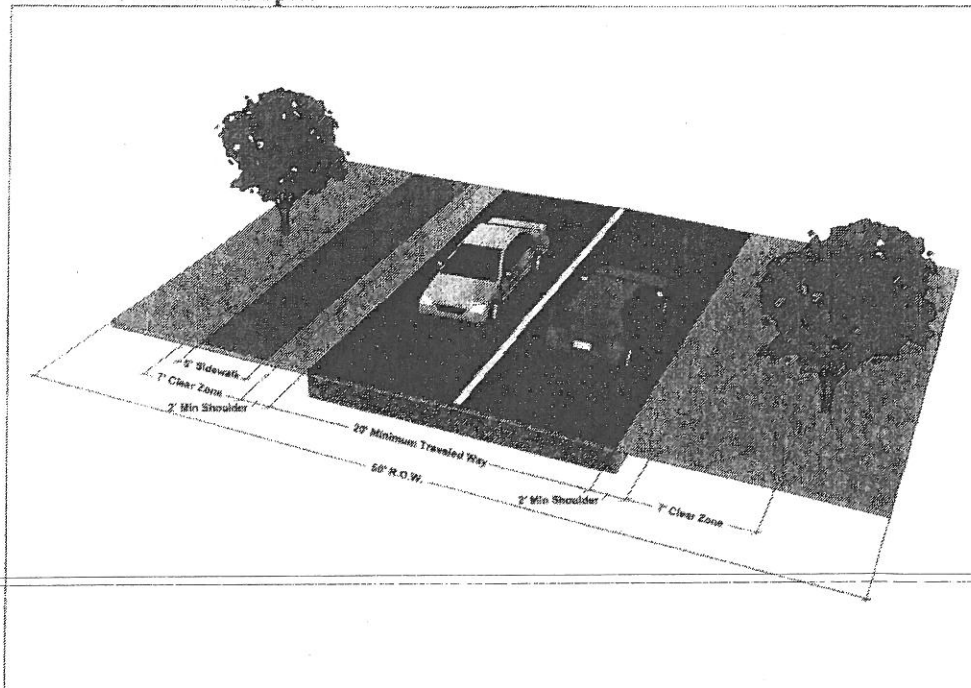
## Typical Street Cross Section



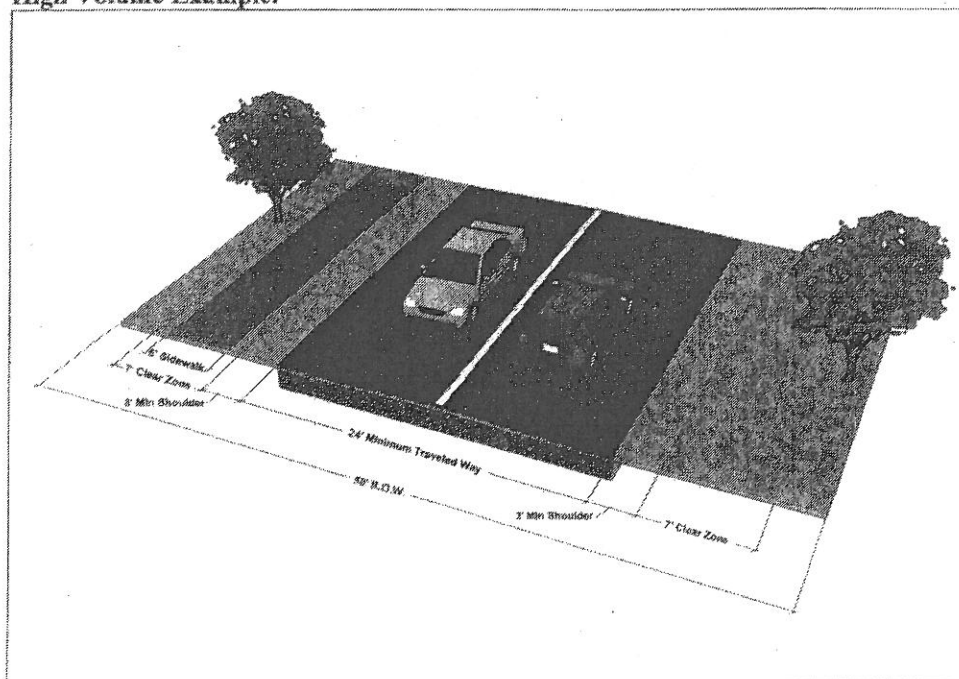
## Low Volume Example:



**Medium Volume Example:**



**High Volume Example:**



Appendix R



## Underground Fire Suppression Storage Tank Requirements

**HOLLIS FIRE-RESCUE**  
**34 TOWN FARM ROAD**  
**HOLLIS, MAINE 04042**

### Fire Protection Cistern Tanks

<b>Capacity:</b>	Minimum of 10,000 gallons.
<b>Number of Tanks:</b>	One 10,000-gallon tank may be used to serve up to 16 dwellings and may serve no more than 3000 ft of road length. For developments exceeding 16 dwellings or 3000 ft of road length, design shall be at the discretion of the Fire Chief
<b>Construction Type:</b>	Concrete or Fiberglass
<b>Plans:</b>	One set of plans shall be submitted to Hollis Fire-Rescue and one to the Hollis Code Enforcement Officer for approval prior to start of any work on-site.
<b>Installation:</b>	All installation shall be done to manufacturer's specifications and good engineering practices as approved on the plans and specifications.
<b>Piping:</b>	<p>Shall be PVC. Drafting pipe shall be minimum of 6" diameter and be schedule 80 PVC with a 6" NST female thread connection with cap and chain, installed 90 degrees to vertical. Pipe not to exceed 36" from finished grade. The bottom of the drafting pipe shall be parallel to the bottom of the tank and shall allow a flow of 500 gpm minimum.</p> <p>Vent pipes shall meet manufacturer's specifications.</p> <p>Fill pipe shall be minimum 4" diameter schedule 80 PVC with a 5" Strotz fitting cap and chain set at 45 degrees to fill. Pipe not to exceed 36" from finished grade. Fill pipe shall be as close to drafting pipe as allowed by the manufacturer.</p>
<b>Water Level Gauge:</b>	Each tank shall have a tank level indicator that can be seen from the road that indicates water level in the tank. This indicator may be incorporated in the vent pipe if allowed by the manufacturer.

The tank indicator will have a three-color indicator:

- ☐ Green = Full Tank, 95% or higher
- ☐ Yellow = Water Level Below 75%
- ☐ Red = Water Level Below 50%

**Multiple Tanks:**

Shall be installed per manufacturer's specifications in reference to internal and interconnecting piping and venting. There shall be only one drafting and fill pipe per installation.

**Protections:**

Draft and fill pipes shall be protected from damage using good engineering practices.

**Access:**

All installations shall be made accessible for fire department operations, consideration of length of trucks and solid surface for trucks to drive on. This surface shall be within 6 ft. of the drafting pipe. Review and approval of construction and materials by the Planning Board and Road Commissioner is required.

**Tank Placement:**

Shall have the approval of the Planning Board, Hollis Code Enforcement Officer and the Hollis Fire-Rescue.

**Acceptance:**

The Hollis Code Enforcement Officer and the Hollis Fire-Rescue must accept an installation prior to the Town's acceptance. There will be no acceptance of any installation until the tank installation meets the approved drawings and specifications. A satisfactory flow test must be completed. (500 gpm minimum)

**Warranty:**

All installations will have a minimum of a two-year warranty on all materials and workmanship. Any tank found to be defective in the two-year period shall be repaired and a one-year extension of the warranty period shall be initiated if the remaining period is less than one year.

**Documentation:**

Any operation and maintenance manuals, preventative maintenance information from the manufacturer, replacement parts lists, or similar data shall be turned over to the Fire Chief upon completion of the installation.



Appendix S - Y  
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## Appendix Z

# Definitions

The definitions below are intended to be the same as those in the Hollis Zoning Ordinance. Should there be any discrepancy, those in the Hollis Zoning Ordinance shall take precedence.

**Abutter:** "One whose property is contiguous to the perimeter of the tract developed or proposed for development. A private or public road shall not prevent the abutting property from bordering upon and being contiguous with the tract being developed or proposed for development."

**Acre:** builder's acre, forty thousand (40,000) sq. ft.

**Accessory Dwelling Unit:** a room or suite of rooms used by a one, two or three member family which is separated from other existing suites or rooms which comprise the principal living space or the home, and which contains independent living, cooking, sleeping, bathing, and sanitary facilities.

**Accessory Structure:** a structure which is incidental and subordinate to the principal structure. A deck or similar extension of the principal structure or a garage attached to the principal structure by a roof or a common wall is considered part of the principal structure.

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**Accessory Use:** a use, which is incidental and subordinate to the principal use.

**Agent of the Planning Board:** the municipality planner(s) or other persons designated by the Town to perform administrative functions for the Planning Board

**Aggrieved Party:** an owner of land whose property is directly or indirectly affected by the granting or denial of a permit or variance under this Ordinance; a person whose land abuts land for which a permit or variance has been granted; or any other person or group of persons who have suffered particularized injury as a result of the granting or denial of such permit or variance.

**Agricultural Activities:** the production, keeping or maintenance for sale or lease, of plants and/or animals, including but not limited to: forages and sod crops; grains and seed crops; dairy animals and dairy products; poultry and poultry products; livestock; fruits and vegetables; and ornamental and greenhouse products. Agriculture does not include forest management and timber harvesting activities.

**Alteration:** any change, addition, or modification in construction, or any change in the structural members of a building, such as bearing walls, columns, beams or girders.

**Aquaculture:** the growing or propagation of harvestable freshwater, estuarine, or marine plant or animal species.

**Aquifer:** an underground body of earth, sand, gravel, or rock that contains sufficient saturated permeable material to yield groundwater to wells and springs.

**Aquifer-Dependent Industry:** a commercial or industrial use involving the extraction of ground water or the use of surface water in an amount greater than 1000 gallons in any day. This use includes but is not limited to accessory uses such as wells, springs, water storage tanks, water treatment, packaging, and shipping and all structures and utilities needed to house or accommodate the accessory uses.

**Auto Sales:** a place in which automobile sales is the primary use, this does not include the accessory sale of vehicle not to exceed three vehicles.

**Auto Service Garage:** a place where general repair, engine rebuilding, rebuilding or reconditioning of motor vehicles occurs. To include the sale of minor accessories, servicing and minor repair of automobiles, not including storage of unlicensed vehicles and not including body, frame or fender straightening and repair or the dispensing of fuel.

**Auto Service Station:** > two (2) Service Islands: a major business selling gasoline, diesel or propane fuel, with more than two (2) pump islands or with a capacity to fuel more than six (6) vehicles simultaneously and/or providing repair services including, but not limited to, tune-ups, engine repair, brake work, muffler replacement, tire repair or similar activities.

**Auto Service Station:** one (1) Service Island: a minor business selling gasoline, diesel or propane fuel with not more than one (1) pump island, provided that no more than a total of six (6) vehicles may be fueled simultaneously. Repair services including but not limited to tune-ups, engine repair, brake work, muffler replacement, tire repair, or similar activities shall be permitted provided that there shall be no more than two (2) service bays.

**Auto Washing Facility:** a place which offers automobile washing stalls, bays or areas for the washing of more than one vehicle by the general public.

**Automobile Graveyard:** a yard, field or other area used as a place of storage for three (3) or more unregistered, discarded, worn-out or junked motor vehicles. (See Automobile Graveyard Ordinance)

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**Back Office Use:** an office-related use providing support services to a primary or headquarters use, with minimal public visitation and no direct in-person sales or services to the general public. Back office uses may include data processing, or other clerical uses relying heavily on a telecommunications infrastructure and may also include support services to educational institutions or social service agencies as long as no direct in-person services to the general public are provided.

**Basement:** the part of a building that is wholly or partly below ground level.

**Bed and Breakfast:** a building in which one (1) or more guestrooms is used to provide or offer overnight accommodations for transient guests. An owner, manager, or operator shall live in the building as a permanent resident. No cooking facilities shall be permitted in any of the guestrooms. The only meal, which may be offered, is breakfast, which shall be offered only to overnight guests. No owner, operator, director, employee, shareholder, partner, corporate officer or agent of a bed and breakfast facility, hotel, inn, lodging house, motel, or tourist home (as defined in this code) may, for direct or indirect economic remuneration, arrange for or provide any housing accommodations including but not limited to long term, short term or overnight accommodations for an actual or potential guest, customer, or patron of the business at any off-premises site in the Town, unless such a facility is authorized, under the applicable provisions of Hollis' Land Use Code, to offer such accommodations as a bed and breakfast, hotel, inn, lodging house, motel or tourist home.

**Boat Launching Facility:** a facility designed primarily for the launching and landing of watercraft, and which may include an access ramp, docking area, and parking spaces for vehicles and trailers.

**Boathouse:** a non-residential structure designed for the purposes of protecting or storing boats for non-commercial purposes.

**Buffer:** vegetation, fences, and other means used to form a visual separation of one use from another, or to shield or block noise, lights, or other nuisances. Buffer strips may be required to

include, but are not limited to, berms, fences, trees, shrubs or other material, as required by the governing section of these standards, by the board, or by the zoning ordinance.

**Building**: a structure built for the support, shelter, or enclosure of persons, animals, goods or property of any kind.

**Building Height**: the vertical distance between the highest point of the roof and the average grade of the ground adjoining the building.

**Business**: any income producing enterprise.

**Business service**: establishments primarily engaged in rendering services to other business establishments on a fee or contract basis such as advertising, mailing services, building maintenance services, employment services, management and consulting services, protective services, personnel services and similar businesses.

**Campground**: any premises, area, or tract of land established for overnight use for the purpose of temporary lodging for which a fee is charged, to accommodate two (2) or more parties in temporary living quarters, including but not limited to tents, recreational vehicles or other shelters.

**Channel**: a natural or artificial watercourse with definite bed and banks to confine and conduct continuously or periodically flowing water.

**Channel flow**: is water flowing within the limits of the defined channel.

**Clinics**: Any establishment where patients are admitted for examination and treatment by one (1) or more professionals such as, but not limited to, physicians, dentists, psychologists, or social workers, etc.

**Club**: Any association of persons organized for social, religious, benevolent, or academic purposes; whose facilities are open to members and guests, including fraternities, sororities, and social organizations

**Cluster Subdivision**: a subdivision in which the lot sizes are reduced below those normally required in the zoning district in which the development is located in, in return for provision of open space owned in common by lot/unit owners, The Town, or a land conservation organization.

**Code Enforcement Officer (CEO)**: the Code Enforcement Officer of the Town of Hollis.

**Commercial Recreation**: any commercial enterprise which receives a fee in return for the provision of some recreational activity including, but not limited to, racquet clubs, health facilities, and amusement parks, but no including amusement centers.

**Commercial Use**: The use of lands, buildings or structures, other than a "home occupation," defined elsewhere, the intent and result of which activity is the production of income from the buying and selling of goods and/or services, exclusive of rental of residential buildings and/or dwelling units.

**Common areas**: portions of a lodging house, which are available for use by of the lodging house. Common areas shall include, but are not limited to, one (1) or more of the following: kitchens, living rooms, recreation rooms, improved basements, and finished porches. Bathrooms, stairways, hallways and storage areas shall not be counted as common areas.

**Complete Application**: an application shall be considered complete upon the Planning Board's decision that all information required by these regulations has been submitted and the required fee

under the town's cost recovery ordinance has been submitted. When the Planning Board votes that the application is complete, if the required fee has been submitted, the Board shall issue a receipt to the applicant.

**Community Center:** a building used for inside and/or outside mixed recreational, social, educational, health, culture, or similar activities, and services.

**Community Hall:** a building or portion of a building, used for social, recreational, artistic, civic, or educational community functions. Such a facility would be open to the public for such functions, which, for example, could include but not be limited to performances, dance, exhibitions, cultural exchange, training programs and workshops, neighborhood meetings or gatherings. As part of these functions and activities, it shall be permissible to serve food, subject to other applicable codes and ordinances.

**Community Septic System:** a subsurface septic system which is not administered by the Town of Hollis, and which serves more than two dwelling units

**Comprehensive Plan or Policy Statement:** any part or element of the over-all plan or policy for development of the municipality as defined in Title 30 M.R.S.A.

**Conditional Use:** a use allowed by permit only after review and approval by the Planning Board. A conditional use is a use that would not be appropriate without restriction but which, if controlled under the provisions of this Ordinance, would promote the purposes of this Ordinance. Such uses may be allowed if specific provision for such conditional use is made in this Ordinance.

**Conditional Use Permit:** a permit issued by the Planning Board for a conditional use. A conditional use permit may be issued only after the applicant has followed the procedures of this Ordinance (Section 3.7.4.).

**Conforming Use:** a use of buildings, structures or land, which complies, with all applicable provisions of this Ordinance.

**Constructed:** includes built, erected, altered, reconstructed, moved upon, or any physical operations on the premises, which are required for construction. Excavation, fill, drainage, and the like shall be considered a part of construction.

**Convenience Store:** a store intended to service the convenience of a residential neighborhood with such items as, but not limited to, basic foods, newspapers, emergency home repair articles, other household items, and/or fuel products.

**Day Care Center:** an establishment, including a private residence, where three or more individuals are cared for in return for compensation.

**Developed Area:** any area on which a site improvement or change is made, including, but not limited to, buildings, landscaping, parking areas, and streets

**Dimensional Requirements:** numerical standards relating to spatial relationships including but not limited to setback, lot area, shore frontage and height.

**Disability Variance:** The Appeals Board may grant a variance to a property owner for the purpose of making that property accessible to a person with a disability who is living on the property. The Appeals Board shall restrict any variance granted under this subsection solely to the installation of equipment or the construction of structures necessary for access to or egress from the property by the person with the disability with the exception of Hollis Zoning Ordinance Section 6.21. Wheelchair Ramps. The Appeals Board may impose conditions on the variance,



including limiting the variance to the duration of the disability or to the time that the person with the disability lives on the property. For the purposes of this subsection, a disability has the same meaning as a physical or mental handicap under Title 5, Section 4553 and the term “structures necessary for access to or egress from the property” is defined to include railing, wall or roof systems necessary for the safety or effectiveness of the structure.

**District:** a specified portion of the Town of Hollis, delineated on the Official Zoning Map, within which certain regulations and requirements or various combinations thereof apply under the provisions of this Ordinance.

**Disturbed Area:** all land areas that are stripped, graded, or grubbed at any time during the site preparation for, or construction of, a project unless the areas are returned to a condition with the same drainage patterns and vegetative cover type that existed prior to the disturbance. Both planting conducted to restore the previous cover type and restoration of any altered drainage patterns must occur within one year of disturbance

**Drive-Through and Take-Out Facilities:** a commercial facility which provides a service directly to a motor vehicle occupant and where the customer drives a motor vehicle onto the premises and to a window or mechanical device through or by which the customer is served with or without exiting the vehicle. Drive-throughs do not include major or minor auto service stations. Features associated with drive-throughs including but not limited to designated travel or stacking lanes, intercom systems, menu boards, service windows, kiosks, mechanical

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**Driveway:** a vehicular access-way serving two dwelling units or less.

**Dwelling:** a fixed structure, containing at least one (1) but not more than two (2) dwelling units.

**Dwelling Unit:** a room or group of rooms designed and equipped exclusively for use as living quarters for only one (1) family, including provisions for living, sleeping, cooking and eating. The term shall include mobile homes but shall not include trailers or recreational vehicles.

**Earth:** topsoil, sand, gravel, clay, peat, rock, or other minerals.

**Economic Development Overlay Zone (EDZ):** this zone provides areas within the Town of Hollis for manufacturing as well as wholesale and retail distribution of products and services and to provide standards for these uses which will produce a healthy, safe environment for the economic well-being of the municipality. This includes land, which abuts major arterial highways in the Town of Hollis. Care is taken within the Economic Development Overlay Zone to prevent over development that might create unsafe traffic, septic conditions or endanger fresh water supplies.

**Elderly Housing:** a building or buildings containing dwelling units constructed or reconstructed specifically for occupancy by families, without children, in which at least one member is 55 years of age or older. This includes assisted living, ADA requirements, and physically challenged family members.

**Emergency Operations:** operations conducted for the public health, safety, or general welfare, such as protection of resources from immediate destruction or loss, law enforcement, and operations to rescue human beings, property and livestock from the threat of destruction or injury.

**Essential Services:** the construction, alteration, or maintenance of gas, electrical communication facilities, steam, fuel or water transmission or distribution systems, collection, supply or disposal systems. Such systems may include towers, poles, wires, mains, drains, sewers, pipes, conduits, cables, fire alarm and police call boxes, traffic signals, hydrants and similar accessories, but shall not include buildings which are necessary for the furnishing of such services.

**Eutrophication:** the process of nutrient enrichment of water bodies.

**Excavation:** any removal of earth or earth material from its original position.

**Expansion of a Structure:** an increase in the floor area or volume of a structure, including all extensions such as, but not limited to attached decks, garages, porches, and greenhouses.

**Expansion of Existing Use(s):** the addition of weeks or months to an existing use(s) operating season, additional hours of operation, or the use of more floor area or ground area devoted to an existing use(s) or similar in character to these.

**Fabrication:** manufacturing, excluding the refining or other initial processing of basic raw materials such as metal ores, lumber or rubber. Fabrication relates to stamping, cutting, or otherwise shaping the processed materials into useful objects requiring some assembly.

**Family:** one (1) or more persons occupying a premise and living as a single housekeeping unit, as distinguished from a group occupying a boarding house, lodging house, or hotel. Such unit shall not exceed five (5) persons not related by blood or marriage.

**Filling:** depositing or dumping any matter on or into the ground or water.

**Final Plan:** the final drawings on which the applicant's plan of subdivision is presented to the Board for approval and which, if approved, may be recorded at the Registry of Deeds.

**Flea Market:** any recurring use or activity of the sale of miscellaneous items commonly known as garage sales, yard sales, porch sales, flea markets, tag sales, etc. Exceptions: said activity is not classified as a flea market if the following conditions are met - Activity does not exceed three (3) consecutive days and does not occur on more than three (3) occasions per year on the same site.

**Flood:** a temporary rise in stream flow or tidal surge that results in water overstepping its banks and inundating adjacent areas.

**Flood Plain:** the lands adjacent to a water body, which have been or may be covered by the regional flood.

**Flood Proofing:** a combination of structural provisions, changes, or adjustments to properties subject to flooding, primarily for the reduction or elimination of flood damages to properties, water and sanitary facilities, structures, and contents of buildings.

**Flood, Regional:** the maximum known flood on a water body; either the one hundred (100) year frequency flood, where calculated, or the flood of record.

**Floodway:** the channel of a stream and those portions of the flood plain adjoining the channel that are required to carry and discharge the flood flows of any river or stream.

**Floor Area, Gross:** The sum, in square feet, of the floor areas of all roofed portions of a building, as measured from exterior walls.

**Food Service Establishment, Restaurant, Lounges, Cafes, etc.:** an establishment where food, beverages and meals are prepared and served to the public for consumption on the premises entirely within and enclosed building.

**Food Service Establishment, Take Out/Drive In:** an establishment where food, beverages and meals are prepared and served directly to the public from an exterior service opening or counter (or any combination). The public is encouraged by the design of the physical facilities, advertising, packaging, etc. to consume the food outside the building.

**Forest Management Activities:** Activities in the forest include cruising and other forest resource evaluation activities, pesticide or fertilizer application, timber stand improvement, pruning, timber harvesting and other forest harvesting, regeneration of forest stands, and other similar or associated activities, but not the construction, creation, or maintenance of land management roads.

**Foundation:** the supporting substructure of a building or other structure including but not limited to basements, slabs, sills, posts or frost walls.

**Freshwater Wetland:** freshwater swamps, marshes, bogs, open or closed canopied areas (wooded) which display at least two (2) of the three (3) identification criteria -soils, vegetation, or hydrology and similar areas, which are:

1. Of one (1) or more contiguous acres; or of less than one (1) contiguous acre and adjacent to a surface water body, excluding any river, stream or brook such that in a natural state, the combined surface area is in excess of one (1) acre; and
2. Inundated or saturated by surface or ground water at a frequency and for a duration sufficient to support, and which under normal circumstances do support, a prevalence of wetland vegetation typically adapted for life in saturated soils.

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Freshwater wetlands may contain small stream channels or inclusions of land that do not conform to the criteria of this definition.

**Front Setback:** fifty (50) feet from the right-of-way or seventy-five (75) feet from the center line of a three rod road or eighty-three (83) feet from the center line of a four rod road. Front setbacks shall be met for all abutting streets.

**Frontage:** the linear distance of the line separating a lot from a publicly or privately maintained thoroughfare open to the public, but not including private driveways.

**Frontage, Lot:** the horizontal distance between the intersections of the side lot lines. (See Frontage, Street)

**Frontage, Shore:** the horizontal distance, measured in a straight line, between the intersections of the side lot lines with the shoreland at normal high water elevation.

**Frontage, Street:** the horizontal distance between the intersections of the side lot lines with the front lot line.

**Garage and Yard Sale:** all general sales, open to the public, conducted on a residential premises, typically on a week-end, and not more than four (4) times per year, for the purpose of disposing of personal property.

**Grade:** in relation to buildings, the average of the finished ground level at the center of all walls of a building.

**Great Pond:** Any inland body of water which in a natural state has a surface area in excess of ten (10) acres, and any inland body of water artificially formed or increased which has a surface area in excess of thirty (30) acres except for the purposes of this Ordinance, where the artificially formed or increased inland body of water is completely surrounded by land held by a single owner.

**Ground Water:** the supply of fresh water under the earth's surface in as aquifer or soil that forms natural reservoir for potable water.

**Ground Water Yield:** water recharge rate.

**High Intensity Soil Survey:** a map prepared by a Certified Soil Scientist, identifying the soil types down to 1/8 acre or less at a scale equivalent to the subdivision plan submitted. The soils shall be identified in accordance with the National Cooperative Soil Survey. The map shall show the location of all test pits used to identify the soils, and shall be accompanied by a log of each sample point identifying the textural classification and the depth to seasonal high water table or bedrock at that point. Single soil test pits and their evaluation for suitability for subsurface wastewater disposal systems shall not be considered to constitute high intensity soil surveys.

**Home Occupation:** an occupation or profession, which is customarily carried on in a dwelling unit or accessory building by a member of the family residing in the dwelling unit. Clearly incidental and secondary to the use of the dwelling unit for residential purposes, including realtors, surveyors, tradesmen and other professions that carry their business outside the home are permitted as a home occupation, as long as the business complies with the above definition and the performance standards as outlined in this Ordinance.

**Industrial Activities:** the assembling, fabrication, finishing, manufacturing, packaging or processing of goods, or the extraction of minerals.

**Impervious Area:** the area that is or will be covered by: 1) buildings and associated constructed facilities, 2) a low-permeability material such as asphalt or concrete, and/or 3) gravel roads and parking areas that will be compacted through use or design so as to reduce their permeability. Common impervious areas include, by way of example, rooftops, walkways, patios, driveways, parking lots, storage areas, concrete or asphalt paving, compacted gravel, packed earthen materials, macadam, and other surfaces that impede the natural infiltration of stormwater.

**Industrial Park or Commercial Development:** an area zoned and planned for varied industrial uses and developed and managed as a unit, usually with provision for common services for the users.

**Junkyard:** a yard, field or other area used as a place of storage for:

1. Discarded, worn-out or junked plumbing, heating supplies, household appliances and furniture;
2. Discarded, scrap and junked lumber;
3. Old or scrap copper, brass, rope, rags, batteries, paper trash, rubber debris, waste and all scrap iron, steel and other scrap ferrous or non-ferrous material; and
4. Garage dumps, waste dumps and sanitary fills.

**Kennel:** a location where animals are bred or boarded for commercial purposes.

**Lagoon:** an artificial enlargement of a water body, primarily by means of dredging and excavation.

**Land Locked:** a parcel of land without street frontage.

**Lot:** a parcel of land as described on a deed, plot or similar legal document.

**Lot Area:** the total surface area within the lot lines.

**Lot, Corner:** a lot with at least two (2) contiguous sides, each abutting upon a street.

**Lot, Coverage:** the percentage of the plot or lot covered by all buildings and impervious surfaces.

**Lot, Interior:** any lot other than a corner lot or rear lot.

**Lot Lines:** the lines bounding a lot as defined below:

**Front Lot Line:** On an interior lot, the line separating the lot from the public way, on a corner or through lot, the line separating the lot from either public way. On a rear lot, the lot line closest and most parallel to a public way.

**Rear Lot Line:** the lot line opposite the front lot line. On a lot pointed at the rear, the rear lot line shall be an imaginary line between the side lot lines parallel to the front lot line, not less than ten (10) feet long, lying farthest from the lot line. On a corner lot, the rear lot line shall be opposite the front lot line of least dimension.

**Side Lot Line:** any lot line other than the front lot line or rear lot line.

**Lot Length:** starting at the mid-point of the front lot line, the longest straight line wholly within the property.

**Lot Width:** the horizontal distance between the side lot lines, measured at the setback line.

**Lot of Record:** a parcel of land, the dimensions of which are shown on a document or map on file with the county Registry of Deeds or in common use by the Town of Hollis or county officials.

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**Lot, Rear:** a lot without frontage on a street.

**Lot, Shorefront:** any lot abutting a water body.

**Lot, Through:** any interior lot having frontages on two (2) more or less parallel streets, or between a street and a water body, or between two water bodies, as distinguished from a corner lot. All sides of through lots adjacent to streets shall be considered frontage, and front yards shall be provided as required.

**Manufactured Housing:** Manufactured Housing - a Structural unit or units designed for occupancy and constructed in a manufacturing facility and transported, by the use of its own chassis or an independent chassis, to a building site. Two types of manufactured housing are included. Those two types are "newer mobile homes" and "modular homes".

1. **New Mobile Homes:** are units constructed after June 15, 1976, that the manufacturer certifies are constructed in compliance with the U.S. Dept. of Housing and Urban Development standards, meaning structures transportable in one or more sections, that in traveling mode are 14 body feet or more in width and are 750 or more square feet, and that are built on a permanent chassis and designed to be used as dwellings, with or without permanent foundations, when connected to the required utilities including the plumbing, heating, air conditioning or electrical systems contained in the unit.
2. **Modular Homes:** are units that the manufacturer certifies are constructed in compliance with Title 10, Chapter 951 (Section 9001 et seq.), and rules adopted under that chapter, meaning structures transportable in one or more sections, that are not constructed on a permanent chassis and are designed to be used as dwellings on foundations when connected to required utilities, including the plumbing, heating, air-conditioning, or electrical systems contained in the unit.

**Marina:** a shorefront commercial facility with provisions for one (1) or more of the following: boat storage, boat launching, or the sale of supplies and services for watercraft and their equipment and accessories.



**Mineral Exploration:** hand sampling, test boring, or other methods of determining the nature or extent of mineral resources which create minimal disturbance to the land and which include reasonable measures to restore the land to its original condition.

**Mineral Extraction:** any operation within any twelve (12) month period which removes more than ten (10) cubic yards of soil, topsoil, loam, sand, gravel, clay, rock, peat, or other like material from its natural location and to transport the product removed away from the extraction site. It does not include ground water or surface water extraction.

**Mixed Commercial Use:** two or more of the following commercial uses combined under one ownership or management, planned and developed as a whole according to comprehensive and detailed site, business and building plans. (1) Retail Business (2) Professional Business and General Offices (3) Food Service Establishment, Restaurant, Lounges, Cafes, etc., (4) Personal Service Business (5). Rental and (6) Food Service Establishments, Take Out/Drive In (7) Tradesman activities and (8) General Store.

**Mobile Home:** a structure designed as a dwelling unit containing sleeping accommodations, a toilet, a tub or shower bath, and kitchen facilities, including major appliances and furniture, with plumbing and electrical connections provided for attachment to outside systems; and designed to be transported after fabrication on its own wheels. A mobile home shall contain not less than four hundred and eighty (480) square feet of gross floor space.

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**Mobile Home Park:** a plot of land laid out to accommodate at least two (2) mobile homes.

**Multi-Family Dwelling:** a fixed structure containing three (3) or more dwelling units.

**Net Residential Area:** the buildable area of a parcel determined by subtracting unusable area from total acreage.

**Net Residential Acreage:** the gross acreage available for development, excluding the area for streets or access.

**Net Residential Density:** the number of dwelling units allowed per net residential acre.

**Non-Conforming Building or Use:** a building, structure, use of land, or portion thereof, existing at the effective date of adoption or amendment of this Ordinance, which does not conform to all applicable provisions of this Ordinance or which is made so by public easement or taken by eminent domain.

**Normal High-Water Elevation of Inland Waters:** the line on the shores or banks of non-tidal waters, which is apparent because of the contiguous different character of the soil or the vegetation due to the prolonged action of the water. Relative to vegetation, it is the line where the vegetation changes from predominantly terrestrial to predominantly aquatic (by way of illustration, aquatic vegetation includes but is not limited to the following plants and plant groups: water lily, pond lily, pickerelweed, cattail, wild rice, sedges, rushes, and marsh grasses; and terrestrial vegetation includes but is not limited to the following plants and plant groups: upland grasses, aster, lady slipper, wintergreen, partridge berry, sarsaparilla, pines, cedars, oaks, ashes, alders, elms, and maples.) In places where a shore or bank is of such character that the high water mark cannot be easily determined, (rockslides, ledges, rapidly eroding or slumping banks) the normal high water elevation shall be estimated from places where it can be determined by the above method.

**Normal High-Water Line:** that line which is apparent from visible markings, changes in the character of soils due to prolonged action of the water or changes in vegetation, and which distinguishes between predominantly aquatic and predominantly terrestrial land. In the case of



wetlands adjacent to rivers and great ponds, the normal high-water line is the upland edge of the wetland, and not the edge of the open water.

**Nursing Home:** any dwelling in which three or more aged, ill, chronically ill or incurably ill persons are housed and furnished with meals and nursing care for compensation.

**100 Year Flood:** the highest level of flood that, on the average, is likely to occur once every 100 years (i.e. that has a one percent chance of occurring in any year).

**Official Submittal Date:** the date upon which the Board issues a receipt indicating that a complete application has been submitted

**Open Space Use:** a use not involving a structure, earth-moving activity, or the removal or destruction of vegetative cover, spawning grounds, or fish, aquatic life, bird and other wildlife habitat.

**Parking Space:** a minimum area of two hundred (200) square feet, exclusive of drives, aisles or entrances, fully accessible for the storage or parking of vehicles.

**Performance Guarantee:** a guarantee provided by an applicant to cover any costs to meet the requirements of the approved plan.

**Person:** an individual, corporation, governmental agency, municipality, trust, estate, partnership, association, two (2) or more individuals having a joint or common interest, or other legal entity.

**Personal Service Business:** a retail business which predominately provides services and the sale of goods is clearly incidental to the service(s) provided, such as consulting, stock brokerage, barbers, realty, insurance, hairdressers, training, shoe repair, tanning, fitness facility, etc.

**Piers, Docks, Wharves, Bridges:** structures which extend over or beyond the normal high-water line or within a wetland.

**Planned Unit Development (PUD):** a development under common control and developed as a whole for a mix of residential, commercial, and industrial uses according to comprehensive and detailed plans, including streets, utilities, lots or building sites, site plans and design principles for all building intended to be located, constructed, used and related to each other, and for other uses and improvements on the land. A PUD is undertaken in a manner that treats the developed area in its entirety to promote the best use of land, including the creation of open space, a reduction in the length of road and utility systems, and the retention of the natural characteristics of the land.

**Planning Board:** the Planning Board of the Town of Hollis. (alternatively referred to as "the Board")

**Preapplication:** the period before a formal subdivision application is filed. A sketch plan may be submitted for staff and Planning Board comments during this period.

**Preliminary Subdivision Plan:** the preliminary drawings indicating the proposed layout of the subdivision to be submitted in accordance with the Subdivision Regulations

**Premises:** one or more lots, which are in the same ownership and are contiguous or separated only by a road or water body, including all buildings, structures and improvements.

**Principal Structure:** the building in which the primary use of the lot is conducted.

**Principal Use:** the primary use to which the premises are devoted, and the main purpose for which the premises exist.

**Profession:** a vocation or occupation requiring specialized education, study or training and often requiring licensing, accreditation, certification, testing, etc.

**Professional, Business and General Offices:** a place of business for one or more of the following:

Doctors, lawyers, accountants, financial advisors, architects, engineers, surveyors, real estate brokers, psychiatrists, counselors, etc.  
Banking, stock brokerage, realty, insurance and the like  
General business of conducting administrative, financial or clerical, support operations but specifically excluding retail sales, manufacturing, fabrication, industrial activities, etc., as part of the Office Operations.

**Professional Office:** the office of a doctor, dentist, optometrist, psychologist, accountant, lawyer, architect, engineer or similar professional.

**Public Facility:** any facility, including, but not limited to, buildings, property, recreation areas, and roads, which are owned, leased, or otherwise operated, or funded by a governmental body or public entity.

**Public Notice:** The publication of the time, date, and place of all non-scheduled non-emergency meetings to be placed in a weekly newspaper one week prior to such meetings in order to reach most of the people in the community far enough in advance of the meeting to allow the public to make plan and attend.

**Public Utility:** any person, firm, corporation, municipal department, board, or commission authorized to furnish gas, steam, electricity, waste disposal, communication facilities, transportation or water to the public.

**Public Way:** a state or town way existing on the effective date of this definition

**Recording Plan:** a copy of the Final Plan recorded at the Registry of Deeds and which needs not show information not relevant to the transfer of interest in the property, such as sewer and water line locations and sizes, culverts, and building lines.

**Recreational Facility:** a place designed and equipped for the conduct of sports, leisure time activities, and other customary and usual recreational activities, excluding boat-launching facilities.

**Recreational Vehicle:** a vehicle or vehicular attachment designed for temporary sleeping or living quarters for one or more persons, which is not a dwelling and which may include a pick-up camper, travel trailer, tent trailer and motor home.

**Resource Protection Zone:** see Shoreland Zoning.

**Restaurants:** shall be divided into four categories:

1. Establishment in a permanent building in which preparation and serving of meals for consumption on the premises, requiring moderate amounts of time between the period of ordering and serving of the food;
2. Establishments in mobile units, either towed or self propelled, preparing and serving food products on a particular site; and
3. Establishments in mobile units, either towed or self propelled, serving prepared food products, and traveling to selected locations on a daily basis, and remaining on -site for

limited time periods i.e., during lunch breaks, etc. Such units are often referred to as catering services or food services.

4. Establishments involving the preparation and serving of meals for consumption on the premises in a motor vehicle or off the premises, normally requiring a short amount of time between the period of ordering and serving of the food, which is served in edible or disposable containers.

**Retail Business:** a business establishment engaged in the sale, rental, or lease of goods to the end consumer for direct use or consumption and not for resale.

**Riprap:** rocks, crushed stone, etc., that is irregularly shaped, and is used for erosion control and soil stabilization typically used on ground slopes.

**River:** a free-flowing body of water including its associated flood plain wetlands from that point at which it provides drainage for a watershed of twenty-five (25) square miles to its mouth.

**Road:** a route or track consisting of a bed of exposed mineral soil, gravel, asphalt, or other surfacing material, constructed for or created by, the repeated passage of vehicles.

**Rooming unit:** a room or suite of rooms in a house, building or portion thereof rented as living and sleeping quarters, but without full kitchens or bathrooms. In a suite of rooms, each room which provides sleeping accommodations shall be counted as one (1) rooming unit for the purpose of this article. Each rooming unit in a lodging house shall have kitchen privileges unless all meals are provided on a daily basis. There shall be no more than two (2) persons residing in each rooming unit.

**Satellite Receiving Dish:** an antenna designed to receive signals from satellites.

**Self-storage facility:** fully enclosed buildings with individual, secured units (accessed with or without supervision) used for the exclusive purpose of storage of non-hazardous business or personal materials.

**Setback:** the minimum horizontal distance from a lot line to the nearest part of a structure.

**Setback from Water:** the minimum horizontal distance from the normal high water elevation to the nearest part of a structure.

**Shoreland Zone:** see Shoreland Zoning.

**Sign:** a name, identification, description, display or illustration which is affixed to, painted or represented, directly or indirectly upon a building, structure, parcel or lot and which relates to an object, product, place, activity, person, institution, organization or business on the premises.

**Sketch Plan:** a conceptual plan for a subdivision prepared and submitted as part of the pre-application process.

**Solar Collector:** a device, or combination of devices, structure, or part of a device or structure that transforms direct solar energy into thermal, chemical, or electrical energy and that contributes significantly to a building's energy supply.

**Solar Energy System:** a complete design or assembly consisting of solar energy collector, an energy storage facility (when used), and components for a distribution of transformed energy

**Spring water:** ground water that comes to the surface under natural hydraulic pressures.

**Stream:** a free-flowing body of water from the outlet of a great pond or the confluence of two (2) perennial streams as depicted on the most recent edition of a United States Geological Survey 7.5-minute series topographic map, or if not available, a 15-minute series topographic map, to the point where the body of water becomes a river.

**Street:** public or private ways such as, but not limited to, alleys, avenues, boulevards, highways, roads and other rights-of-way, as well as areas on subdivision plans designated as rights-of-way.

**Street Classification:** (See Subdivision Review Standards for details)

**Stormwater Best Management Practices (BMP'S):** methods, techniques, designs, practices, and other means to control the quality and quantity of stormwater that are approved by the Maine Department of Environmental Protection. Stormwater BMP'S are identified in "Stormwater Management in Maine: Best management Practices" which is published periodically by the Maine Department of Environmental Protection.

**Structure:** anything constructed or erected, except a boundary wall or fence, the use of which requires location on the ground or attachment to something on the ground.

**Subdivision:** subdivision means the division of a tract or parcel of land into 3 or more lots within any 5-year period, which period begins after September 23, 1971. This definition applies whether the division is accomplished by sale, lease, development, buildings or otherwise. The term "subdivision" also includes the division of a new structure or structures on a tract or parcel of land into 3 or more dwelling units within a 5-year period, the construction of 3 or more dwelling units on a single tract or parcel of land and the division of an existing structure or structures previously used for commercial or industrial use into 3 or more dwelling units within a 5-year period.

**Subdivision, Major:** any subdivision containing five (5) or more lots or dwelling units, or any subdivision containing a new public street extension.

**Subdivision, Minor:** any subdivision containing (4) four or less lots or dwelling units or less.

**Subdivision Revision:** any administrative change to an approved plan.

**Sub-Standard Lot:** one that does not meet zoning standards.

**Subsidized Housing:** a housing project that is subsidized by a Federal or State Funding Program.

**Substantial Completion:** completion of eighty (80) percent of a permitted structure or use measured as either a percentage of estimated total cost or as determined by the Assessor's "Completion Percentage Chart."

**Substantial Damage:** means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damage condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

**Substantial Improvement:** means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. This term includes structures, which have incurred substantial damage, regardless of the actual repair work performed. The term does not, however, include either:

1. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code

enforcement official and which are the minimum necessary to assure safe living conditions;  
**or**

2. Any alteration of a Historic Structure, provided that the alteration will not preclude the structure's continued designation as a historic structure, and a variance is obtained from the Board of Appeals.

**Substantial Start:** Completion of thirty (30) percent of a permitted structure or use measured as either a percentage of estimated total cost or as determined by the Assessor's "Completion Percentage Chart."

**Subsurface Sewage Disposal System:** as defined by the Maine State Plumbing Code.

**Swimming Pool:**

1. Permanent: an in-ground swimming pool, regardless of size, or an aboveground swimming pool of one thousand two hundred (1,200) gallons or greater capacity.
2. Portable: an aboveground swimming pool with a side height of thirty (30) inches or more and less than one thousand two hundred (1,200) gallons capacity.

**Timber Harvesting:** the cutting and removal of trees from their growing site, and the attendant operation of cutting and skidding machinery but not the construction or creation of roads. Timber harvesting does not include the clearing of land for approved construction or incidental access to the water.

**Tract or Parcel of Land:** for the purposes of these regulations, a tract or parcel of land is defined as all contiguous land in the same ownership, whether or not the tract is separated at any point by: (1) intermittent or non-navigable stream, (2) tidal waters where there is no flow at low tide, or (3) a private road established by the abutting land owners.

**Trailer, Utility:** a vehicle without motive power, designed to be towed by a passenger automobile but not designed for human occupancy and which may include a utility trailer, boat trailer, horse trailer, or snowmobile trailer.

**Tributary Stream:** a channel between defined banks created by the action of surface water, whether intermittent or perennial, and which is characterized by the lack of upland vegetation or presence of aquatic vegetation and by the presence of a bed devoid of topsoil containing waterborne deposits on exposed soil, parent material or bedrock, and which flows to a water body or wetland as defined. This definition does not include the term "stream" as defined elsewhere in this Ordinance, and only applies to that portion of the tributary stream located within the shoreland zone of the receiving water body or wetland.

**Upland Edge:** the boundary between upland and wetland.

**Use:** a purpose for which land or a structure is arranged, designed, or intended, or for which land or a structure is or may be occupied. See Section 3.7.4.7, factors to consider, in determining principal and accessory uses.

**Variance:** a relaxation to the terms of this Ordinance where such variance would not be contrary to the public interest. Except as provided in the definitions for Disability Variance and Set-back Variance for Single-family Dwellings, the Appeals Board may grant a variance only when strict application of the Ordinance to the petitioner and the petitioner's property would cause undue hardship. The term "undue hardship" as used in this subsection means:

1. The land in question cannot yield a reasonable return unless a variance is granted;
2. The need for a variance is due to the unique circumstances of the property and not to the general condition in the neighborhood;
3. The granting of a variance will not alter the essential character of the locality; and



4. The hardship is not the result of action taken by the applicant or a prior owner.

**Vegetation:** all live trees, shrubs, ground cover, and other plants without limitation.

**Volume of a Structure:** the volume of all portions of a structure enclosed by a roof and fixed exterior walls as measured from the exterior faces of these walls and roof.

**Water Crossing:** any project extending from one bank to the opposite bank of a river or stream, whether under, through, or over the water course. Such projects include but may not be limited to roads, fords, bridges, culverts, water lines, sewer lines, and cables as well as maintenance work on these crossings.

**Water body:** any pond, great pond, river, or stream.

**Water Table:** the surface of the top of the ground water in the uppermost aquifer of ground water body and the surface at which the pressure is equal to that of the atmosphere. The water table position changes throughout the year in response to precipitation recharge and the level of nearby surface water bodies.

**Wetland:** a freshwater or coastal wetland specifically identified on the U.S. Interior, Dept. of Fish & Wildlife map as well as any other wetlands identified by the Town of Hollis.

**Wetlands:** are lands transitional between terrestrial and aquatic systems where the water table is usually at or near the surface or the land is covered by shallow water. For purposes of this classification wetlands must have all of the following three attributes: (1) at least periodically, the land supports predominantly hydrophytes; (2) the substrate is predominantly undrained hydric soil; and (3) the substrate is nonsoil and is saturated with water or covered by shallow water at some time during the growing season of each year.

**Wetlands Associated with Great Ponds and Rivers:** wetlands contiguous with or adjacent to a great pond or river, and which during normal high water are connected by surface water to the great pond or river. Also included are wetlands which are separated from the great pond or river by a berm, causeway, or similar feature less than one hundred (100) feet in width, and which have a surface elevation at or below the normal high-water line of the great pond or river. Wetlands associated with great ponds or rivers are considered to be part of that great pond or river.

**Wholesale:** sale for resale, not for direct consumption.

**Yard:** the area of land on a lot not occupied by the principal building.

**Yard, Front:** the area of land between the front lot line and the nearest part of the principal building.

**Yard, Rear:** the area of land between the rear lot line and the nearest part of the principal building.



