

Town of Freeport
Application for Temporary Activity Permit

Allowed by the "Town of Freeport Emergency Ordinance: Temporary Suspension of Certain Ordinance Standards To Safely Accommodate Expanded Outdoor Business Activities due to COVID-19"

NOTE: A Temporary Activity Permit may be applied for as allowed by the Emergency Ordinance adopted by the Freeport Town Council on 05/19/2020. All permits applied for under this Ordinance must comply with any guidelines included in the adopted language. All permits issued, as allowed by this Ordinance, will expire at such time the Ordinance expires (which is subject to repeal or extension by the Freeport Town Council). Please review the attached handout to see what activities are allowed under this new language.

Application for (check all that apply):

- Signage
- Outdoor dining area
- Tent
- General outdoor seating (ie: benches)
- Outdoor sales area
- Outdoor meeting or class area
- Other: please explain _____

Property Information:

Property Address: _____

Tax Assessor Map: _____ Lot: _____

Applicant/Owner Information:

Applicant Name: _____

Mailing Address: _____

Email Address: _____

Business Phone: _____

Property Owner Name: _____

Mailing Address: _____

Business Phone: _____

Use information:

Please describe the changes you are seeking approval for: _____

Dates you are seeking approval for: _____

Hours of business operation: _____

Will the proposed changes be entirely on private property: Yes No

Will any parking be displaced: Yes No

If yes, what will you do to safely separate your new outdoor area from vehicular traffic: _____

Will any of the displaced parking, be ADA spaces: Yes No

Emergency contact information:

Name: _____ Phone Number: _____

Please attach the following:

- 1) Documentation showing your right, title, or interest in the property. For property owners, this would be a copy of your deed. Tenants can attach a copy of a lease (financial numbers may be omitted).
- 2) If you are not the property owner, please have the property owner sign this application. If that is not possible, please include a letter or email from the property owner authorizing you to apply for this permit.
- 3) A sketch of the proposed location of the changes on the property indicating the location of the changes in relation to the building and property lines. You may hand draw this or use a copy of an existing survey/site plan if you have one. *Note: If approval for outdoor dining, outdoor class area, or outdoor meeting area is proposed, you must also show approximate distances to all property lines.*

I understand that all temporary activity permits allowed under the Emergency Ordinance must conform to the standards outlined in the Ordinance. No other land use permit from the Town of Freeport will be required for the temporary changes during this time as they will be required to be removed at the end of the permit period. All information provided is accurate, to the best of my knowledge.

Signature of applicant:

Signature of property owner:

Printed Name

Printed Name

Date: _____

Date: _____

Completed permits can be submitted electronically to permits@freeportmaine.com or submitted by mail to:
Town of Freeport c/o Permits 30 Main Street Freeport, ME 04032

Signature of Codes Enforcement Officer: _____ Date: _____

Signature of Town Planner: _____ Date: _____