BOARD OF HARBOR COMMISSIONERS
FOR PORTLAND HARBOR

Application for Marine Construction Permit

PLEASE PRINT

1. Name of Applicant: _____

2. Mailing Address of Applicant: _____

_____

3. Applicant's Telephone Number: _____ Applicant's Fax Number: _____

Applicant's Email Address: _____

4. Location of project for which permit is requested: _____

_____

a. Attach enlargement of Portland Harbor chart showing exact location. **EXHIBIT 1**

5. Description of project for which permit is requested. (Use a separate sheet if necessary)

_____

_____

_____

6. Attach the following: **EXHIBIT 2**
   a. For projects under $10,000 - A **comprehensive drawing or drawings** (as necessary) of the item(s) to be built or installed that contains the following minimum details and information:

      1. Dimensions of all major components (to scale) with the scale clearly marked on each drawing;
      2. All distances between the item(s) being built/installed and any existing structures and property lines;
      3. A "plan" (overhead) view of the entire project;
      4. A description of the construction methods, connection points and materials to be used (i.e. types of fasteners, mooring systems, decking, framing, etc.).

   b. For projects over $10,000 – A **detailed scale drawing or drawings** prepared by a registered engineer that contains the following minimum details and information:

      1. Dimensions of all major components (to scale) with the scale clearly marked on each drawing;
      2. All distances between the item(s) being built/installed and any existing structures and property lines;
      3. A "plan" (overhead) view of the entire project;
      4. A description of the construction methods, connection points and materials to be used (i.e. types of fasteners, mooring systems, decking, framing, etc.).

Applicants are encouraged to submit technical data/specification sheets, photos or other materials in support of the project's drawing(s). EXHIBIT 3

7. All applications must be accompanied by a tax assessor's map and/or an engineer's drawing which shows the distances between the project and abutters' landmarks (piers, floats, dolphins, etc.) and a clear demarcation of the applicant's property lines. **EXHIBIT 4**

8. List the names and address of all abutters and lessees or other persons having an interest in property on which the project is located. (Use a separate sheet if necessary)

a. _____
b. _____
c. _____
d. _____

9. Estimated cost of the project: _____

10. For all permit applications involving projects that cost more than $10,000, the applicant must submit a survey, **EXHIBIT 5** certified by a registered engineer or a registered land surveyor, which shows the location of the proposed project. The Board, at its discretion, may require surveys to be submitted regarding other projects in cases where the project is close to a channel, in a congested area, close to a property line, or in cases where similar factors are present.

11. Attach copies of all applications, regarding this project, which have been submitted to the U.S. Army Corps of Engineers, Maine Department of Environmental Protection, Maine Bureau of Submerged Lands, City Planning Board, Etc. **EXHIBIT 6**

12. Please note:

a. Applications and Plans must be submitted no less than **14 days** before the Harbor Commission's next Workshop. Workshops are held on the **last Thursday** of each month. However, there is no Workshop in December.
b. The permit application fee and legal advertisement fee must be paid when the application is submitted. (See attached fee schedule)
c. The applicant is required to submit **one** original and **five** copies of all applications, plans, drawings, letters, etc.

13. Notice to abutters: **EXHIBIT 7**

a. By filing this application with the Harbor Commission, the applicant certifies that a copy of the application (without exhibits), as well as information about the time, date, and location of the pertinent Harbor Commission Public Hearing, will be sent to all abutters, lessees, and other persons having an interest in the property on which the project is located. Notification must be made no less than **7 days** before the Harbor Commission's next Public Hearing. Public Hearings are held on the **second Thursday** of each month.

1. In the case of real property, the owners will be considered to be the parties listed by the Assessor of the City in which such property is located as the persons to whom taxes are assessed.

2. In the case of vessels, the owners will be considered to be the parties listed as the owners by the United States Coast Guard, the Maine Inland Fisheries & Wildlife Department, or any other governmental entity, whether foreign or domestic, with which the vessel is registered and which has jurisdiction over the vessel.

b. Notice to abutters, lessees and other users will be made by registered or certified mail, return receipt requested, and the Commission may determine when notice by publication or other means may be utilized.

14. Right, Title and Interest: **EXHIBIT 8**

a. Attach copy of documentation of right, title or interest in the property where the proposed marine construction is to occur. This may include a deed, option, purchase and sales contract, contract for sale, lease, or other appropriate documentation. A complete copy of the document must be provided; financial information may be deleted.

15. If this application is approved and a permit is issued:

a. The permit must be posted at the construction site;
b. The permit will require that the construction project be surrounded by a containment boom, unless the requirement has been waived, in writing, by the Harbor Commission;
c. The permit may be limited by restrictions specific to the project;
d. The permit will be subject to all applicable Local, State and Federal Laws & Rules;
e. Nothing in the permit shall be construed to justify or authorize any invasion to the private rights of others;
f. Nothing in the permit will limit or modify the authority of the Board of Harbor Commissioners within their applicable rules;
g. Unless otherwise stipulated, the permit has an automatic expiration date of one year from the date of approval. Only if the Harbor Master has been notified in advance of the expiration date, may he/she issue a six-month extension upon review of the project;
h. An as built set of construction plans will be required to be submitted on all projects.

16. The following statement appears on all permits granted by the Board of Harbor Commissioners:

"This permit is a limited authorization which contains a stated set of conditions with which the permit holder must comply. If a contractor performs the work for you, both you and the contractor are responsible for assuring the work is done in conformance with the conditions and limitations of this authorization. Please be sure the person who will be performing the work has read and understands these conditions.

Performing any work not specifically authorized by this permit, or that fails to comply with its conditions, may subject you to the enforcement provisions of the Harbor Commission Rules. If any change in plans or construction methods is found necessary, please contact the Harbor Commission immediately to discuss modifications to your authorization. Any change must be approved by the Harbor Commission before it is undertaken."

Date: _____

_____
Name of Applicant (please Print)

_____
Signature and Title of applicant or agent

_____ - Applicant's or Agent's Telephone Number

_____ - Applicant's or Agent's Fax Number

_____ - Applicant's or Agent's Email Address

PERMIT APPLICATION FEE SCHEDULE

Permits required under Section 5(1) Creation or Maintenance of any Obstruction of the State Enabling Act for the Board of Harbor Commissioners P & SL 1981, c. 98

"The creation and maintenance of any obstruction in any of the navigable waters of the harbor, or in any part of the harbor under the jurisdiction of the commission, except by the United States, without first obtaining a written permit from the commission, is prohibited. It is unlawful to enlarge or extend any wharf heretofore built, build any wharf, pier, dolphin, bulkhead or other structure, dump any stones or any other material into any of the waters, or upon any part of the flats, excavate any part of the harbor, fill in any part of the harbor or modify the course, location or condition of the water of the harbor without a permit from the commission for such purpose. The commission shall not issue any such permit when it determines that the activity will substantially or unreasonably interfere with navigation or injure the rights of others."

Marine Construction Permit Fees:

Fees payable to the Board of Harbor Commissioners are assessed at a rate of 1.5% of the total project cost. Please note there is a minimum permit fee of $250.00.

Fees will be collected at time the permit is issued.

MARINE CONSTRUCTION PERMIT

EXHIBIT CHECKLIST

Please mark each exhibit in the application as follows:

Date			
_____	EXHIBIT	1	Portland Harbor Chart
_____	EXHIBIT	2	Drawings
_____	EXHIBIT	3	Technical Data, Specifications, Photos
_____	EXHIBIT	4	Tax Map
_____	EXHIBIT	5	Survey
_____	EXHIBIT	6	Copies of other applications
_____	EXHIBIT	7	Notice to abutters
_____	EXHIBIT	8	Right, title and interest