



STATE OF MAINE  
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY  
MAINE FOREST SERVICE  
22 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0022  
<http://www.maine.gov/dacf/mfs>

**Maine Forest Service  
BRIDGE CONSTRUCTION PERMIT APPLICATION**

THE FOLLOWING INFORMATION IS ATTACHED FOR YOUR GUIDANCE:

- \* Instructions for Obtaining a Bridge Construction Permit
- \* List of Required Exhibits
- \* Application for Bridge Construction Permit

**PLEASE READ ALL FORMS AND INSTRUCTIONS BEFORE PROCEEDING**

**Mail completed application to:**

**Dept. of Agriculture, Conservation & Forestry  
Maine Forest Service  
22 State House Station  
Augusta, Maine 04333-0022**

## INSTRUCTIONS FOR YOUR BRIDGE CONSTRUCTION PERMIT APPLICATION

### WHO NEEDS A BRIDGE CONSTRUCTION PERMIT?

Anyone constructing, installing or reconstructing bridges or water crossings of major flowing or standing waters or wetlands in the plantations, unorganized townships and certain towns which remain under the Land Use Planning Commission jurisdiction which do not otherwise conform with Maine Forest Service Rules, Chapter 27.

### WHERE CAN I GET HELP TO COMPLETE MY APPLICATION?

If you need help completing your Bridge Construction Permit Application, you may call the Maine Forest Service.

### HOW DO I KNOW THAT THE APPLICATION IS COMPLETE?

Your application should be complete if you have properly prepared all of the items in the attached checklist. Please prepare your application carefully, and please type or print in ink. Be sure to complete ALL parts of your application, both questions and exhibits. Please make sure that your name is on ALL documents and diagrams that you submit. **INCOMPLETE APPLICATIONS MAY BE RETURNED.** In some situations, additional information may be requested.

Carefully review these instructions and the attached explanations for the required exhibits, each of which must be completed as directed and submitted as part of your Bridge Construction Permit Application.

### WHO WILL REVIEW MY BRIDGE CONSTRUCTION PERMIT APPLICATION?

Once your application has been received by the Maine Forest Service, you will receive acknowledgment of its receipt. Please refer all questions to the Maine Forest Service Regional Enforcement Coordinator regarding your project.

### WHAT IS THE APPLICATION FEE AND TO WHOM IS IT PAYABLE?

The application fee is \$250.00 plus \$2.00 per linear foot of span length or culvert width. The fee also applies to all amendments. The check or money order should be made payable to the Treasurer, State of Maine.

## EXHIBITS FOR BRIDGE CONSTRUCTION PERMIT APPLICATIONS

Because your Bridge Construction Permit Application cannot be considered complete until all necessary exhibits have been submitted and found to be complete, please read the description of what is required for each of the exhibits carefully. **Incomplete or inadequate applications and exhibits may be returned.** If you do not fully understand what is being asked in a question or exhibit, please contact the Maine Forest Service for assistance.

Each exhibit must be clearly identified with the applicant's name and the exhibit letter and/or identification (i.e. Exhibit E, SITE PLAN) included on each page. **All plans must be drawn to scale and that scale is clearly identified.** All exhibits must be clear and in ink. Pencil notes and drawings, very light copies of materials, and drawings and notes on onionskin paper are not acceptable and may be returned. Plans must not exceed 24 inches by 36 inches in size. If more than one sheet is required, match lines must be included on each sheet.

Any exhibits larger than 8 1/2" by 11", exclusive of Land Use Guidance Maps and deeds, must be submitted in (2) two copies, each folded to 8 1/2" by 11". In some instances, the Maine Forest Service may request that you provide additional copies of the entire application. It may save time if you discuss your application with the Maine Forest Service prior to final submission.

#### **EXHIBIT A: CORPORATE GOOD STANDING**

If the applicant is a corporation, you must submit, as EXHIBIT A, a certification of corporate good standing from the Secretary of State, State of Maine.

#### **EXHIBIT B: RIGHT, TITLE, OR INTEREST**

Before the Maine Forest Service can review any application, it must have evidence that the applicant has right, title, or interest in all of the land upon which the proposed activity is anticipated to take place.

To demonstrate right, title or interest in the land above the normal high water line which is part of the property associated with your Bridge Construction Permit Application, submit, as EXHIBIT B, a copy of one of the following: **(DO NOT SEND THE ORIGINAL)**.

A complete, signed copy of your deed or deeds; or

A complete, signed copy of your lease or leases; or

A complete, signed copy of your easement or easements explicitly giving you the rights to undertake the activities proposed at the location proposed; or

A complete, signed copy of a binding option to purchase all necessary interest in the property, or similar contractual agreement which establishes terms for future title and provides a description of the property.

#### **EXHIBIT C: RIGHT, TITLE OR INTEREST TO SUBMERGED LANDS**

Before the Maine Forest Service can review any application which includes shoreland alterations, it must have evidence that the applicant has right, title or interest in all of the submerged lands to be developed or altered. To demonstrate right, title or interest to the submerged lands, submit, as EXHIBIT C, a copy of:

A complete, signed copy of a submerged lands lease; or

A complete, signed copy of a submerged lands easement; or

A complete, signed copy of a letter or permission from the submerged land owner which establishes terms under which the project can be undertaken and describes the area included in the letter of permission.

#### **EXHIBIT D: LOCATION MAP AND DIRECTIONS TO SITE**

Submit, as EXHIBIT D, a copy of a Land Use Guidance Map, a U.S.G.S. Topographic or equivalent map on which you have clearly marked the location of the project site. Mark the project site location with an X, then draw a circle around the X and then an arrow which points to your lot.

Land Use Guidance Maps are available for all towns, townships and plantations under Land Use Planning Commission jurisdiction. Copies of these maps are available, upon request, from the LUPC's office or can be printed from the LUPC web site ([maine.gov/acf/lupc](http://maine.gov/acf/lupc)).

**You must also provide specific directions to the proposed development site.** These directions should be typed or printed on a separate 8 ½" by 11" sheet of paper and attached to the location map. The directions should provide enough detail so that someone from the Maine Forest Service can locate the site.

#### **EXHIBIT E: SITE PLANS**

Submit, as EXHIBIT E, two site plans showing what the site will look like when the project is completed. These plans must each be drawn to the same scale, with that scale clearly identified, and must include both an accurate overhead view of the entire project area and a side view or cross section of the proposed bridge and/or water crossing structure and associated facilities.

The overhead view should include all of the following items within 250 feet of the project site:

- \* all property boundary lines, including dimensions;
- \* normal high water and normal low water lines;
- \* the shoreline area to be affected, including dimensions
- \* the proposed project, including all dimensions;
- \* all existing structures, including water crossings, abutments or similar structures, permanent docks, wharfs, retaining walls, etc., including dimensions;
- \* existing and/or proposed roads, driveways or other access ways; and
- \* any outstanding features associated with the waterbody such as large rocks, major shoreline vegetation, steep cliffs or ledge overhang along the shoreline

The **side view** or cross section should be a "close-up" view of the project and should show the following:

- \* the proposed project, including all dimensions;
- \* normal high water and normal low water lines;
- \* location, elevation and dimensions of all proposed work
- \* location, elevation and dimensions of any associated site preparation necessary for completion of the project;
- \* location of existing and/or proposed roads, driveways or other access ways;
- \* location and dimensions of any existing nearby structures; and
- \* any outstanding features associated with the waterbody such as large rocks, major shoreline vegetation, steep cliffs or ledge overhang along the shoreline.

All site plans should be drawn to the same scale, with that scale clearly identified, and should include the applicant's name and mailing address. If symbols are used in preparing your site plans, such plans must include a key to all symbols with such key located in the lower left corner of each plan.

## **EXHIBIT F: PHOTOGRAPHS OF THE PROJECT SITE**

Submit, as EXHIBIT F, a series of recent photographs, which show the project site as it presently exists. Such photographs must have been taken within the past two years and must include at least one of each of the following:

- \* the existing shoreline, as taken from the waterbody or wetland, or from the opposite shoreline if a stream or brook, to show the shoreline vegetation and characteristics of the area(s) to be developed;
- \* both upstream and downstream views of the waterbody or wetland as taken from the proposed development site(s);
- \* any existing structures, or remains of previously existing structures, including, but not limited to, abutments, cribs, piers, or similar structures.

Photographs should be mounted on 8 1/2" by 11" paper, and each page clearly identified with the applicant's name and address. Each photograph should have a caption, which includes the date taken and be clearly identified (i.e. north shoreline taken from the center of stream, upstream of proposed water crossing.) All photographs are considered part of the application and, as such, cannot be returned.

## **EXHIBIT G: TECHNICAL EXPERIENCE AND ABILITIES**

You must submit, as EXHIBIT G, information which demonstrates your technical experience and abilities and/or those of the contractor who will actually undertake and complete the proposed project. Such information should include, but not be limited to a statement of the applicant's and/or the contractor's prior experience and appropriate training relating to the nature of the proposed development and a description of professional qualifications of personnel who will be employed to design, install and oversee the proposed development, including stabilization and erosion control measures.

## **EXHIBIT H: MEDIUM INTENSITY SOILS INFORMATION**

You must demonstrate that the proposed development will take place on soils, which are suitable for all of the proposed development. Submit, as EXHIBIT H, an on-site medium intensity soils mapping properly conducted by a soil scientist, who indicates boundaries and general characteristics of soil types within the area to be developed as well as topographic contour lines at a minimum of five-foot intervals.

The medium intensity soils map should include all applicable property boundary lines, existing or proposed roads, and locations of test pits and/or borings, and a description of all soil mapping units referring to soil group designations according to both the USDA soil series names and Maine State Plumbing Code profile and condition. The mapping must also include indications of percent and direction of slopes, and all streams, including intermittent streams, and water bodies. The map must be drawn to the same scale as all site plans, and must be dated and include the signature and license number of the soil scientist responsible for the work.

## **EXHIBIT I: DRAINAGE, STABILIZATION AND EROSION CONTROL PLANS**

You must also submit, as EXHIBIT I, a comprehensive drainage and erosion control plan which includes a construction schedule, construction methods, and a sequence of construction activities including reclamation of the project site. Such plan must also demonstrate that adequate provision will be made to control drainage, sedimentation and erosion before, during and after road and water crossing construction. This plan should show all existing and proposed on-site drainage and erosion control measures and sequences of installation, including any temporary facilities designed to convey water around, through or from the construction site. The comprehensive drainage and erosion control plan must incorporate soil types identified on the medium intensity mapping required as EXHIBIT H, note any special provisions and/or considerations required based upon those soil types and conditions.

You must include calculations, formulas and factors used in determining the sizing of bridges, culverts, or other methods of water crossings, either temporary or permanent, and stabilization and erosion control measures to be undertaken both during and after construction.

If you propose the use of temporary drainage facilities, you must provide a detailed description of those facilities, including the timing and sequence of their use, provisions for removal and stabilization and erosion control measures both during and after their use.

You must provide measures to be taken during road or water crossing construction to assure that unreasonable sedimentation and erosion of exposed mineral soil and fill will not take place. You must also provide provisions for stabilization of cut and fill banks to avoid unreasonable slumping, washing, or erosion of the banks.

You must also include a proposed program for the maintenance of all drainage, water crossing and erosion and sedimentation control facilities, which will remain after road and water crossing construction has been completed and designation of a person who will be responsible for continued maintenance.

## **EXHIBIT J: FINANCIAL CAPABILITY**

Applications for Bridge Construction must include evidence which demonstrates that the applicant has the financial capability to undertake the proposed development. To demonstrate financial capability to undertake the proposed development you must submit, as EXHIBIT J, at least one of the following:

A letter from a financial institution, governmental agency or other funding agency indicating a commitment to provide a specified amount of funds and the uses for which those funds may be utilized;

In cases where funding is required but there can be no commitment of money until approvals have been received, submit a Letter of Intent to Fund from the appropriate funding institution indicating the amount of funds available and their specified uses;

The most recent corporate annual report indicating availability of sufficient funds to finance the proposed development together with explanatory materials which interpret the report; and/or

If the applicant will personally finance the proposed development, copies of bank statements or other evidence indicating availability of funds necessary to complete the proposed development.

## **EXHIBIT K: APPLICATION FOR SUBSURFACE WASTE WATER DISPOSAL**

If you propose to construct or install any structures such as offices and or temporary bunk-houses, which will include water and/or plumbing facilities, you must hire a licensed site evaluator to test your soils and design a sewage disposal system, including sink drains and pit privies. You must then submit, as EXHIBIT K, the HHE 200 APPLICATION FOR SUBSURFACE WASTE WATER DISPOSAL as completed by your site evaluator. If you anticipate installation of a sink drain and a pit privy, a minimum of two soils tests must be conducted and reported; one for the sink drain location and one for the privy location.

## **EXHIBIT L: CONTRACT FOR PRIVY MAINTENANCE**

If you propose the temporary installation and use of portable privies during construction activities, you must submit, as EXHIBIT L, a copy of the contract for installation, on-going maintenance and eventual removal of such portable privies, which is binding for the duration of your proposed construction activities.