



City of Caribou Site Design Review Application Home Occupation

Planning & Code Enforcement
25 High Street
Caribou, Maine 04736
(207) 493-5967
kmurchison@cariboumaine.org

Note to Applicant: Complete this application and return it with the required documents. In addition, the required fee must be returned along with this completed application. Make checks payable to: "City of Caribou," in the amount of \$90.00.

Please print or type all information

Name of Applicant: _____

Business Name: _____

Property Address: _____

City of Caribou Tax Map: _____ Lot: _____ Zone: _____

Applicant Information

Person and address to which all correspondence regarding this application should be sent:

Name: _____ Phone: _____

Address: _____ E-mail: _____

City, State, Zip: _____

Name of Land Surveyor, Engineer, Architect or other Design Professionals.

(Attach list if needed, please write "N/A" if not applicable)

Phone: _____

Phone: _____

What legal interest does the applicant have in property to be developed (ownership, owner's representative, option, purchase & sales contract, etc?)

(Attach supportive legal documentation)

Do the plans require review by the State Fire Marshal Office? () Yes () No
(Attach Barrier Free and Construction Permits from SFMO)

Have the plans been reviewed & approved by the Caribou Fire Chief? () Yes () No

Does the building have an automatic sprinkler system? () Yes () No

Does the building have an automatic fire detection system? () Yes () No

Plan Review Criteria

- 1. ___ A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest in the property on the part of the applicant.
- 2. ___ Names and addresses of all abutting landowners (from assessing office).
- 3. ___ Copy of tax card and tax map for property with zoning designation (from assessing office)
- 4. ___ 1 complete set of plans, provided in Adobe Acrobat high-resolution .pdf file(s), showing the following:
 - ___ a. Graphic scale and north arrow.
 - ___ b. Location and dimensions of any existing or proposed easements (from deed)
 - ___ c. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines.
 - ___ d. Access for Emergency Vehicles, location and layout design of vehicular parking, circulation areas, loading areas, and walkways including curb cuts, driveways, parking space and vehicle turn around areas.
 - ___ e. Location and names of streets adjacent to the proposed development and rights-of-way (from deed).
 - ___ f. Conceptual treatment of landscaping buffers, screens, and plantings.
 - ___ g. Location of outdoor storage areas, fences, signage and accessory structures.
 - ___ h. All proposed signage and exterior lighting including the location, size and wording of all signs and location and type of exterior lights.

To the best of my knowledge, all of the information submitted in this application is true and correct.

Signature of Applicant: _____ Date: _____

Home Occupation Requirements Checklist

- _____ The home occupation shall only employ residents of the dwelling unit.
- _____ The home occupation shall be carried on entirely within the principle or accessory structure.
- _____ The home occupation shall not occupy more than 50% of the total floor area of the principle dwelling structure. Accessory structures used for the home occupation may use up to 100%.
- _____ No client or customer shall be allowed on any floor other than the first floor ground level unless the structure is protected throughout with a State Fire Marshal approved sprinkler system.
- _____ Objectionable noise, vibrations, smoke, dust, electrical disturbance, odors, heat, glare or other nuisances are not permitted.
- _____ No on-street parking is allowed for clients or customers.
- _____ All means of egress/ingress are consistent with NFPA Life Safety Code 101 and the Americans with Disabilities Act.

Home Occupation Application for: _____
Address: _____

Decision by the Caribou Planning Board

Date: _____

The application was: _____ **Denied** _____ **Approved** _____ **Approved with Conditions**

Signed: _____
Chairman, Caribou Planning Board

Conditions of Approval:

Reason(s) for Denial:

