



Town Of Old Orchard Beach
1 Portland Ave, Old Orchard Beach, ME 04064
207.937.5626

REQUEST FOR BONFIRE PERMIT

1. Form must be completed and attached instructions initialed in each box.
2. **Incomplete applications, and failure to submit the required fees, will cause the permit to be returned without approval.**
3. Insurance, listing the Town of Old Orchard Beach as additionally insured, with a minimum coverage amount for property damage and bodily injury of \$500,000 and must be provided with the completed application.
4. You must submit a \$200 cash deposit at the Town Clerk's Office before the permit is issued.
5. You must arrange a site visit with Public Works and Fire Department before and after.
6. You must obtain a burn permit from the Fire Department day of, Box 12.
- 7.. See box 13 for requirements regarding piping plovers.
8. Bonfire permits are for less than 25 people. If 25 or more, a Special Event Permit application is required.

REQUIRED INFORMATION

Date submitted: _____ Date of Proposed Bonfire: _____

Time of Proposed Bonfire (all bonfires must end by 10 p.m.):

START: _____ END: _____ Proposed Beach Location: _____

Applicant Name: _____

Home Phone number: _____ Cell Number: _____

Address: _____

Note: The issuance of the permit is based upon the information contained in this application only, and does not cover unsatisfactory conditions resulting from errors, omissions or failure to clearly indicate conditions. Any change(s) to the application shall be submitted to the Office of the Town Clerk for review.

I hereby certify that I am aware of the conditions and requirements for having a bonfire and agree to comply with the conditions and requirements. I understand that failure to comply with the conditions would mean cancellation of this permit and possible denial of future permits.

Applicant's Signature _____ **Date** _____

INITIAL EACH BOX

	<p>1. Fires:</p> <p>A. <u>LEAVING A FIRE UNATTENDED IS PROHIBITED!</u></p> <p>B. The kindling of any ground fire is permitted only on the beach between the high tide and low tide marks.</p> <p>C. Bonfire material must be placed in a pit approximately one (1) foot deep and (3) feet larger than the outer edge of the bonfire material. Material should be stacked no higher than three (3) feet.</p> <p>D. Bonfire material must not consist of salt treated lumber, tar paper, contents containing any rubber products, creosote treated lumber, glue impregnated material, plastic, foam, paint, nails or trash.</p> <p>E. Flammable and/or combustible liquids must not be utilized for fueling the bonfires.</p> <p>F. A small water extinguisher and shovel must be present.</p> <p>G. Upon completion of the bonfire, all ashes and leftover material must be thoroughly wet down, placed in a trash bag and removed from the beach. Material and/or hot ashes shall not be buried in the sand.</p> <p>H. Per State Law, untreated wood cannot be brought into the State of Maine. Where are you obtaining your untreated wood? _____</p>
	<p>2. Cleanup and restoration of the site must be completed by the expiration date and time set forth by this permit (<u>5 a.m. the following day</u>). The person obtaining the permit is responsible for providing the trash bags, stacking the trash and placing all the trash in the proper containers, and removing off site. Failure to remove all bonfire residue from the beach by 5 a.m. may result in the Town refusing to issue a bonfire permit in the future, or an invoice for the cost of removing the debris or both, as well as the forfeiture of the \$200 deposit.</p> <p><u>How are you removing the wood debris from the beach?</u> _____</p> <p>_____</p>
	<p>3. All persons encompassed in this permit must vacate the bonfire site no later than the date and time set forth by this permit.</p>
	<p>4. Groups under the age of 18 must be chaperoned by an adult twenty-one (21) years of age or older. FOR SUCH GROUPS, THE PERMIT WILL ONLY BE ISSUED TO THE CHAPERONE.</p>

	5. Servicing the bonfire site will be accomplished by hand carrying the equipment and supplies to the site. Vehicles shall not service the bonfire onsite.
	6. The person obtaining the permit must be present during the hours of the bonfire. They must have in their possession a copy of this permit and present it upon request of a Fire Official or Police Officer. The Town of Old Orchard Beach reserves the right to check for permit compliance at any time.
	7. Unsuitable wind or weather conditions must be taken into consideration prior to and during the actual bonfire. Adverse conditions may cause the revocation of this permit.
	8. Application for the permit must be made to the Office of Town Clerk, a. By mailing to Office of Town Clerk, 1 Portland Avenue, Old Orchard Beach, ME 04064 or b. Faxed (207) 934-7967 or c. Emailed to kmclaughlin@oobmaine.com or d. The applicant may also stop by the Office of the Town Clerk located at 1 Portland Avenue during regular office hours, 8 a.m. to 4 p.m. Monday through Friday, with extended office hours until 6 p.m. on Tuesdays. Please call ahead for holidays. e. If submitting by fax or e-mail, the applicant must still come into the Town Clerk's Office to pay the \$200 cash deposit. Application must be submitted a minimum of one week (7 days) prior to the date of the scheduled bonfire, with the required insurance.
	9. A non-refundable Permit Fee of \$50.00 can be paid in the form of a check, money order (payable to the Town of Old Orchard Beach), cash and/or credit card and must be paid upon submitting the completed application.
	11. In addition, a refundable CASH deposit of \$200 is required for all fires when the permit is approved, and before issuance. The deposit will be returned if the applicant met with the Public Works Department and Fire Department to review the bonfire site before and after the permit is issued, and Public Works Department and/or Fire Department has determined the area is clean. Also, any violation of this permit will, at minimum, forfeit the deposit.
	12. A burn permit must be requested on the day of the event. The Fire Department will need to meet with the applicant on site the day of the bonfire to review the site and material being used. The Fire Department will issue a permit based on class day as listed by the Maine Forest Service. NOTE: Permission may be refused or permission may be revoked by the Fire Chief or his designee if safety issues arise, or if the Maine State Forestry Commission (governing body) declares a "Red Flag" day on which NO open fires may be allowed in our zone.

13. Piping Plovers are state and federally protected birds and nest on the beach from as early as April to August. In the event there are any active piping plover nests in the vicinity of your bonfire, you may have to move your event farther down the beach. You must contact Public Works (207-934-2250) two workdays before the event to ensure there aren't any piping plovers in the area of your bonfire. We will know approximately one week prior to the event. You will be notified if you need to move your event at the phone number listed on the application. Any bonfires on the beach occurring between Mullen Avenue and the Scarborough line, or between Seacliff Avenue and the Saco line, the applicant must apply to Maine State Inland Fisheries and Wildlife for an Essential Habitat Evaluation Process. This process may take several days and requires meeting with the applicant on site. This process must be completed, and a copy of the approval must be received by the Town Clerk's Office before the permit is issued.

Fire Department contacts to arrange site visit:

E-mail both Chief Gilboy, jjgilboy@oobmaine.com and Deputy Chief McDonald, tmcdonald@oobmaine.com

Public Works Department contact to arrange site visit:

E-mail both Administrative Operations Manager, Jaime Conte, jconte@oobmaine.com and Operations manager, Ed Dalton, ed Dalton@oobmaine.com

Official Use Only below:

Date completed application received w/fee _____ Application # _____

Reviewed by FD and ready: _____ Town Manager Sign Off: _____

The applicant will be notified when the bonfire permit is ready.

**INSTRUCTIONS FOR COMPLETING
A "REQUEST FOR PROJECT EVALUATION"
(ESSENTIAL HABITATS OF ENDANGERED AND THREATENED SPECIES)**

Formal MDIFW review of projects proposed within Essential Habitats is initiated upon submission of a "**Request For Project Evaluation**" (MDIFW Form EHR4/03) by a state agency or municipality. **Both the project applicant and the agency or municipal official reviewing the project must provide information on the form.**

Please read the following instructions carefully before completing a request form. Contact the appropriate MDIFW Regional Wildlife Biologist if you have questions or require assistance.

1. **Please type or print clearly.** Illegible or incomplete forms will be returned.
2. The **project applicant**¹, or representative, must complete, sign and date **Section A** (see both sides of form) and provide the appropriate agency or municipal official with **3 copies** of each of the following items:
 - a. a copy of that portion of the official MDIFW Essential Habitat map that denotes the affected Essential Habitat and clearly shows project boundaries; and
 - b. a copy of the **final** project application, permit, and/or license as recommended for approval by the town or state. If none of these items exist for the project, a site map must be provided (scale: 1" = 200'). **Conditions agreed to as safeguards for the Essential Habitat must be itemized** in the permit application, site plan, or other project documentation.

Additional project documentation is generally not required but, if included, may enable a more rapid review by the Department.

3. An appropriate **representative of the state agency or municipality** reviewing or proposing the project must complete, sign, and date **Section B**, and ensure that all information and attachments required from the applicant are provided.
4. The completed form and all attachments should be sent to:

**Maine Department of Inland Fisheries and Wildlife
Attn: Environmental Coordinator/EH Review
284 State Street, State House Station #41
Augusta, Maine 04333-0041**

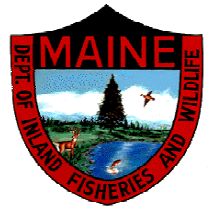
¹In cases where a state agency or municipality is proposing to fund or carry out a project within an Essential Habitat, the agency or municipality is considered the project applicant.

5. The reviewing agency or municipality and the project applicant should each retain a copy of the completed form and all attachments. This will facilitate response to any additional inquiries from MDIFW staff during the project evaluation.

The completed "*Request For Project Evaluation*" and all attachments will be retained on file by MDIFW and referenced to ensure that approved projects are carried out as described. **Projects that deviate from information provided on the form may be referred to the State Attorney General's Office as possible violations of the Maine Endangered Species Act.**

REQUEST FOR PROJECT EVALUATION

ESSENTIAL HABITATS OF ENDANGERED AND THREATENED SPECIES



INSTRUCTIONS:

- Please type or print clearly. Incomplete or illegible forms will be returned.
- The project applicant must complete, sign, and date Section A (see both sides).
- An appropriate state agency or municipal representative must complete, sign, and date Section B (see reverse).
- Send completed form and all required attachments to: **Maine Department of Inland Fisheries and Wildlife, ATTN: Environmental Coordinator/EH Review, State House Station #41, Augusta, Maine 04333-0041.**
- For assistance, contact the appropriate MDIFW Regional Wildlife Biologist.

SECTION A (to be completed by project applicant or representative)

1. Name of project applicant: _____
 Mailing address: _____
 _____ Telephone: _____

2. Name of property owner: _____
 Mailing address: _____
 _____ Telephone: _____

3. Project location: Town Tax Map# _____ Lot# _____
 Township: _____ County: _____

4. Are permit(s) or license(s) required for this project? _____ Yes _____ No
 If Yes, please list: _____

5. Attachments: Each of the following items must be sent **in triplicate** with this form:
- a) a photocopy of that portion of the official MDIFW map denoting the affected Essential Habitat and clearly showing project boundaries (maps are available in all MDIFW and affected town offices, and at www.mefishwildlife.com); **and**
 - b) a copy of the **final** project application, permit, and/or license as recommended for approval; if none of these items exist for the project, the applicant must provide a site map (scale: 1" = 200')

Additional project documentation is generally not required but, if included, may enable a more rapid review by MDIFW.

6. Are any of the following activities associated with this project?
- | | | |
|---|----------|-----------|
| a) subdivision plan or residential development? | _____ No | _____ Yes |
| b) exterior construction or repair of buildings? | _____ No | _____ Yes |
| c) road or trail construction or maintenance? | _____ No | _____ Yes |
| d) recreational activities? | _____ No | _____ Yes |
| e) alteration of soils or vegetation? | _____ No | _____ Yes |
| f) timber harvests or forest management? | _____ No | _____ Yes |
| g) agriculture or agricultural management? | _____ No | _____ Yes |
| h) alterations to wetlands, open waters, submerged lands, dunes, islands, or alpine areas? | _____ No | _____ Yes |
| i) modifications to shoreland zones (uplands within 250 feet of any wetland or water body)? | _____ No | _____ Yes |

****SEE REVERSE: APPLICANT MUST COMPLETE SECTION A****

Section A (continued)

7. Briefly describe the nature and extent of project activities. Address each item answered by a "yes" in the previous question and provide details of those activities proposed within the Essential Habitat. (If additional space is needed, complete on a separate page and attach to this form.):

8. What are the starting and ending dates of the project? If applicable, give dates for on-site planning, construction, and operational phases.

9. Please summarize and attach any additional facts regarding this project you wish to bring to the attention of MDIFW.

10. I certify that the information described within this form is complete and accurate to the best of my knowledge and belief.

Signature: _____ Date: _____

Section B (to be completed by agency or municipal representative)

1. Name of agency/municipality: _____
Mailing address: _____

Contact Individual: _____
Title: _____ Telephone: _____

2. This agency/municipality finds the project described herein meets our criteria for approval, but is partly or wholly within a designated Essential Habitat. I hereby request evaluation by MDIFW to determine if the project would significantly alter the Essential Habitat or violate protection guidelines adopted for the habitat.

Signature: _____ Date: _____

Section C (for use by MDIFW only)

Received by: _____ Date: _____
EHR#: _____ EH#: _____ Region: _____ CD: _____
EO#: _____ Town: _____ Agency: _____ Type: _____