



## Town of Old Orchard Beach Special Event Permit application

---

### Application for Special Event Permit

#### Please read the following:

- All applications must be thoroughly completed. Failure to fully complete an application may result in a delay in the processing.
- This application is to be completed by the individual or authorized representative of the organization regulating the event and requesting the permit. Submission of an application does not guarantee the event will be approved. Do not publicize or promote your event until your notification of acceptance has been issued.
- All applications must be received by the Town Clerk's Office not less than thirty (30) calendar days prior to the date on which the person proposes to conduct such special event. If not received by that date, the application may be subject to non-approval for that reason.
- Special Event Permit applications require a \$50 (per day, including dates of set up/take down) **non-refundable fee** to be paid at the time application is received.
- A Special Event Permit Application will be deemed "received" on the date the Town Clerk's Office receives:
  - A completed application
  - Appropriate Insurance, listing the Town of Old Orchard Beach as additionally insured (if event is within 30 days)
  - Application fee
- Once you have completed the application, please return to the Town Clerk's Office:

Town Clerk's Office  
1 Portland Avenue  
Old Orchard Beach, ME 04064

**NOTE: Weddings are not permitted on the beach from June 15<sup>th</sup> up to and including Labor Day weekend, between the hours of 10-6 p.m. Set-up cannot begin until 6 p.m.**

If you have any questions, please contact the Town Clerk's Office at 207-934-4042 or e-mail the Town Clerk, Kim McLaughlin, at [kmclaughlin@oobmaine.com](mailto:kmclaughlin@oobmaine.com)

# APPLICATION INFORMATION

PLEASE SUBMIT A **COMPLETE** APPLICATION A MINIMUM OF **30 CALENDAR DAYS** PRIOR TO THE EVENT.

1. Name of applicant \_\_\_\_\_

Address of applicant \_\_\_\_\_  
City State Zip

Phone number of applicant (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Cell phone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

On whose behalf is this event being conducted? (Organization, Firm, Corporation, if applicable)

\_\_\_\_\_

Website address (if an Organization, Firm or Corporation) \_\_\_\_\_

Type of Event:

- Festival/Fair
- Race/Walk/Bike Ride
- Concert
- Parade/March
- Other – Please specify

\_\_\_\_\_

2. Event Description (name all vendors who will provide entertainment and the type of entertainment provided)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you be using tents? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, list size of tent and supplier, as well as what portion of the event will be taking place under the tent (i.e. cooking, sales, picnic tables, chairs, etc), and how the tent will be secured.

\_\_\_\_\_

---

Will you be using staging? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, the following items will be used at the event (Please mark all that apply):

- Amplified Music     Bleacher(s)     Dance Floor(s)     Live Entertainment  
 Loud Speaker(s)     Microphone(s)     Stadium(s)     Stage(s)

Other: \_\_\_\_\_

Note: If any of the above items will be used, please indicate their location on your attached Site Plan/Map. Use of the above items may require the Event Organizer to meet ADA regulations.

3. Chairperson and/or responsible party for the event, if other than above:  
(Include information how this person may be contacted at any time during the event).

Name \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip

Cell phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

4. SET-UP Date for Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

TAKE-DOWN date \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

RAIN DATE(s) \_\_\_\_\_ Times \_\_\_\_\_

(if rain date listed, insurance must list rain date)

5. Location of the Event \_\_\_\_\_  
(if applicable, a map or diagram showing the area to be used, or parade route)

6. The estimated number of participants in the event

\_\_\_\_\_ 0-150; \_\_\_\_\_ 150-500; \_\_\_\_\_ 500-1000; \_\_\_\_\_ 1,000+

7. If a parade or public gathering, will it occupy any or all of the roadway involved or to be traversed? (if yes, explain). Use extra sheet of paper to describe exact route of parade, including any water stops.

---

---

8. Will the sale of food and/or beverages occur at the event? \_\_\_\_\_ If yes, describe the commodities to be sold.

- Alcoholic Beverages (only at Ballpark, using Ballpark Licensee)  Pot Luck Items  
 Professional Catering  Non-Profit Food Vendors  Retail Food Vendors

---

---

9. Will there be merchandise sold at the event? \_\_\_\_\_ YES \_\_\_\_\_ NO

Description of merchandise \_\_\_\_\_

---

10. Is the event a Charitable event? \_\_\_\_\_ YES \_\_\_\_\_ NO

Is this event co-sponsored by the Town of Old Orchard Beach? \_\_\_\_\_ YES \_\_\_\_\_ NO

If this event a Regional School Unit #23 event? \_\_\_\_\_ Yes \_\_\_\_\_ NO

(The request for a waiver can only be requested if the event is a RSU #23 event or sponsored or co-sponsored by the Town of Old Orchard Beach).

11. If the event is charitable, name the beneficiary of the proceeds from the event:

---

12. List any Event Sponsors:

---

---

Will admission be charged for the event? \_\_\_\_\_ YES \_\_\_\_\_ NO

Will participants be charged for parking? \_\_\_\_\_ YES \_\_\_\_\_ NO

13. Has this event been held previously in Old Orchard Beach?

\_\_\_\_\_ YES (if yes, please list dates): \_\_\_\_\_

\_\_\_\_\_ NO

14. What is the applicant doing to ensure the event will not endanger the public safety or disturb the peace? Describe your plans for security at your event, including crowd control (attach additional sheets if necessary). Security plan will need final approval by the Old Orchard Beach Police Department and they have final say in appropriate number and type of security personnel required. Must include at least one Old Orchard Beach Police Officer, if security is required. Costs associated with security are the sole responsibility of the event organizer.

Please describe your security plan (including your plans for controlling ingress/egress of all persons, vehicles, equipment, and Emergency Medical Services) :

\_\_\_\_\_  
\_\_\_\_\_

Additional Uniformed presence provided by: \_\_\_Off-Duty Police Officers; \_\_\_ Private Security;  
\_\_\_ Volunteers

Times: \_\_\_\_\_ How many? \_\_\_\_\_

If you have already made contact with someone about security, provide the contact name and number:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please list any items that will be left overnight. If equipment will be left on-site overnight, provide details for personal property safety and security of site: (Note that the event organizer is solely responsible for items left on the property. The Town assumes no responsibility for items of personal property at the location at any time)

\_\_\_\_\_  
\_\_\_\_\_

Will audible devices be used at this event? \_\_\_\_\_YES \_\_\_\_\_NO

If yes, what type of devices will be used? What time will they be used? (Decibel level limits are in Chapter 26 of the Code of Ordinances).

---

---

Where will the event attendees/participants park? \_\_\_\_\_

---

Will a shuttle service be provided from parking areas to the event site? \_\_\_\_\_YES \_\_\_\_\_NO

If yes, please describe shuttle plan, and name of company provided service:

---

---

Will you require special parking (RV's, trailers, trucks)? \_\_\_\_\_YES \_\_\_\_\_NO

If yes, give details: \_\_\_\_\_

---

15. Describe your plans for waste disposal at your event. What arrangements have you made for removal and disposal of trash generated by your event? Please supply details of numbers and type of containers and supplier of containers that will be used. (Attach additional sheets if necessary) Costs associated with waste disposal are the sole responsibility of the event organizer. Disposal in Town trash receptacles is NOT an accepted means of disposal, and is prohibited.

---

Is the use of barricades necessary/requested for this event? \_\_\_\_\_

If yes, number needed and location \_\_\_\_\_

Will it be necessary to cover street and/or parking signs for this event, or place no parking signs?

\_\_\_\_\_YES \_\_\_\_\_NO If yes, please describe:

---

---

Is any other public works assistance needed? \_\_\_\_\_

---

If using First Street or Memorial Park Parking Lot, has the applicant reserved two spaces for Amtrak Parking? \_\_\_\_\_.

16. Will there be any use of fire (i.e. tiki torches, grills, barbecues, bonfires, etc)? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, explain: \_\_\_\_\_

---

**If this application includes a request for a bonfire, the attached Bonfire Permit must also be filled out.**

17. Describe your plans for all signage and/or decorations for the event. Please include type of signage to be used, and description of verbiage being posted on signage.

---

---

Will this event be posting a banner on public property? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please list requested dates, dimensions of banner, wording on banner, and location (no more than two weeks prior to the event):

---

---

18. Alcohol is not allowed on public property, except as outlined in the liquor license for the Ballpark. If this is a Ballpark event, will there be alcohol available for consumption? Note, if alcohol is being served, the Town requires additional Liquor Liability Insurance (**minimum \$2,000,000, listing Town of Old Orchard Beach as additionally insured**): \_\_\_\_\_ YES \_\_\_\_\_ NO

Will the alcohol be: \_\_\_\_\_ Sold; \_\_\_\_\_ Given away; \_\_\_\_\_ Both

Describe the type of alcohol to be served, times consumption will be allowed, and plans for controlling consumption:

---

---

---

19. If this is a Ballpark Event, have you signed an agreement with the Ballpark Commission for use of the Ballpark? \_\_\_\_\_ Yes, it's attached \_\_\_\_\_ No

20. Will the event involve professional fireworks? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Consumer Fireworks are prohibited. If professional fireworks are requested, what is the name of the Pyrotechnics Company? \_\_\_\_\_  
(If fireworks are requested, the Fire Chief or his designee must approve of the site prior to the application being submitted to the Town Council for consideration. The Pyrotechnics Company must submit the approval the Maine State Fire Marshal's Office at least one week prior to the event, and the event sponsor's insurance must list that fireworks are occurring).

What time/date will the fireworks display occur? \_\_\_\_\_

21. Will there be any kind of animals at this event? (e.g. petting zoo, pony rides, etc.) \_\_\_ YES \_\_\_ NO

If so, please indicate the location of the animals on the Site Plan/Map.

22. Piping Plovers are state and federally protected birds that nest on beaches. There are mandatory beach management guidelines from April 1<sup>st</sup> through August 31<sup>st</sup> of each year. Will this event occur on the beach? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, you must contact the Public Works Department at 207-934-2250, approximately one week prior to the event. In the event there are any active piping plover nests in the vicinity of your event, you may have to move your event farther down the beach, or request permission to change the date of your event.

**Piping Plover Essential Habitat:** The Maine Department of Inland Fisheries and Wildlife (MDIFW) has designated two areas on Old Orchard Beach as "Essential Habitat" for nesting piping plovers. By statute, a state agency or municipal government shall not permit, license, fund, or carry out projects/events that will significantly alter an Essential Habitat or violate protection guidelines adopted by MDIFW. This rule is not a prohibition of all projects within areas designated as Essential Habitat. ***However, projects must be reviewed by MDIFW before Town approval.***

If the event is located partly or wholly within a mapped Essential Habitat the applicant will need to coordinate with municipal staff to submit a "Request for Project Evaluation" to MDIFW. MDIFW will evaluate the final event proposal per review standards established for Essential Habitats and determine if the event would significantly alter the habitat or violate protection guidelines. Application is attached.

***The applicant is encouraged to obtain MDIFW guidance during project planning and design. Early involvement of MDIFW will help to minimize or avoid potential conflicts, facilitate cooperation between all parties, and enable quick turnarounds on project evaluations.***

23. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town of Old Orchard Beach Town Clerk's Office 30 days prior to the event date. The applicant shall at its own cost and expense furnish a policy or policies for property damage or bodily injury in the amount of at least \$500,000. The Town of Old Orchard Beach **MUST** be listed as an Additional Named Insured.

\_\_\_\_\_ Yes, it has been provided with the application; \_\_\_\_\_ No, it will be provided at least 30 days prior to the event.

24. Is the applicant requesting the use of the RSU #23 school property (schools, parking lots, playing fields)? \_\_\_\_\_ YES \_\_\_\_\_ NO. If yes, has the applicant received approval from RSU #23 or the date the applicant will receive approval?

\_\_\_\_\_  
\_\_\_\_\_

## ***SPECIAL EVENT PERMIT AGREEMENT***

I, \_\_\_\_\_ on behalf of \_\_\_\_\_  
(Print Applicant Contact Name) (Print Organization/Group Name)

Agree to abide by the following Special Event requirements:

1. All pre-event determined fees shall be paid at least two weeks prior to the event. I agree to pay any costs determined after the event immediately upon receipt of invoice.
2. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town Clerk's Office at least 30 days prior to the event date. The Town of Old Orchard Beach **MUST** be listed as an Additional Name Insured with the proper endorsement included. \_\_\_\_\_ **(initial)**
3. To develop a comprehensive security plan in conjunction with the Old Orchard Beach Police Department.
4. Town property shall not be removed from the premises including but not limited to benches, trashcans, tables, chairs, fencing, signs, etc.
5. Premises will be left in as good a condition as received except for reasonable wear and tear. All trash will be disposed of properly within 12 hours of the end of the event. I accept responsibility for any damages that might occur during the period of use.
6. To comply will all laws, rules, and regulations of the federal, state, and Town governments governing operations and conduct on Town property.
7. This permit agreement may be terminated by the Town of Old Orchard Beach at any time upon finding a violation of any rule, ordinance, and/or condition of the permit or upon good cause shown.

8. For myself and any other persons, organizations, firms and corporations sponsoring the event, which is the subject of this permit application, jointly and severally, hereby contract and agree to pay all costs of services provided by the Town of Old Orchard Beach, in support of said event.
  
9. For myself and any other persons, organizations, firms, and corporations sponsoring the event which is the subject of this permit application, jointly and severally, hereby contract and agree to indemnify, defend and hold harmless the Town of Old Orchard beach, its officers and employees, against all claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant, its agents, invitees or other sponsor in connection with said event.
  
10. The facility/area is provided in an "as is" condition. The event organization assumes all responsibility for the security and safety of all participants and spectators of the event.
  
11. I understand that the Town of Old Orchard Beach has no responsibility for equipment and/or items of personal property at the location at any time.
  
12. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit and halting of the event.
  
13. Events are considered rain/shine. Refunds are not issued if the event does not occur.
  
14. The permit does not authorize alcohol on any public property, including, but not limited to the beach, Memorial Park, streets and sidewalks.
  
15. Consumer Fireworks are illegal in Old Orchard Beach.

I have read and understand the Special Events Permit Agreement terms and conditions and I agree to be bound by said terms and conditions. I certify that the information I provided is accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(authorized representative)

Print name: \_\_\_\_\_

Print Organization Name (if applicable): \_\_\_\_\_

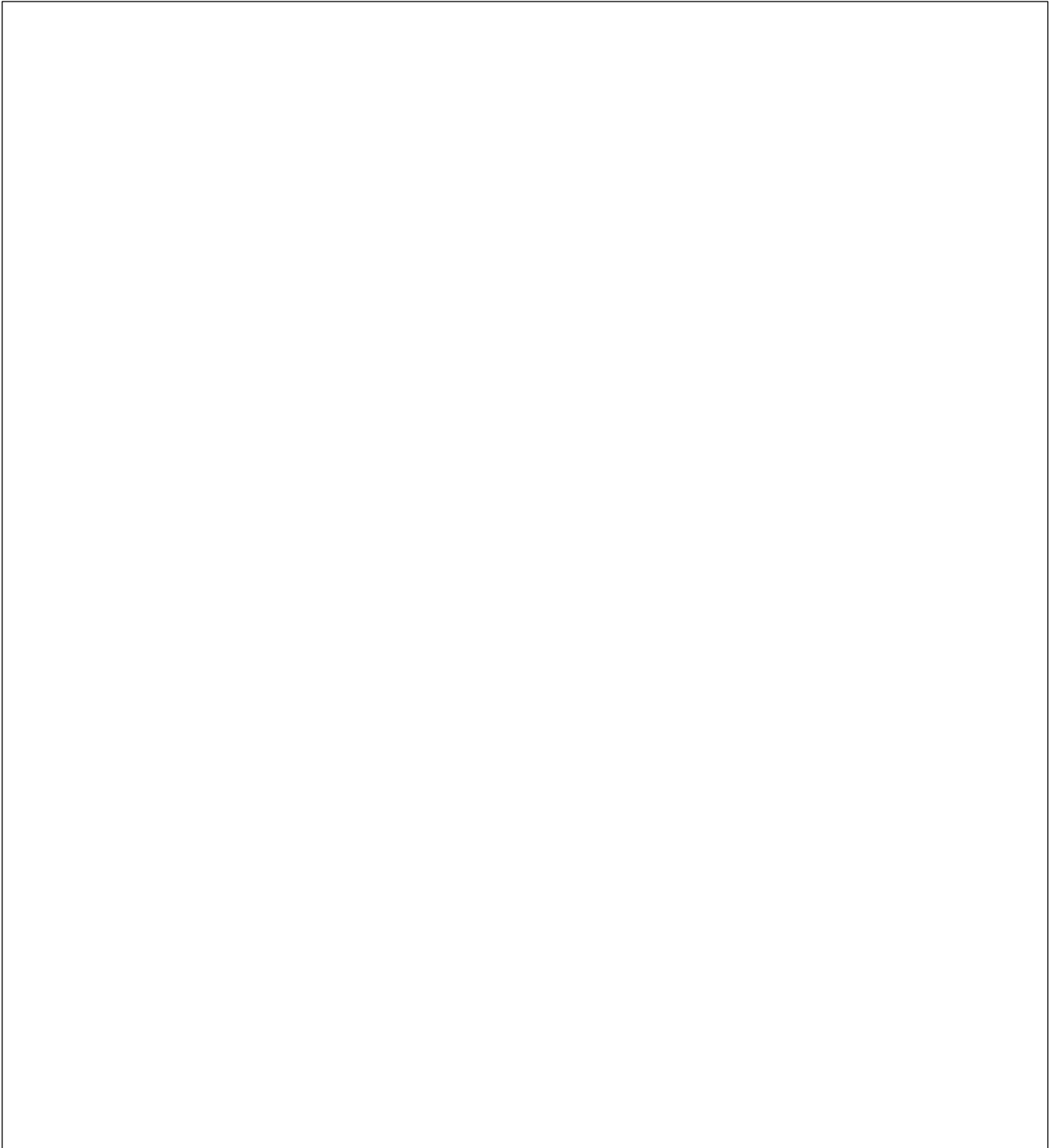
**SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)**

In the space below, please provide the following information. Attach a separate map if necessary.

General Map of Location  
Event Coordinator's Booth  
Tents/Stages/Grandstands  
Porta Potties/Rest Rooms

Vendor Locations  
Garbage Cans  
Water Sources

Street Closures/Parking Information  
Water/Electricity Sources  
Loudspeakers





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 <a href="mailto:kmclaughlin@oobmaine.com">kmclaughlin@oobmaine.com</a> 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. <b>Application must be submitted a minimum of one week (7 days) prior to the date of the scheduled bonfire, with the required insurance.</b>
	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 <b>CASH</b> 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. <b>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.</b>

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, [jgilboy@oobmaine.com](mailto:jgilboy@oobmaine.com) and Deputy Chief McDonald, [tmcdonald@oobmaine.com](mailto:tmcdonald@oobmaine.com)

**Public Works Department contact to arrange site visit:**

E-mail both Administrative Operations Manager, Jaime Conte, [jconte@oobmaine.com](mailto:jconte@oobmaine.com) and Operations manager, Ed Dalton, [ed Dalton@oobmaine.com](mailto: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**<sup>1</sup>, 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**

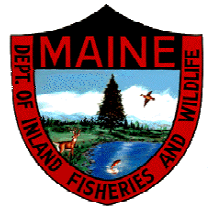
<sup>1</sup>In cases where a state agency or municipality is proposing to fund or carry out a project within an Essential Habitat, the agency or municipality is considered the project applicant.

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](http://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: \_\_\_\_\_

**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**<sup>1</sup>, 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**

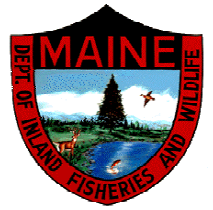
<sup>1</sup>In cases where a state agency or municipality is proposing to fund or carry out a project within an Essential Habitat, the agency or municipality is considered the project applicant.

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](http://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: \_\_\_\_\_