

**TOWN OF PARSONSFIELD Planning Board**  
634 North Rd, Parsonsfield, Maine 04047  
PHONE: (207)-625-4558 FAX: (207)-625-8172 [planning@parsonsfeld.org](mailto:planning@parsonsfeld.org)

**Site Plan Review Application**

Fees Paid: \$25.00 Application Fee and \$150.00 Escrow Fee

Date CEO Reviewed & Accepted: 3/3/25 SW

Date Received and Paid for at Clerk's Office: 3/3/25 RMK

Date Received by Planning Board Administrative Assistant: 3/5/2025

Planning Board Administrative Assistant Signature: Diana Lyle

**Submission of Application:** For the purpose of classification and initial discussion, project applicants, prior to submitting applicable Preliminary or Final Plan applications, shall submit Site Plan information to the CEO. An application for Site Plan Review will consist of eleven (11) sets of site plan maps (two full-size set and nine 11" x 17" sets) which include scale, north arrow, legend, abutters, and title block, and shall show existing and proposed lots or property lines, existing and proposed structures, roads, driveways, easements and/or rights of way and all other information as detailed in the Town of Parsonsfield Land Use and Development Ordinance, Article III: Site Plan Review. Applicant must also submit a list of all abutters, including those across a public or private right of way or across a town line. Approval of a Site Plan shall not constitute approval of a project and is merely authorization for the applicant to file a preliminary or final plan application.

**Applicant(s): Name & Mailing Address**  
(If different from Owner)

MALEIA WILSON

130 DAY ROAD

GORHAM, ME 04038

Telephone: 441-300-3210

**Property Owner(s): Name & Mailing Address**

SAME

Telephone: \_\_\_\_\_

Applicant's Signature: M. Wilson

**Property Owner's Authorization** (fill out only if applicant other than owner). The undersigned property owner hereby certifies that the information submitted in this application regarding the property is true, accurate, and complete and that the Applicant has full authority to request approval for this proposal.

**Property Owner's Signature:** \_\_\_\_\_

**Site Location/Address** 46 LOON POINT ROAD, PARSONSFIELD, ME 04047

**Tax Map#** U12 **Lot#** 014 **Zoning District:** \_\_\_\_\_

**Acreage of subject parcel:** 18,035 SQF - .414 ACRES

**Current Use of Property** Unused Residential (run down cabin - unusable)

**Proposed Use of Property** \_\_\_\_\_

Rebuild - Residential - year round cabin

**Previous Approvals:** List all previous uses, variances or special conditions associated with this property. Seasonal Cottage built approx 1964

**Date of Action:** Planning Board Meeting/Hearing: \_\_\_\_\_

**Approval:** \_\_\_\_\_ **Denial:** \_\_\_\_\_

If application is approved, the applicant is hereby authorized to submit a preliminary or final plan.

If Application Denied, Reason: \_\_\_\_\_

- 1) **Applicability:** This application applies to any proposed use listed in the Table of Permissible Uses which requires Site Plan Review.
- 2) **Submissions:** Applications must be submitted 15 days in advance of the scheduled meeting.
- 3) **Permits:** Attach any other applicable permits.
- 4) **Abutters:** Attach a list of names and addresses of abutting property owners. (Please complete the separate "Abutters List Form" with this application)
- 5) **Supplemental Information:** The Planning Board may require additional information.
- 6) **Approval Criteria:** In approving site plans, the Planning Board shall consider criteria as listed in the Land Use and Development Ordinance Site Plan Review article. Before granting approval, the Board shall make findings of fact that the provisions of this Ordinance have been met and that the proposed development will meet the guidelines of Title 30-A, MRSA, Section 4404, as amended.

NOTE: A Site Plan application must be approved unless in the judgement of the Planning Board the applicant is not able to meet one or more of the performance standards. Decisions of the Planning Board may be appealed in accordance with the provisions of the Ordinance.

- 7) **Site Plan Content:** Application must include the following exhibits and information. Please attach information on a separate sheet of paper or note that the item is not applicable and give a reason. (A=Attached or NA=Not Applicable)



**General Submission Information:**

- a) name and address of all property owners within 500 feet of edge of property line (Abutters List Form)
- b) sketch map showing general location of site within the Town
- c) boundaries of all contiguous property under control of owner/applicant regardless of whether all or part is being developed at this time
- d) copy of the deed to the property, option to purchase the property or other documentation to demonstrate right, title or interest
- e) name, registration number and seal of the land surveyor, architect, engineer and/or similar professional who prepared any plan

**Existing Conditions:**

- f) bearings and distances of all property lines of property to be developed and source of information
- g) location and size of any existing sewer and water mains, culverts and drains that will serve the development whether on or off the property, along with the direction of existing surface water drainage across the site
- h) location, names and present widths of existing streets and rights-of-way within or adjacent to the proposed development
- i) location, dimensions and ground floor elevations Above Ground Level (AGL) of all existing and proposed buildings on the site
- j) location and dimensions of existing driveways, streets, parking and loading areas and walkways on the site
- k) location of intersecting roads or driveways within 200 feet of site
- l) location of open drainage courses, wetlands, stands of trees, and other important natural features, with description of features to be retained and of any new landscaping
- m) location, front view, and dimensions of existing and proposed signs
- n) location and dimensions of any existing easements and ten (10) copies of existing covenants or deed restrictions

**Proposed Development Activity:**

- o) location of all building setbacks, yards and buffers, required by this or other Town Ordinances
- p) location, dimensions and ground floor elevations Above Ground Level (AGL) of all proposed buildings
- q) location and dimensions of proposed driveways, parking and loading areas, and walkways
- r) location and dimensions of all provisions for water supply and wastewater disposal
- s) direction and route of proposed surface water drainage
- t) location, front view, and dimensions of proposed signs
- u) location and type of exterior lighting
- v) proposed landscaping and buffering
- w) demonstration of any applicable State applications, or permits which have been or may be issued
- x) schedule of construction, including anticipated beginning and completion dates
- y) Space shall be provided on the plan for the signatures of the Planning Board and date, together with the following words, "Approved: Town of Parsonsfield Planning Board"

a.	ATTACHED
b.	ATTACHED
c.	ATTACHED - SURVEY
d.	ATTACHED
e.	ATTACHED - SEE SURVEY & ARCHITECTURAL DRAWINGS
f.	ATTACHED - SURVEY
g.	ATTACHED - SEE NEW SEPTIC DESIGN PROPOSAL
h.	ATTACHED - SURVEY
i.	ATTACHED - SURVEY
j.	ATTACHED - SURVEY
k.	ATTACHED - SURVEY
l.	ATTACHED - SURVEY
m.	NO EXISTING OR PROPOSED SIGNAGE
n.	TBD - NO EXISTING EASEMENTS?
o.	ATTACHED - ARCHITECTURAL DRAWINGS
p.	ATTACHED - ARCHITECTURAL DRAWINGS
q.	ATTACHED - ARCHITECTURAL DRAWINGS
r.	ATTACHED - NEW SEPTIC AND WELL DESIGNS
s.	ATTACHED - SURVEY
t.	NO SIGNAGE PROPOSED
u.	ATTACHED - ARCHITECTURAL DRAWINGS
v.	ATTACHED - ARCHITECTURAL DRAWINGS
w.	NONE
x.	ATTACHED - SCHEDULE
y.	ATTACHED - SPACE PROVIDED



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634 North Rd, Parsonsfield, Maine 04047

PHONE: (207)-625-4558 FAX: (207)-625-8172 [planning@parsonsfeld.org](mailto:planning@parsonsfeld.org)

**ABUTTERS LIST FORM**

(Make additional copies of this form as needed in order to submit a complete list.)

ABUTTER NAME(S): VIRGINIA STIMPSON

MAILING ADDRESS: 12 OAK GROVE LANE,

CITY/STATE/ZIP: KENNEBUNKPORT, ME 04046

PROPERTY ADDRESS: 37 SUNSET COVE ROAD, PARSONSFIELD, ME 04047

MAP # U12 LOT # 010

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ABUTTER NAME(S): THOMAS H. SOMERS

MAILING ADDRESS: PO BOX 345,

CITY/STATE/ZIP: KENNEBUNKPORT, ME 04043

PROPERTY ADDRESS: 36 SUNSET COVE ROAD, PARSONSFIED, ME 04047

MAP # U12 LOT # 011

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ABUTTER NAME(S): ALEXANDRA AGRAFIOTIS

MAILING ADDRESS: 548 EMERY'S BRIDGE ROAD

CITY/STATE/ZIP: SOUTH BERWICK, ME 03908

PROPERTY ADDRESS: 29 LOON POINT ROAD, PARSONSFIELD, ME 04047

MAP # U12 LOT # 012

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ABUTTER NAME(S): MALEIA WILSON

MAILING ADDRESS: 130 DAY ROAD

CITY/STATE/ZIP: GORHAM, ME 04038

PROPERTY ADDRESS: 40 LOON POINT ROAD, PARSONSFIELD, ME 04047

MAP # U12 LOT # 013

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ABUTTER NAME(S): ROBERT N. LAVIGNE

MAILING ADDRESS: 62 MILL BROOK LANE,

CITY/STATE/ZIP: LYMAN, ME 04002

PROPERTY ADDRESS: 36 LOON POINT ROAD, PARSONSFIELD, ME 04047

MAP # U12 LOT # 015

ABUTTER NAME(S): DANIEL LEMIEUX

MAILING ADDRESS: 32 LOON POINT ROAD

CITY/STATE/ZIP: PARSONSFIELD, ME 04047

PROPERTY ADDRESS: 32 LOON POINT RD, PARSONSFIELD, ME 04047

MAP # U12 LOT # 016

ABUTTER NAME(S): JOHN DOWNING JR (C/O GEOFF DOWNING)

MAILING ADDRESS: 76 MARION ROAD

CITY/STATE/ZIP: SCITUATE, MA 02066

PROPERTY ADDRESS: 16 MILLER AVENUE, PARSONSFIELD, ME 04047

MAP # U12 LOT # 017

ABUTTER NAME(S): JEAN M LAROCHE-OWENS

MAILING ADDRESS: 7 HILDRETH STREET

CITY/STATE/ZIP: WESTFORD, MA 01886

PROPERTY ADDRESS: 22 LOON POINT RD, PARSONSFIELD, ME 04047

MAP # U12 LOT # 030

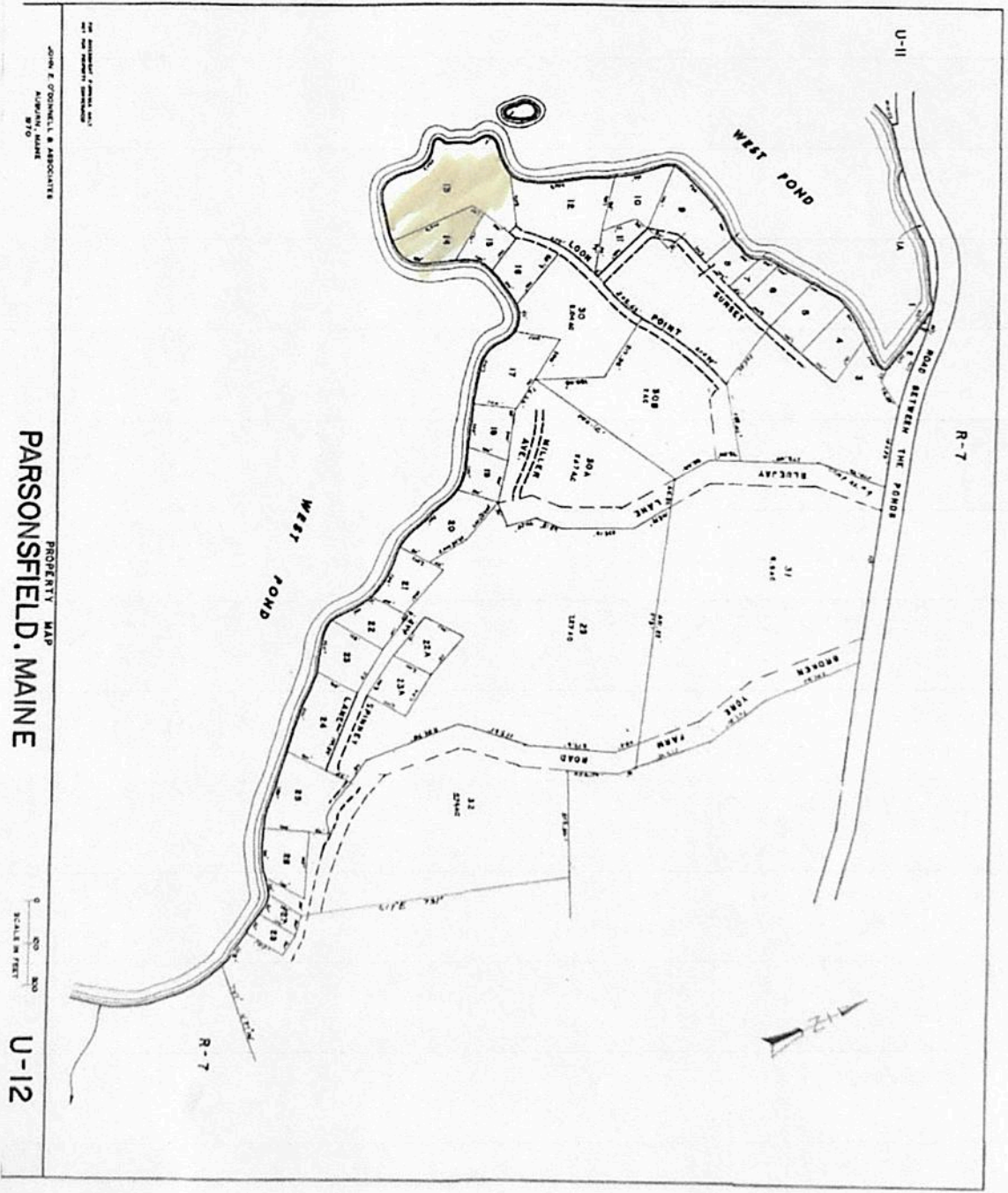
ABUTTER NAME(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

MAP # \_\_\_\_\_ LOT # \_\_\_\_\_





EXISTING COTTAGE TO BE DEMOLISHED



# LOON PT COTTAGE - WEST POND

## PLANNING AND PERMITTING REVIEW DRAWINGS 03/01/2025

FOR REVIEW

**LOON PT COTTAGE - WEST POND**  
LOON PT ROAD, PARSONSFIELD, MAINE 04047  
SINGLE FAMILY RESIDENCE, NEW-BUILD

**BRI BURN**  
architecture for life  
1000 1/2 S. BURNHAM ST. SUITE 100  
PORTLAND, ME 04106  
TEL: 207.761.1111  
WWW.BRIBURN.COM

REVISION	DATE	NAME
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**PROJECT INFO:**  
TYPE: RESIDENTIAL RENOVATION  
ADDRESS: 48 LOON POINT ROAD, PARSONSFIELD, ME 04417

**APPLICABLE CODES:**  
LAND USE ORDINANCE:  
PARSONSFIELD LAND USE AND DEVELOPMENT  
ORDINANCE (REVISED JUNE 2024)  
BUILDING CODES:  
2021 IRC, 2021 IBC, 2021 NFPA 101

**ZONES & DISTRICTS:**  
DISTRICT: SHORELAND LIMITED RESIDENTIAL DISTRICT

SETBACKS:	
MINIMUM SETBACKS:	PROPOSED SETBACKS:
ROAD SETBACK: 75'	ROAD SETBACK: 148' 11"
SIDE SETBACK (W): 25'	SIDE SETBACK (W): 43' 5"
SIDE SETBACK (E): 25'	SIDE SETBACK (E): 65' 11"
SHORELAND SETBACK: 30' 4"	SHORELAND SETBACK: 30' 4"

NOTES: PROPOSED STRUCTURE IS MORE CONFORMING THAN EXISTING STRUCTURE

**RELEVANT ARTICLES:** PARSONSFIELD LAND USE AND DEVELOPMENT ORDINANCE

**NON-CONFORMING STRUCTURES:** A building existing on a lot that is not in compliance with the current zoning ordinance is a non-conforming structure. A building is a non-conforming structure if it is located on a lot that is not in compliance with the current zoning ordinance and it is not in compliance with the current zoning ordinance. A building is a non-conforming structure if it is located on a lot that is not in compliance with the current zoning ordinance and it is not in compliance with the current zoning ordinance.

**RECONSTRUCTION OR REPLACEMENT:** A non-conforming structure which is located on a lot that is not in compliance with the current zoning ordinance and it is not in compliance with the current zoning ordinance. A building is a non-conforming structure if it is located on a lot that is not in compliance with the current zoning ordinance and it is not in compliance with the current zoning ordinance.

**RELOCATION:** A non-conforming structure may be relocated within the boundaries of the parcel on which the structure is located provided that the site of relocation conforms to all setback requirements to the greatest practical extent.

**DEFINITIONS:** PARSONSFIELD LAND USE AND DEVELOPMENT ORDINANCE

**BUILDING STRUCTURE HEIGHT:** The vertical distance between the highest point of the roof and the average grade of the existing or original ground adjoining the building or structure, whichever distance is greater.

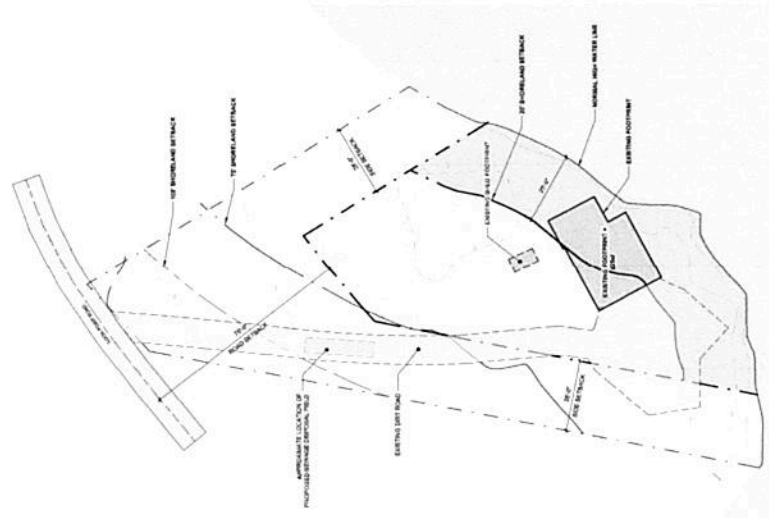
**STRUCTURE ELEVATION:** The first floor elevation or openings of all buildings and structures must be elevated at least two (2) feet above the elevation of the 100-year flood. The floor of the building must be elevated at least two (2) feet above the elevation of the 100-year flood. The floor of the building must be elevated at least two (2) feet above the elevation of the 100-year flood.

**FOOTPRINT:** The entire area of ground covered by the structure(s) on a lot, including but not limited to the area of the building, driveway, parking area, and all other structures, such as patios and decks.

LOT SIZE+ ALLOWABLE LOT COVERAGE:	
MINIMUM LOT SIZE: 107,400 SQ. FT. (NONCONFORMING LOT)	EXISTING LOT SIZE: 18,322 sq. ft. ALLOWABLE LOT COVERAGE: 20% MAX

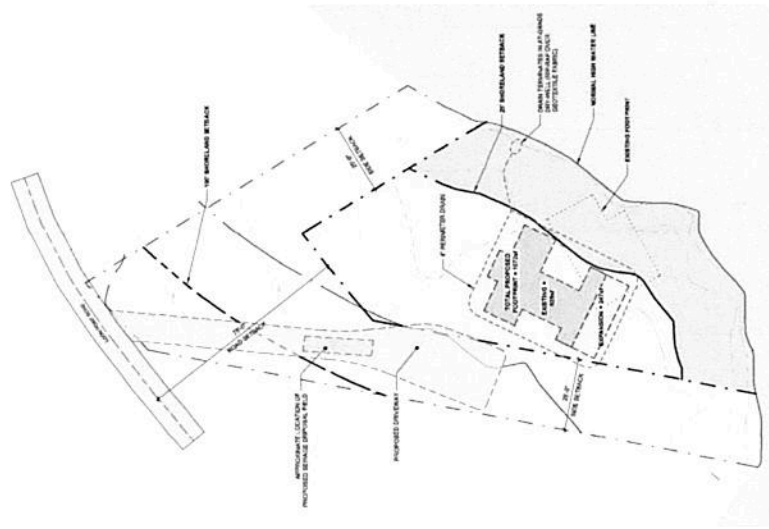
ALLOWABLE EXPANSION CALCULATION:	
ALLOWABLE EXPANSION: +30% INCREASE OF FOOTPRINT AS OF 1ST JAN 1989	
EXISTING FOOTPRINT: 8254 sq. ft.	
ALLOWABLE EXPANSION: 2474 sq. ft.	
MAXIMUM FOOTPRINT FOR REBUILD: 10728 sq. ft.	

HEIGHT LIMITS:	
MAX STRUCT. HEIGHT: 24' 0"	EXISTING STRUCT. HEIGHT: N/A
	PROPOSED STRUCT. HEIGHT: 19' 8" 0"



1. EXISTING SITE PLAN  
11.1.2024  
11.1.2024

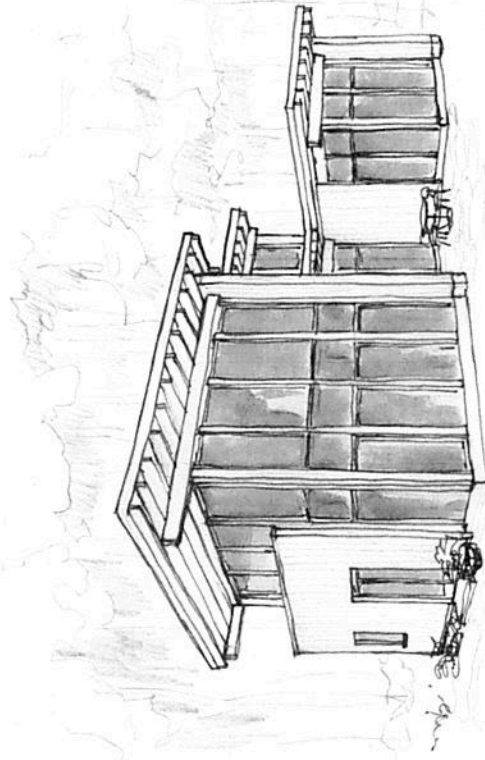
LOT COVERAGE:	
EXISTING LOT COVERAGE: TOTAL COVERAGE INCLUDING DRIVEWAY: TOTAL PERCENTAGE:	8254 sq. ft. (4.6%) 11.8% (20% MAX)



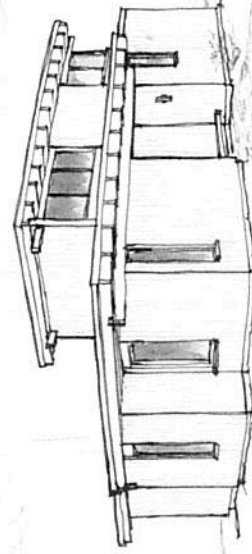
2. PROPOSED SITE PLAN  
11.1.2024  
11.1.2024

PROPOSED LOT EXPANSION:	
ALLOWABLE EXPANSION: +30% INCREASE OF FOOTPRINT AS OF 1ST JAN 1989	
EXISTING FOOTPRINT: 8254 sq. ft.	
ALLOWABLE EXPANSION: 2474 sq. ft.	
MAXIMUM FOOTPRINT FOR REBUILD: 10728 sq. ft.	

PROPOSED LOT COVERAGE:	
PROPOSED LOT COVERAGE: BUILDING FOOTPRINT: TOTAL COVERAGE INCLUDING DRIVEWAY: TOTAL PERCENTAGE:	10728 sq. ft. (5.9%) 2.902% 18.1% (20% MAX)
NOTE: OVERALL COVERAGE IS DECREASING	



SOUTH PERSPECTIVE, FROM WATER SIDE



NORTH PERSPECTIVE, FROM DRIVEWAY



## SECTION NOTES

- LIPIDS ARE 1° SUPPLY OUR 2ND 10 CONCENTRIC BLANK (MAY BE 50 PERCENT CONCENTRIC)
- CHOLESTEROL AND 70 PERCENT LIPID
- APOLIPOPROTEIN, LIPID 70 PERCENT SUPPLYING STRUCTURAL AND
- SUPPLY 10 PERCENT SUPPLYING STRUCTURAL AND 70 PERCENT
- SUPPLY 10 PERCENT SUPPLYING STRUCTURAL AND 70 PERCENT

