



April 19, 2019

Amanda Lessard, Director of Planning
Town of Windham
8 School Road
Windham, ME 04062

**Re: Response to Review Comments
Heritage Village – Commons Avenue
Rich Family Limited Partnership - Applicant**

Dear Amanda:

The following supplemental information is in response to review comments for the Heritage Village Site Plan Amendment.

- **Maine DEP Stormwater Permit**

Enclosed is a copy of the Maine DEP Stormwater Permit Amendment Order for this project.

- **Letter of Financial Capacity**

Enclosed is a letter from Mechanics Savings Bank indicating that Rich Family Limited Partnership has the financial capacity to complete the project.

- **Vehicle Traffic**

The project is an expansion of an existing building to accommodate an existing tenant and will add 3,535 square feet of new building footprint and will add 3 parking spaces. Based on information contained in the Institute of Transportation Engineers Trip Generation Manual, we would estimate that the new facility will generate approximately 150 additional daily vehicle trips. The project does not require a Traffic Movement Permit with Maine DOT because the buildings that have been built for 10 years are not considered part of the calculation of new trips.

- **Commercial District Design Standards**

The project has been designed to meet the following required and optional standards outlined in Section 813 of the Land Use Code.

Required Design Standards: C-1 Zone

- A-1: Building Style. See sections below for specific requirements. The buildings are not a form of advertising.

- A-2: Materials. The proposed materials for the building are comprised of clapboards and stone veneer that will match the existing building. The roof will be asphalt architectural shingle.
- A-3: Color. The paint used for building and trim finishes will be low-reflectance and non-fluorescent, and are intended to match the existing building.
- A-4: Roofline. The rooflines will be pitched at a slope of 9/12 to match the existing building.
- A-5: Façade. The façade includes windows that make up for more than 40% of the horizontal length of the ground floor. All windows and doors will be trimmed. Wall plane projections have been proposed through the use of covered roof canopies over the entrances and the construction of pitched roof dormers. There are no proposed vending machines.
- A-6: Building style coordination (multi-building). The architecture is similar to the existing building and the other surrounding buildings in the complex.
- A-7: Entrance. This standard does not apply, but we have incorporated features that accentuate the entrances with rooflines and columns.
- A-8: Architectural Details. The architectural detailing and trim are proportional to the scale and design of the building.
- B-6: Screening Utilities & Service Areas. AC units are installed on the north side of the building and are screened from view. The landscaping around the building screens other utility connections.
- C-1: Lighting/Photometric Plan. There are no additional proposed pole-mounted lights. The new building mounted lights will be at the entrances and will be shielded.
- C-2: Lighting Coordinated With Architecture. The proposed lighting will bring attention to the doorway entrance elements without creating glare or distraction.
- C-3: Lighting Coordinated with Landscaping. The proposed lighting over the doorway entrances will not be negatively impacted by the mature growth of landscaping on the property, and will not result in eventual dark spots.
- C-5: Snow Storage Areas Designated. The site has been designed to provide snow storage at the end of the expanded parking lot without damaging the landscaped areas or conflicting with the stormwater drainage.
- D-1: Internal Walkways. The internal walkways have been extended to connect the new entrances to the existing sidewalk network. The new entrance door facing Roosevelt Trail will have a sidewalk connection to the public sidewalk.
- D-2: Links to Community. The project includes a shared driveway and internal walkway system to connect adjacent buildings. The building entrance will have a sidewalk connection to the public sidewalk on Roosevelt Trail.
- D-4: Sidewalks. Sidewalks currently exists on Roosevelt Trail.
- D-5: Crosswalks. Not applicable.
- D-6: Bike parking/racks. There is currently space for bike storage on the property.

Optional Design Standards (8 Minimum)

- B-2: Internal Traffic Flow. The parking lot is paved and striped with white reflective pavement marking so that parking spaces and drive aisles are clearly identified.
- B-3: Interconnected Parking Lots. There are four buildings that utilize common parking and driveways for this project.
- B-4: Orientation of Building. The building addition will extend so that it is located within a couple of feet of the minimum front yard setback to Roosevelt Trail.
- B-7: Parking Lot Landscaping. Parking lot landscaping exists in islands at the end of parking rows and along the perimeter of the parking areas to make up at least 10% of the parking lot.
- B-8: Low-Impact Design Stormwater. The stormwater infiltration basin has been designed utilizing low impact development techniques to infiltrate runoff on-site and provide water quality treatment.
- B-9: Shared Stormwater Treatment. The stormwater infiltration basin provides treatment for multiple buildings and parking lots.
- C-6: Planting Variety. The proposed plant materials strikes a balance between monoculture and too much variety through utilization of clumps of mass plantings between shade trees.
- C-7: Planting suitability. The proposed landscaping requires a relatively low degree of maintenance, and the plantings are resistant to impacting factors and are hardy to Maine winters.
- C-8: Mass Plantings. The plantings are arranged in clumps of mass plantings that will be mulched to have a larger impact on the visual character of the street front.
- C-9: Illumination Levels. The light fixtures installed on the building are in scale with the site and building development. There are no additional pole mounted fixtures proposed. The illumination levels are appropriate for the site and use.

Upon your review of this information, please let us know if you have any questions or require any additional information.

Sincerely,

DM ROMA CONSULTING ENGINEERS

Dustin Roma

Dustin M. Roma, P.E.
President



April 3, 2019

Re: Rich Family Limited Partnership
3241 SE Fairway W
Stuart, FL 34997

To: The Town of Windham Maine:

It is my understanding that Don Rich and his company; Rich Family Limited Partnership has expressed interest in performing a construction project at 4a Commons Ave. Windham Maine. Please be advised that Rich Family Limited Partnership has maintained a banking relationship with Mechanics Savings Bank and currently maintains a balance in the low six figures.

Mechanics Savings Bank has maintained a relationship with Rich Family Limited Partnership for many years and they have always handed the relationship satisfactorily. I believe has the Rich Family Limited Partnership has the capacity to perform the Commons Ave project.

Please let me know if you should have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Ed Powell", is written over a faint, light blue circular watermark.

Ed Powell
Vice President
Commercial Lending



STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION
17 STATE HOUSE STATION AUGUSTA, MAINE 04333-0017

DEPARTMENT ORDER

IN THE MATTER OF

RICH FAMILY LIMITED PARTNERSHIP) STORMWATER MANAGEMENT
Windham, Cumberland County)
WINDHAM HERITAGE VILLAGE CONDOMINIUM) AMENDMENT
L-21739-NJ-B-A (Approval)) FINDINGS OF FACT AND ORDER

Pursuant to the provisions of 38 M.R.S. § 420-D, and Chapters 500 and 502 (06-096 C.M.R. ch.500 and 502, last amended August 12, 2015) of the Department's Regulations, the Department of Environmental Protection has considered the application of RICH FAMILY LIMITED PARTNERSHIP with the supportive data, agency review comments, and other related materials on file and FINDS THE FOLLOWING FACTS:

1. PROJECT DESCRIPTION:

A. History: Phase 1 of the project, which was constructed in 2003, consisted of two buildings totaling 6,000 square feet with associated parking and drives and was not subject to Department review. In Department Order # L-21739-NJ-A-N, dated May 7, 2004, the Department approved a stormwater management system for 1.83 acres of impervious area for an expansion of the Heritage Village project that included two additional buildings totaling 13,000 square feet with associated parking and access drives.

B. Summary: The applicant proposes to expand an existing stormwater management system for a 3,500-square foot building addition and six parking spaces for the Windham Heritage Village Condominiums. The proposed project will add 0.13 acres of impervious area and no additional developed area. The project is shown on a set of six plans, the third of which is titled "Amended Site Plan, Windham Heritage Village Condominium, Windham, Maine for record owner Rich Family Limited Partnership," prepared by DM Roma Consulting Engineers, and dated November 19, 2018, with a latest revision date on any of the sheets of December 7, 2018. The project site is located at 8 Commons Avenue in the Town of Windham.

C. Current Use of the Site: The site of the proposed project is developed with buildings, parking lots and landscaped areas.

2. STORMWATER STANDARDS:

The proposed project includes approximately 0.13 acres of new impervious area in areas that were previously landscaped area so there is no additional developed area proposed. It lies within the watershed of the Ditch Brook, which is a tributary to the Pleasant River.

The applicant submitted a stormwater management plan based on the Basic and General Standards contained in Department Rules, Chapter 500. The proposed stormwater management system consists of using the existing infiltration basin that is adjacent to Commons Avenue and a dripline filter around the proposed building except for where there is impervious area used for ingress/egress.

A. Basic Standards:

(1) Erosion and Sedimentation Control: The applicant submitted an Erosion and Sedimentation Control Plan that is based on the performance standards contained in Appendix A of Chapter 500 and the Best Management Practices outlined in the Maine Erosion and Sediment Control Best Management Practices (BMPs) which were developed by the Department. This plan and plan sheets containing erosion control details were reviewed by, and revised in response to the comments of, the Bureau of Land Resources (BLR).

Erosion control details will be included on the final construction plans and the erosion control narrative will be included in the project specifications to be provided to the construction contractor.

(2) Inspection and Maintenance: The applicant submitted a maintenance plan that addresses both short and long-term maintenance requirements. The maintenance plan is based on the standards contained in Appendix B of Chapter 500. This plan was reviewed by, and revised in response to the comments of the BLR. The applicant will be responsible for the maintenance of all common facilities including the stormwater management system.

Storm sewer grit and sediment materials removed from stormwater control structures during maintenance activities must be disposed of in compliance with the Maine Solid Waste Management Rules.

(3) Housekeeping: The proposed project will comply with the performance standards outlined in Appendix C of Chapter 500.

Based on BLR's review of the erosion and sedimentation control plan and the maintenance plan, the Department finds that the proposed project meets the Basic Standards contained in Chapter 500(4)(B) provided that grit and sediment materials removed from stormwater structures and storm drain lines during maintenance activities must be disposed of in compliance with the Maine Solid Waste Management Rules.

B. General Standards:

The applicant's stormwater management plan includes general treatment measures that will mitigate for the increased frequency and duration of channel erosive flows due to runoff from smaller storms, provide for effective treatment of pollutants in stormwater, and mitigate potential thermal impacts. This mitigation is being achieved by using Best

Management Practices that will treat stormwater runoff from 98% of the proposed impervious area.

The proposed infiltration system was reviewed by staff from the Division of Environmental Assessment (DEA). The applicant must insure that the discharge of soluble pollutants to the infiltration area is minimized and that the infiltration area is maintained to assure that its capacity is unimpaired. Based on DEA's review, the Department does not anticipate that the infiltration area will adversely impact groundwater quality.

The stormwater management system proposed by the applicant was reviewed by, and revised in response to comments from, BLR. After a final review, BLR commented that the proposed stormwater management system is designed in accordance with the Chapter 500 General Standards.

Based on the stormwater system's design and BLR's review, the Department finds that the applicant has made adequate provision to ensure that the proposed project will meet the Chapter 500 General Standards contained in Chapter 500(4)(C).

Based on its review of the application, the Department finds the proposed amendment to be in accordance with all relevant Departmental standards. All other findings of fact, conclusions and conditions remain as approved in Department Order #L-21739-NJ-A-N, and subsequent Orders.

BASED on the above findings of fact, and subject to the conditions listed below, the Department makes the following conclusions pursuant to 38 M.R.S. § 420-D, and Chapters 500 and 502 of the Department's Regulations:

- A. The applicant has made adequate provision to ensure that the proposed project will meet the Chapter 500 Basic Standards for: (1) erosion and sediment control; (2) inspection and maintenance; (3) housekeeping; and (4) grading and construction activity provided that grit and sediment materials removed from stormwater structures and storm drain lines during maintenance activities are disposed of in compliance with the Maine Solid Waste Management Rules.
- B. The applicant has made adequate provision to ensure that the proposed project will meet the Chapter 500 General Standards.

THEREFORE, the Department **APPROVES** the above noted application of RICH FAMILY LIMITED PARTNERSHIP to construct a stormwater management system for a building and parking lot expansion as described herein, **SUBJECT TO THE FOLLOWING CONDITIONS**, and all applicable standards and regulations:

1. The Standard Conditions of Approval, a copy attached.

2. In addition to any specific erosion control measures described in this order, the applicant shall take all necessary actions to ensure that its activities or those of its agents do not result in noticeable erosion of soils or fugitive dust emissions on the site during the construction and operation of the project covered by this approval.
3. Severability. The invalidity or unenforceability of any provision, or part thereof, of this License shall not affect the remainder of the provision or any other provisions. This License shall be construed and enforced in all respects as if such invalid or unenforceable provision or part thereof had been omitted.
4. Grit and sediment materials removed from stormwater structures and storm drain lines shall be disposed of in compliance with the Maine Solid Waste Management Rules.
5. All other Findings of Fact, Conclusions and Conditions remain as approved in Department Order #L-21739-NJ-A-N, and subsequent Orders, and are incorporated herein.

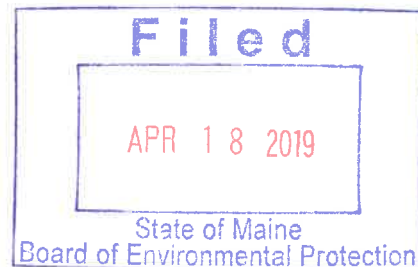
THIS APPROVAL DOES NOT CONSTITUTE OR SUBSTITUTE FOR ANY OTHER REQUIRED STATE, FEDERAL OR LOCAL APPROVALS NOR DOES IT VERIFY COMPLIANCE WITH ANY APPLICABLE SHORELAND ZONING ORDINANCES.

DONE AND DATED IN AUGUSTA, MAINE, THIS 18TH DAY OF APRIL, 2019.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

BY: _____

For: Gerald D. Reid, Commissioner



PLEASE NOTE THE ATTACHED SHEET FOR GUIDANCE ON APPEAL PROCEDURES.

CGW/L21739BA/ATS#83898

STORMWATER STANDARD CONDITIONS

STRICT CONFORMANCE WITH THE STANDARD AND SPECIAL CONDITIONS OF THIS APPROVAL IS NECESSARY FOR THE PROJECT TO MEET THE STATUTORY CRITERIA FOR APPROVAL

Standard conditions of approval. Unless otherwise specifically stated in the approval, a department approval is subject to the following standard conditions pursuant to Chapter 500 Stormwater Management Law.

- (1) Approval of variations from plans. The granting of this approval is dependent upon and limited to the proposals and plans contained in the application and supporting documents submitted and affirmed to by the permittee. Any variation from these plans, proposals, and supporting documents must be reviewed and approved by the department prior to implementation. Any variation undertaken without approval of the department is in violation of 38 M.R.S. §420-D(8) and is subject to penalties under 38 M.R.S.. §349.
- (2) Compliance with all terms and conditions of approval. The applicant shall submit all reports and information requested by the department demonstrating that the applicant has complied or will comply with all terms and conditions of this approval. All preconstruction terms and conditions must be met before construction begins.
- (3) Advertising. Advertising relating to matters included in this application may not refer to this approval unless it notes that the approval has been granted WITH CONDITIONS, and indicates where copies of those conditions may be obtained.
- (4) Transfer of project. Unless otherwise provided in this approval, the applicant may not sell, lease, assign, or otherwise transfer the project or any portion thereof without written approval by the department where the purpose or consequence of the transfer is to transfer any of the obligations of the developer as incorporated in this approval. Such approval may only be granted if the applicant or transferee demonstrates to the department that the transferee agrees to comply with conditions of this approval and the proposals and plans contained in the application and supporting documents submitted by the applicant. Approval of a transfer of the permit must be applied for no later than two weeks after any transfer of property subject to the license.
- (5) Time frame for approvals. If the construction or operation of the activity is not begun within four years, this approval shall lapse and the applicant shall reapply to the department for a new approval. The applicant may not begin construction or operation of the project until a new approval is granted. A reapplication for approval may include information submitted in the initial application by reference. This approval, if construction is begun within the four-year time frame, is valid for seven years. If construction is not completed within the seven-year time frame, the applicant must reapply for, and receive, approval prior to continuing construction.
- (6) Certification. Contracts must specify that "all work is to comply with the conditions of the Stormwater Permit." Work done by a contractor or subcontractor pursuant to this approval may not begin before the contractor and any subcontractors have been shown a copy of this approval with the conditions by the permittee, and the permittee and each contractor and subcontractor has certified, on a form provided by the department, that the approval and conditions have been received and read, and that the work will be carried out in accordance with the approval and conditions. Completed certification forms must be forwarded to the department.

- (7) Maintenance. The components of the stormwater management system must be adequately maintained to ensure that the system operates as designed, and as approved by the Department. If maintenance responsibility is to be transferred from the permittee to another entity, a transfer request must be filed with the Department which includes the name and contact information for the person or entity responsible for this maintenance. The form must be signed by the responsible person or agent of the responsible entity.
- (8) Recertification requirement. Within three months of the expiration of each five-year interval from the date of issuance of the permit, the permittee shall certify the following to the department.
- (a) All areas of the project site have been inspected for areas of erosion, and appropriate steps have been taken to permanently stabilize these areas.
 - (b) All aspects of the stormwater control system are operating as approved, have been inspected for damage, wear, and malfunction, and appropriate steps have been taken to repair or replace the system, or portions of the system, as necessary.
 - (c) The stormwater maintenance plan for the site is being implemented as approved by the Department, and the maintenance log is being maintained.
 - (d) All proprietary systems have been maintained according to the manufacturer's recommendations. Where required by the Department, the permittee shall execute a 5-year maintenance contract with a qualified professional for the coming 5-year interval. The maintenance contract must include provisions for routine inspections, cleaning and general maintenance.
 - (e) The Department may waive some or all of these recertification requirements on a case-by-case basis for permittees subject to the Department's Multi-Sector General Permit ("MSGP") and/or Maine Pollutant Discharge Elimination System ("MEPDES") programs where it is demonstrated that these programs are providing stormwater control that is at least as effective as required pursuant to this Chapter.
- (9) Transfer of property subject to the license. If any portion of the property subject to the license containing areas of flow or areas that are flooded are transferred to a new property owner, restrictive covenants protecting these areas must be included in any deeds or leases, and recorded at the appropriate county registry of deeds. Also, in all transfers of such areas and areas containing parts of the stormwater management system, deed restrictions must be included making the property transfer subject to all applicable terms and conditions of the permit. These terms and conditions must be incorporated by specific and prominent reference to the permit in the deed. All transfers must include in the restrictions the requirement that any subsequent transfer must specifically include the same restrictions unless their removal or modification is approved by the Department. These restrictions must be written to be enforceable by the Department, and must reference the permit number.
- (10) Severability. The invalidity or unenforceability of any provision, or part thereof, of this permit shall not affect the remainder of the provision or any other provisions. This permit shall be construed and enforced in all respects as if such invalid or unenforceable provision or part thereof had been omitted.



DEP INFORMATION SHEET

Appealing a Department Licensing Decision

Dated: November 2018

Contact: (207) 287-2452

SUMMARY

There are two methods available to an aggrieved person seeking to appeal a licensing decision made by the Department of Environmental Protection's (DEP) Commissioner: (1) an administrative process before the Board of Environmental Protection (Board); or (2) a judicial process before Maine's Superior Court. An aggrieved person seeking review of a licensing decision over which the Board had original jurisdiction may seek judicial review in Maine's Superior Court.

A judicial appeal of final action by the Commissioner or the Board regarding an application for an expedited wind energy development (35-A M.R.S. § 3451(4)) or a general permit for an offshore wind energy demonstration project (38 M.R.S. § 480-HH(1)) or a general permit for a tidal energy demonstration project (38 M.R.S. § 636-A) must be taken to the Supreme Judicial Court sitting as the Law Court.

This information sheet, in conjunction with a review of the statutory and regulatory provisions referred to herein, can help a person to understand his or her rights and obligations in filing an administrative or judicial appeal.

I. ADMINISTRATIVE APPEALS TO THE BOARD

LEGAL REFERENCES

The laws concerning the DEP's *Organization and Powers*, 38 M.R.S. §§ 341-D(4) & 346; the *Maine Administrative Procedure Act*, 5 M.R.S. § 11001; and the DEP's *Rules Concerning the Processing of Applications and Other Administrative Matters* ("Chapter 2"), 06-096 C.M.R. ch. 2.

DEADLINE TO SUBMIT AN APPEAL TO THE BOARD

The Board must receive a written appeal within 30 days of the date on which the Commissioner's decision was filed with the Board. Appeals filed more than 30 calendar days after the date on which the Commissioner's decision was filed with the Board will be dismissed unless notice of the Commissioner's license decision was required to be given to the person filing an appeal (appellant) and the notice was not given as required.

HOW TO SUBMIT AN APPEAL TO THE BOARD

Signed original appeal documents must be sent to: Chair, Board of Environmental Protection, 17 State House Station, Augusta, ME 04333-0017. An appeal may be submitted by fax or e-mail if it contains a scanned original signature. It is recommended that a faxed or e-mailed appeal be followed by the submittal of mailed original paper documents. The complete appeal, including any attachments, must be received at DEP's offices in Augusta on or before 5:00 PM on the due date; materials received after 5:00 pm are not considered received until the following day. The risk of material not being received in a timely manner is on the sender, regardless of the method used. The appellant must also send a copy of the appeal documents to the Commissioner of the DEP; the applicant (if the appellant is not the applicant in the license proceeding at issue); and if a hearing was held on the application, any intervenor in that hearing process. All of the information listed in the next section of this information sheet must be submitted at the time the appeal is filed.

INFORMATION APPEAL PAPERWORK MUST CONTAIN

Appeal materials must contain the following information at the time the appeal is submitted:

1. *Aggrieved Status.* The appeal must explain how the appellant has standing to maintain an appeal. This requires an explanation of how the appellant may suffer a particularized injury as a result of the Commissioner's decision.
2. *The findings, conclusions, or conditions objected to or believed to be in error.* The appeal must identify the specific findings of fact, conclusions regarding compliance with the law, license conditions, or other aspects of the written license decision or of the license review process that the appellant objects to or believes to be in error.
3. *The basis of the objections or challenge.* For the objections identified in Item #2, the appeal must state why the appellant believes that the license decision is incorrect and should be modified or reversed. If possible, the appeal should cite specific evidence in the record or specific licensing requirements that the appellant believes were not properly considered or fully addressed.
4. *The remedy sought.* This can range from reversal of the Commissioner's decision on the license or permit to changes in specific permit conditions.
5. *All the matters to be contested.* The Board will limit its consideration to those matters specifically raised in the written notice of appeal.
6. *Request for hearing.* If the appellant wishes the Board to hold a public hearing on the appeal, a request for public hearing must be filed as part of the notice of appeal, and must include an offer of proof in accordance with Chapter 2. The Board will hear the arguments in favor of and in opposition to a hearing on the appeal and the presentations on the merits of an appeal at a regularly scheduled meeting. If the Board decides to hold a public hearing on an appeal, that hearing will then be scheduled for a later date.
7. *New or additional evidence to be offered.* If an appellant wants to provide evidence not previously provided to DEP staff during the DEP's review of the application, the request and the proposed evidence must be submitted with the appeal. The Board may allow new or additional evidence, referred to as supplemental evidence, to be considered in an appeal only under very limited circumstances. The proposed evidence must be relevant and material, and (a) the person seeking to add information to the record must show due diligence in bringing the evidence to the DEP's attention at the earliest possible time in the licensing process; or (b) the evidence itself must be newly discovered and therefore unable to have been presented earlier in the process. Specific requirements for supplemental evidence are found in Chapter 2 § 24.

OTHER CONSIDERATIONS IN APPEALING A DECISION TO THE BOARD

1. *Be familiar with all relevant material in the DEP record.* A license application file is public information, subject to any applicable statutory exceptions, and is made easily accessible by the DEP. Upon request, the DEP will make application materials available during normal working hours, provide space to review the file, and provide an opportunity for photocopying materials. There is a charge for copies or copying services.
2. *Be familiar with the regulations and laws under which the application was processed, and the procedural rules governing your appeal.* DEP staff will provide this information on request and answer general questions regarding the appeal process.
3. *The filing of an appeal does not operate as a stay to any decision.* If a license has been granted and it has been appealed, the license normally remains in effect pending the processing of the appeal. Unless a stay of the decision is requested and granted, a license holder may proceed with a project pending the outcome of an appeal, but the license holder runs the risk of the decision being reversed or modified as a result of the appeal.

WHAT TO EXPECT ONCE YOU FILE A TIMELY APPEAL WITH THE BOARD

The Board will formally acknowledge receipt of an appeal, and will provide the name of the DEP project manager assigned to the specific appeal. The notice of appeal, any materials accepted by the Board Chair as supplementary evidence, any materials submitted in response to the appeal, and relevant excerpts from the DEP's application review file will be sent to Board members with a recommended decision from DEP staff. The appellant, the license holder if different from the appellant, and any interested persons are notified in advance of the date set for Board consideration of an appeal or request for public hearing. The appellant and the license holder will have an opportunity to address the Board at the Board meeting. With or without holding a public hearing, the Board may affirm, amend, or reverse a Commissioner decision or remand the matter to the Commissioner for further proceedings. The Board will notify the appellant, the license holder, and interested persons of its decision.

II. JUDICIAL APPEALS

Maine law generally allows aggrieved persons to appeal final Commissioner or Board licensing decisions to Maine's Superior Court (see 38 M.R.S. § 346(1); 06-096 C.M.R. ch. 2; 5 M.R.S. § 11001; and M.R. Civ. P. 80C). A party's appeal must be filed with the Superior Court within 30 days of receipt of notice of the Board's or the Commissioner's decision. For any other person, an appeal must be filed within 40 days of the date the decision was rendered. An appeal to court of a license decision regarding an expedited wind energy development, a general permit for an offshore wind energy demonstration project, or a general permit for a tidal energy demonstration project may only be taken directly to the Maine Supreme Judicial Court. See 38 M.R.S. § 346(4).

Maine's Administrative Procedure Act, DEP statutes governing a particular matter, and the Maine Rules of Civil Procedure must be consulted for the substantive and procedural details applicable to judicial appeals.

ADDITIONAL INFORMATION

If you have questions or need additional information on the appeal process, for administrative appeals contact the Board's Executive Analyst at (207) 287-2452, or for judicial appeals contact the court clerk's office in which your appeal will be filed.

Note: The DEP provides this INFORMATION SHEET for general guidance only; it is not intended for use as a legal reference. Maine law governs an appellant's rights.
