

# TOWN OF NAPLES PLANNING BOARD APPLICATION

P.O. Box 1757, Naples, Maine 04055  
Phone: (207) 693-6364 / Fax: (207) 693-3667  
[www.townofnaples.org](http://www.townofnaples.org)

## Minor Site Plan Review Application

Date: 10/24/25

Owner/Applicant Name: Camp Skylemar Inc. (Arleen Shepherd)

Mailing Address: 457 Sebaqo Rd., Naples, ME 04055

Telephone: (207) 693-6414 Email: arleen@skylemar.com  
cell (410) 206-8212

Property Owner: Camp Skylemar Inc.

Property Location: 457 Sebaqo Rd Map & Lot: R05-028

Any easements, covenants, or deed restrictions related to the property? NO

Zoning District: Rural Waivers requested: \_\_\_\_\_

A list must be submitted for waivers

Name, address, & phone # of applicants engineer, land surveyor or planner: \_\_\_\_\_

The undersigned, being the applicant, owner or legally authorized representatives, states that all information contained in this application is true and correct to the best of his/her knowledge and hereby does submit the information for review by the Town and in accordance with applicable ordinances, statues, and regulation of the Town, State and Federal governments.

Date: 10/24/25 Signature: [Signature]

### Fee Schedule:

- Advertising: \$50.00 (per advertisement)
- Fee per abutter: \$12.00
- Under 1,000 sq. ft. gross floor area: \$300.00
- 1,000 – 10,000 sq. ft. gross floor area: \$400.00
- Over 10,000 sq. ft. gross floor area: \$400.00
- \*\*Plus \$25.00 for each 1,000 sq. ft. over 10,000
- Development without building: \$400.00
- Modification (Amendment) of approved plan: \$250.00
- Commercial Initial permit: \$100.00
- Commercial Annual Renewal: \$50.00
- Pre-Application Conference: \$100.00
- Planning Board Engineering & Legal Peer Review Escrow: \$1,000.00

Aquatic Structure (non-commercial): \$50.00

Applicants Total: \$ \_\_\_\_\_

**You must submit 9 paper copies and 1 digital copy of this application, letter of intent, and all supporting documents 28 days prior to the meeting to be considered by the Planning Board.**

Camp Skylenmar 33x22 Bunk (736 sq feet) for 2 adults  
 called cottage 1 - over 700' from road + lake  
 + 20x30 office space on to Garden Cabin

TOWN OF NAPLES  
 Planning Board Checklist of Submitted Materials  
 For  
 SITE PLAN REVIEW

Preliminary Application		Submitted by Applicant	Not Applicable	Requested to be waived	Rcvd. By PB	Waived by PB
Required						
	Letter of Intent	✓				
	Application form					
	Fees					
	List of any waivers requested					
	8 copies of plans					
<b>Final Application</b>						
	Site Plan (drawn at a scale sufficient to review items in section 6 of the ordinance but not more than 100 feet to the inch and showing:	✓				
	Owners name, address and signature	✓				
	Name and addresses of all abutting property owners	Dojon Inc (our partner) Jacqueline Piret Trust				
	Zoning classifications(s) of the property and the location of zoning district boundaries if the property is located in two or more zoning districts.	Rural				
	The location of all building setbacks as required by the Town Ordinances.					
	The location, size and character of all signs and exterior lighting. <b>None</b>		✓			
	The lot area of the parcel, street frontage and minimum lot size and frontage.	110 acres owned by Camp Skylenmar Inc				
	The location of all buildings within fifty (50) feet of the parcel to be developed and the location of intersecting roads or driveways within 200 feet of the parcel.		✓	Nearby buildings are owned by Camp Skylenmar		
	All surface water features within 500 feet of the project boundaries, including perennial streams and wetlands.		✓			
	A statement from the Fire Chief that the property is accessible by present fire apparatus and detailing any additional on-site fire protection facilities required.	Letter attached.				
	Drainage plan to describe the location and size of road culverts, road and other similar features.		✓			
	Copies of any proposed or existing easements, covenants and deed restrictions.		✓			
	Copies of all required state approvals and permits		✓			
	A list of waivers of any town requirements or ordinance provisions requested.		✓			



October 29, 2025

To The Town of Naples:

Camp Skylemar Inc. would like to build...

- 1) a bunk house for two staff members that is approximately 33x22'.
- 2) 2 offices and a bathroom added to the Garden Cabin that is approximately 30x20'

Both locations are well over 700' from the road, any abutter or the lake.

There is existing septic and electricity in these locations.

There is zero impact to the Town of Naples. The area is not visible to anyone off the property and no where near the lake.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Arleen Shepherd".

Arleen Shepherd, President





October 24, 2025

Dear Fire Chief Cox,

Thank you for your outstanding service to Camp Skylemar and the entire town of Naples.

This is to let you know that we'd like to build the following:

- a staff cabin for two adults that's located near the Maintenance Barn. There is water already at this location.
- an addition of two offices and one bathroom to the Garden Cabin. There is water already at this location.

As we have in all Skylemar buildings, there will be fire extinguishers and smoke alarms. I will show you these specific locations on your next in-person visit to Camp Skylemar.

Thank you,



Arleen Shepherd, President

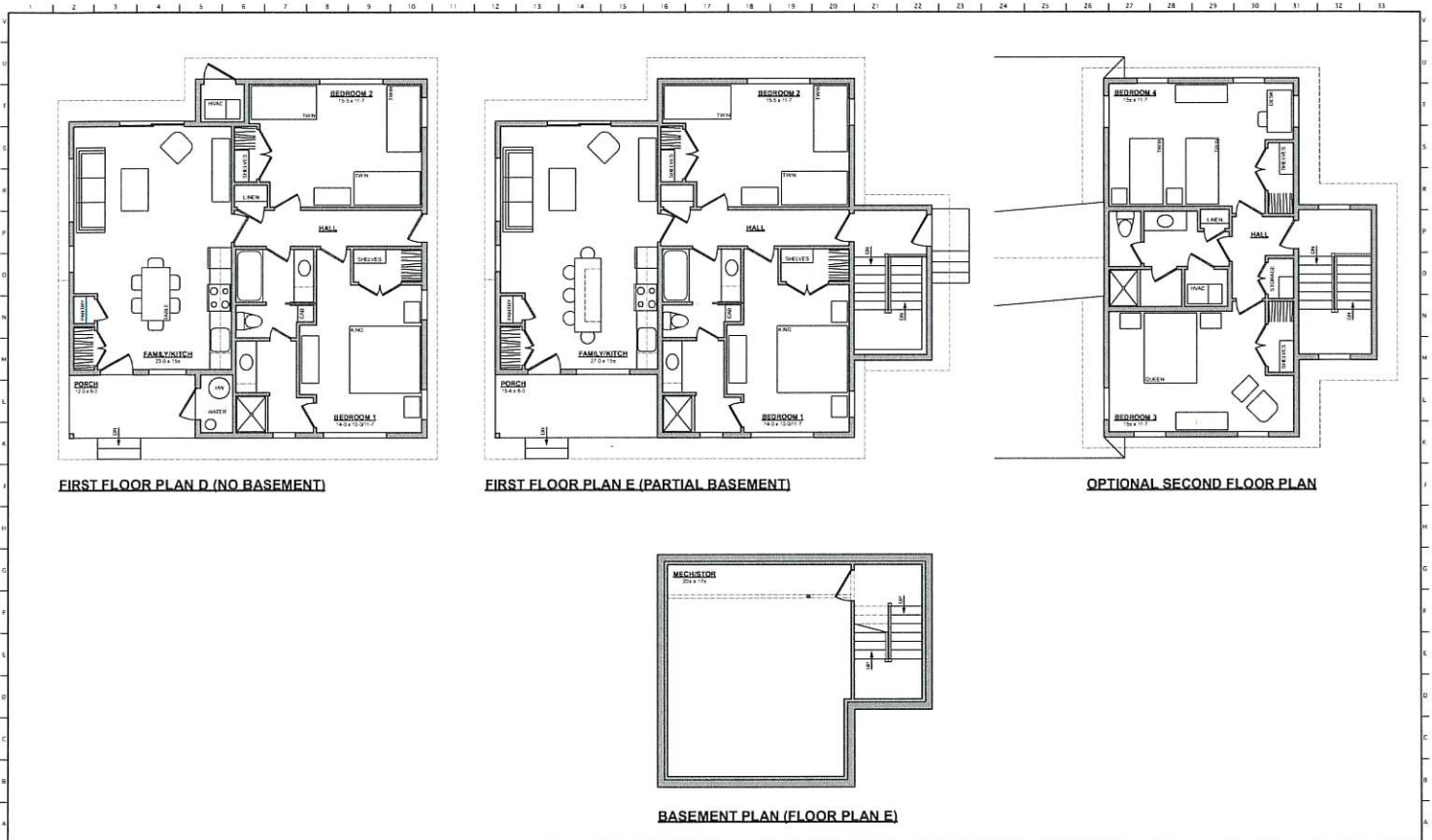








Proposed Cottage 1



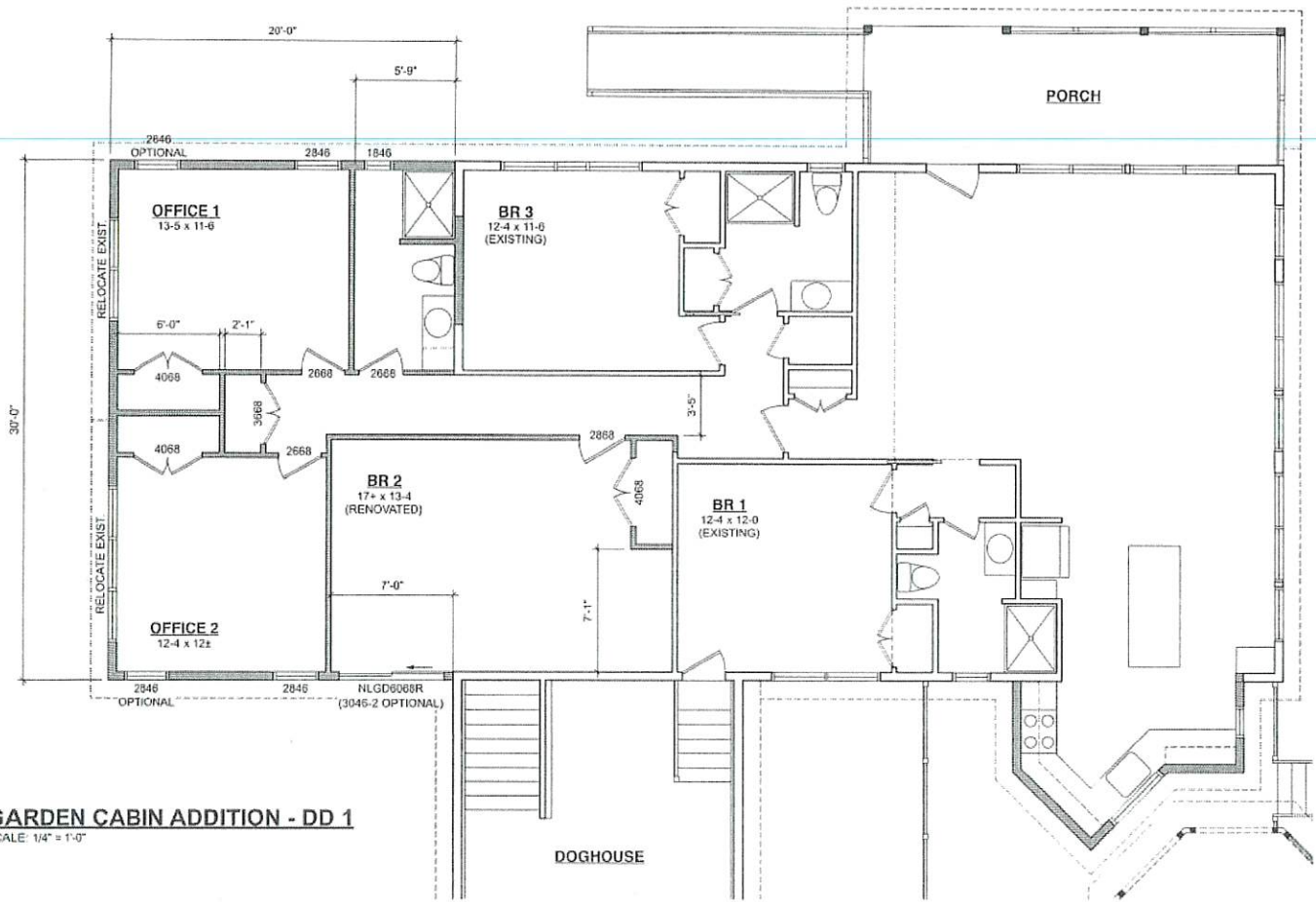
FIRST FLOOR PLAN D (NO BASEMENT)

FIRST FLOOR PLAN E (PARTIAL BASEMENT)

OPTIONAL SECOND FLOOR PLAN

BASEMENT PLAN (FLOOR PLAN E)

KEY PLAN	<b>SCHEMATIC DESIGN</b> <small>THIS DOCUMENT CANNOT BE USED FOR CONSTRUCTION OF ANY TYPE WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT. ANY REVISIONS TO THIS DOCUMENT SHALL BE MADE BY THE ARCHITECT AND SHALL BE INDICATED BY A REVISION TABLE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AUTHORITIES. ALL STRUCTURAL INFORMATION SHALL BE OBTAINED AND CORRECTED BY A LICENSED STRUCTURAL ENGINEER BEFORE CONSTRUCTION.</small>	<b>REVISIONS</b> <table border="1"> <thead> <tr> <th>NO.</th> <th>DESCRIPTION</th> <th>DATE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	NO.	DESCRIPTION	DATE													<b>SHEPHERD COTTAGES</b> Camp Skylermar <small>© HBF plus Design, 2014</small>	<b>HBF plus Design</b> <small>4810 468-3208          DUGAN@HBFPLUS.COM</small>	<b>PRELIMINARY DESIGN</b> NOT TO BE USED FOR CONSTRUCTION #25274	SHEET COMMENTS	SHEET NUMBER
			NO.	DESCRIPTION	DATE																	
SK-2																						



**GARDEN CABIN ADDITION - DD 1**

SCALE: 1/4" = 1'-0"

*Proposed addition  
to garden cabins  
(subject to change)*