

**APPLICATION FOR BUILDING,
SIGN, OR USE PERMIT**

Permit No. _____
Permit Fee _____
Date Pd _____ Rec. # _____
Date Issued _____
Ext. Plmg. _____
Int. Plmg. Permit # _____
E-911# _____

The undersigned hereby applies for a permit for the following construction or use of property, said permit to be issued on the basis of the information contained within this application and in accordance with all applicable local and State laws. The applicant certifies that all information and attachments to this application is complete, true and correct and authorizes the Code Enforcement Officer to verify on-site any and all information contained herein.

Any permit issued on the basis of this application is subject to appeal to the Board of Appeals for 45 days from the date of issuance. You are advised to inform, *in advance*, your abutters or anyone else who may be directly impacted about the nature and extent of your proposed construction or change of use to your property herein applied for. This notification is your responsibility.

1) Property Owner:

Name: _____ Phone: _____
Mailing Address: _____ Zip: _____
E-mail address: _____

2) Applicant: (if not owner, proof of right, title, interest required, i.e. letter of authorization, purchase/sale agreement)

Name: _____
Address: _____ Phone: _____

3) Contractor: _____ Phone: _____

4) Street Address of Property (If different from mailing address): _____

Tax Map No. _____ Lot No. _____ Zoning District _____

5) Lot Size: Road Frontage _____ Depth _____ Area _____ Shore frontage _____

Is this a new lot created from the division of another lot or parcel within the previous 5 years? _____

6) Existing use of property: _____

7) Proposed Project Description and/or Use of Property:

Dimensions _____ #rooms _____ # bedrooms _____ # baths _____ # stories _____

Height of bldg. _____ Foundation: full _____ partial _____ frost wall _____ slab _____ columns _____ other _____

8) If structure is a dwelling, is it: (1) Year-round _____ (2) Seasonal _____

9) Will proposed structure be used as the applicant's dwelling or accessory to it? _____

10) If structure is a mobile home, what is the make? _____

year? _____ Where is it being moved from? _____

11) If structure is a modular home, what brand? _____

12) Sewage disposal: Existing_____ Proposed_____

(If proposed, please include copy of Site Evaluator's report & design)

13) No. of existing dwelling units on property?_____

14) Is proposed project located in a floodplain, as identified on the Flood Insurance Rate

Map?_____ (If yes, have you applied for a Flood Hazard Development Permit? _____)

15) Is proposed project located within a Shoreland Zone?_____ If so, and if the proposed project involves the expansion of an existing non-conforming structure, how many total square feet of existing and proposed floor area for all structures will be within:

(a) 25-75 feet of the normal high-water line of a waterbody or the upland edge of a wetland? _____

(b) within 75-100 feet of the normal high-water? _____

16) Do you need to construct a new driveway entrance onto a public or private road? _____

17) Type of water supply proposed?: Drilled well _____ Dug well _____ Spring _____ Other _____

18) Type of heat proposed? _____

19) Does any part of this application require Planning Board approval? _____

If so, please give date of decision _____

Please draw a site plan sketch on a separate sheet of paper illustrating the lot configuration with dimensions, location of existing and proposed building(s) with distances from nearest lot line, road or right of way, water body, wetland, etc., location of septic system components, and areas to be cleared, filled or excavated. For projects which involve excavation or other soil disturbance, please note on the site plan or describe separately your plans for erosion control. For new development, including new driveways, describe how you intend to treat all new stormwater on site. If application is for a sign, indicate dimensions of sign, letter height and distance from center of road. If you need to construct a new driveway, please indicate the location of your proposed entrance.

SIGNATURE OF APPLICANT:

DATE: _____

Date application & fee received by Town Office: _____ By: _____

Conditions:

CODE ENFORCEMENT OFFICE: 685-3290

PERMIT No.

(Please read this entire document!)

This is to certify that: _____

has permission to: _____

on the lot identified on the Assessor's **map no** _____. **lot** _____ provided that the person or persons, firm or corporation accepting this permit shall comply with all applicable provisions of the Town of Readfield Land Use Ordinance and Statutes of Maine regulating the construction, maintenance and use of buildings, structures or land.

The Code Enforcement Officer approves this use or development proposal submitted by _____ as described in the application accepted on and **dated** _____, including all depictions on the accompanying plan or other attachments. This permit is approved on the basis of information provided by the applicant regarding his/her ownership of this property. The applicant has the burden of ensuring that he/she has the legal right to use the property and is measuring the required setbacks from the legal boundary lines of the lot. The approval of this permit in no way relieves the applicant of this burden nor constitutes a resolution in favor of the applicant for any issues regarding property boundaries, easements, ownership or similar title issues. The permit holder is advised to resolve any such title problems before expending money in reliance on this permit.

This permit is subject to appeal to the Board of Appeals for 45 days from the date of issuance (below). The appeal may be filed by any person with legal standing to do so where there is allegedly any error in the decision of the Code Enforcement Officer to issue this permit.

If no substantial start is made in the construction or use of the property for which this permit is issued, within one year of the date of this permit, the permit lapses and becomes void. If a substantial start is made but the remaining construction is not diligently pursued through to completion, then the vested rights to this permit may be lost.

Any changes to this project, including but not limited to changes in the proposed location, dimensions, use of structures or property, signs, wells, waste disposal systems, excavation or surface drainage, or the location of property boundaries must receive prior approval of the Code Enforcement Officer for which an additional administrative fee of \$25 will be assessed. *Work to be performed by a contractor pursuant to this permit shall not begin until the contractor has been provided by the permittee with a copy of this permit.*

Adequate and timely temporary **soil erosion control measures** must be installed at the edge of disturbed areas *before* any activity begins which involves filling, grading, excavating or similar activities resulting in un-stabilized soil conditions where any potential exists for soil to leave the property or wash into a natural resource. These measures must remain in place and functional until the site is **permanently stabilized**.

All new construction and development shall be designed to minimize stormwater runoff from the site in excess of the natural pre-development conditions, as required by Article 8, Section 10 of the Land Use Ordinance.

An E-911 physical street address has been or will be assigned and those numbers must be posted where visible from the road at the onset of construction.

The following additional conditions apply to this permit:

(1) All setbacks must be met (2) an internal plumbing permit must be obtained by the plumber prior to any internal piping installation and (3) a Certificate of Occupancy must be obtained from the CEO prior to occupancy.

Approved, on this date

Code Enforcement Officer