

Wedding Permit application

(We welcome your simple, small ceremony on the beach)

Town of Old Orchard Beach | Town Clerk's Office | 1 Portland Avenue |
 Old Orchard Beach, ME 04064 | Phone: (207) 934-4042 | Fax: (207) 934-7967

Important Information

1. Incomplete applications, and failure to submit the required fee, will cause the permit to be returned without approval.
2. 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.
3. You will be contacted by the Town Clerk's Office when permit has been authorized.
4. Wedding Ceremony permits are for less than 25 people. If 25 or more, a Special Event Permit application is required.
5. No beach wedding permits will be issued between the hours of 10-6 p.m. from June 15th up to and including Labor Day Weekend, Set-up cannot begin before 6 p.m. Also, the permit will not be issued if there are any Special Event Permits approved for that location.

Wedding permits at other times will be at the discretion of Town Officials.

Location of Event	CHOICE
	<p style="text-align: center;">Beach YES ___</p>
	<p style="text-align: center;">Memorial Park YES ___</p>

REQUIRED INFORMATION

Date submitted: _____ Date of Proposed Wedding: _____

Set-up time: _____ Time of Ceremony: _____

Proposed Wedding Ceremony Location: _____

Applicant Name: _____

Home Phone number: _____ Cell Number: _____

Address: _____

TENTS, ARCHES OR SEATING:

Type of element	# of items	Sizes

<u>SET-UP TIME</u>	<u>ACTUAL EVENT HOURS</u>	<u>TAKE DOWN STARTS</u>	<u>TAKE DOWN ENDS</u>

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 wedding ceremony 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.

Town of Old Orchard Beach
INSTRUCTIONS FOR WEDDING CEREMONIES

1. Beach ceremonies:

A. No alcoholic beverages of any kind are allowed on public property, including Memorial Park and the beach.

B. Do not block pathways to the beach.

C. All parking restrictions must be obeyed.

D. Do not leave arches, chairs, fencing, ribbons, beverage containers, decorations, etc., behind. Basically, if you bring it out to the beach, please take it with you after the event. Clean up after yourself and your guests and please leave only footprints. Use of public trash cans is prohibited for private functions.

E. If a bonfire is requested, a bonfire permit application must be filled out. The cost will remain at \$50 per day as long as the location remains the same.

F. No dogs are permitted on the beach from Memorial Day to Labor Day between the hours of 9 a.m. and 5 p.m.

G. No tents larger than 10' x 10' "pop-up".

H. No generators or motor vehicles are allowed on the beach.

I. Old Orchard Beach offers many natural and beautiful settings to pose for your wedding photos. Please obey the environmental rules when choosing a site and obey the beach signs, including not entering the Dunegrass area.

J. Marriage License: If you reside outside the State of Maine, please contact the Old Orchard Beach Town Clerk's Office, 1 Portland Avenue, Old Orchard Beach, ME 04064, or call 207-934-4042. If you reside within the State of Maine, please contact your local Municipal Clerk.

K. Amplified sound is permitted (within noise ordinance regulations).

L. There are numerous scheduled activities including beach cleaning and public events, etc., that occur throughout the year in a variety of locations in municipality which cannot be impeded by the wedding.

2. 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
 - b. Faxed (207) 934-7967
 - c. Emailed to townclerks@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 contact the Town Clerk's Office at 207-934-4042, to pay by phone with a credit card/debit card.

Application must be submitted a minimum of one week (1) prior to the date of the scheduled wedding, with the required insurance.

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

3. 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.

4. 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 event, 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 event. 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 events 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.

Recipient of the Wedding Permit instructions initials _____

Applicant's Signature _____ **Date** _____

OFFICIAL USE ONLY BELOW

Application _____ Date completed application received: _____

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

Applicant notified: _____

**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**

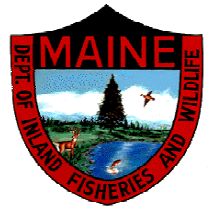
¹In cases where a state agency or municipality is proposing to fund or carry out a project within an Essential Habitat, the agency or municipality is considered the project applicant.

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: _____