



PORTLAND MAINE

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*Penny St. Louis Littell - Director of Planning and Urban Development
Marge Schmuckal, Zoning Administrator*

September 22, 2009

Kathleen Swift
63 Pinnacle Road
Lyme, NH 03768

Re: 18 Griffins Lane, Cliff Island – 109B F008 – IR-1 – dormer addition – permit #09-1002

Dear Ms. Swift,

I am in receipt of your building permit application to add a dormer to your house at 18 Griffins Lane, Cliff Island. At this point your application is incomplete.

Your property is located in the Shoreland Zone. Section 14-449(a)(1) of the ordinance limits expansion within seventy-five (75) feet of the high water mark within the Shoreland Zone. Since your property falls within the Shoreland Zone, you need to provide our office with a stamped survey prepared by a licensed professional. The survey must include the lines of the property, the footprint of any structures and the seventy-five foot setback from the high water line. If your building falls within the seventy-five foot setback, your expansion of floor area or volume cannot exceed thirty percent. Your property also falls within the flood zone based on the Flood Insurance Rate Map. The survey also needs to include the location of the flood zones in relation to your property.

Your permit is on hold until our office receives the stamped survey. Feel free to call me at (207) 874-8709 if you have any questions.

Yours truly,

Ann B. Machado
Zoning Specialist
(207) 874-8709

Cc. Walter Swift
Art Libby
file

