

**TOWN OF KITTERY PORT AUTHORITY  
APPLICATION  
for  
PIERS, WHARFS, FLOATS AND OTHER MARINE-RELATED STRUCTURES**

DATE: \_\_\_\_\_

The following application is submitted for the (construction, modification, reconstruction) of a  
\_\_\_\_\_  
\_\_\_\_\_  
as specified in the Town of Kittery Port Authority Regulations:

1. The owner(s) of the property \_\_\_\_\_
2. Telephone Number(s) (Home) \_\_\_\_\_ (Work) \_\_\_\_\_
3. The property address is \_\_\_\_\_
4. Assessor's Map # \_\_\_\_\_ , Lot # \_\_\_\_\_ , Size (acres) \_\_\_\_\_ , Zoning District \_\_\_\_\_
5. The shore frontage of this property is \_\_\_\_\_ feet measured at the high water line in a straight line stake to stake.
6. LEGAL INTEREST: The applicant demonstrates a legal interest in the property by providing a copy of the following (Deed, Purchase and Sale Agreement, Etc.):  
\_\_\_\_\_  
\_\_\_\_\_

7. ADDITIONAL PERMITS THAT MAY BE REQUIRED:

- |                 |                          |                         |                          |
|-----------------|--------------------------|-------------------------|--------------------------|
| Building permit | <input type="checkbox"/> | Planning Board review   | <input type="checkbox"/> |
| DEP Permit      | <input type="checkbox"/> | Army Corps of Engineers | <input type="checkbox"/> |

8. CONSTRUCTION PLAN: **Eight (8) sets of submissions are required**

Please provide a description of the property showing all proposed construction which shows the lot lines and exact positions of the proposed structure with dimensions and elevations from a readily identifiable reference points.

Signed Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Property Owner) \_\_\_\_\_ Date: \_\_\_\_\_

APPLICATION FEE (\$100): Please submit a check payable to the Town of Kittery

Fee Paid \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS FOR FILLING OUT APPLICATION FORM**

- Attach Town Tax Map of Lot
- Attach Plan of lot with location and dimensions of the proposed structures or alterations to existing structures
- Attach list of abutters within 150 ft. (include those over water as well) of applicant's shorefront property line
- Attach proof of legal interest
- Attach a drawing of the proposed structure showing the top, side and end views with all principal dimensions (Side view showing elevation of top of deck above mean low water):
  - A. Identify a fixed reference point on shore from which all seaward measurements are to be made.
  - B. Piers not to exceed 100 ft. long (doesn't include ramp and floats).
  - C. Elevation not to exceed 15 ft. above mean low water.
  - D. The Port Authority may grant a waiver from the specifications of these regulations provided that, due to special circumstances of the specific application, the granting of a waiver will not adversely impair the public health, safety and general welfare, the use of public waters, navigation or harm the environment. All such waivers must be supported by sufficient findings of fact.
- Return eight (8) sets and \$100.00 (check made payable to the Town of Kittery) to the Kittery Municipal Office for Port Authority procedure.

**Port Authority Procedure (Sequence of Events):**

1. Port Authority meets the first Thursday of every month. Chairman prepares the agenda seven days before the meeting.
2. Chairman reviews application for completeness, and if complete, places application on agenda for discussion at next meeting.
3. Port Authority reviews application. Once accepted, a site walk is scheduled as well as a public hearing for the next meeting.
4. The Port Authority issues a notice of decision.
5. Once the Port Authority approval is granted, an applicant must contact the Code Enforcement Officer (439-6807) to schedule an appointment for a building permit.

**Other Permits required by State and Federal Agencies:**

Maine Department of Environmental Protection  
 312 Canco Road  
 Portland, ME 04103  
 (207) 822-6300

US Army Corps of Engineers  
 Maine Project Office  
 RR2, Box 1855  
 Manchester, ME 04351

Department of Conservation (for structures below mean low water mark)  
 Bureau of Parks and Lands  
 State House Station #22  
 Augusta, ME 04333