

TOWN OF ADDISON, MAINE

INSTRUCTIONS: PLEASE READ BEFORE PROCEEDING

PROCEDURES EFFECTIVE MAY 13, 2010

- Building permit applications are available at the Town Office.
- In an effort to expedite the permit process, all applications must be submitted to the town clerk no later than the first Wednesday of the month. A SIGNED COPY OF THESE INSTRUCTIONS (TWO COPIES PROVIDED) TO SIGNIFY THAT YOU HAVE READ AND UNDERSTAND THE PROCEDURES AND RESPONSIBILITIES MUST BE SUBMITTED WITH APPLICATION INCLUDING A COPY OF YOUR DEED FOR IT TO BE COMPLETE AND REVIEWED BY THE PLANNING BOARD. THE \$35.00 CEO FEE MUST BE PAID AT THE TIME THE APPLICATION IS SUBMITTED AND BEFORE THE CEO PERFORMS THE FIRST INSPECTION.
- The Planning Board will consider building permits at the regularly scheduled meeting held on the first Wednesday of every month at 6:00 pm. The Planning Board meets only on the first Wednesday of each month to review applications for completeness, but approval will be pending an inspection of the building site by the CEO.
- The applicant or authorized representative should be present at the regular scheduled meeting. Once this process is complete, the applicant may pick up the permit and pay the appropriate fees at the Town Office during regular business hours.
- A clear description of the planned project with a reasonably accurate sketch must accompany each application. Map, lot numbers, and all set backs pertaining to your project must be noted. (See Site Plan instructions section of application)
- Signature of property owner on the application must match the owner listed on the Town's tax records or a copy of the deed showing transfer of ownership must be included with the application.
- All approved building projects will require inspections. It will be the responsibility of the applicant or their authorized representative to arrange for the inspections. (See attached inspection schedule).
- Copies of town ordinances pertaining to your project are available at the town office. To defer photocopying charges a fee will be charged for copies of some ordinances.
- An Entrance Permit is required on State roads. Call the Department of Transportation - 207-941-4500.
- An Entrance Permit is required on Town roads. Call the Road Commissioner - 483-2886 or 2374.
- Questions about an application can be considered at any meeting or by phoning a Planning Board member. (Listed below)
- Failure to Comply *could* result in a Stop Work Order plus a Fine.

Signature(s) _____ Dated _____

CEO: Betsy Fitzgerald 207-263-5439

LPI: Betsy Fitzgerald 207-263-5439

ROAD COMMISSIONER: Harold Tyler 483-2374 or 2886

Donna Kausen	483-4679	Bonnie Look-Thompson	483-4036	Dan Charbonneau	483-4740
Roger Clapp	483-2029	Mary Thompson	483-4777	Donald Carlson (Alt.)	483-2034

2011 SCHEDULE:	January 5 th	July 6 th
	February 2 nd	August 3 rd
	March 2 nd	September 7 th
	April 6 th	October 5 th
	May 4 th	November 2 nd
	June 1 st	December 7 th

Town Road Driveway Entrance Approval

The proposed driveway entrance has been inspected by the road commissioner and meets the requirements in the building permit ordinance.

Harold Tyler, Road Commissioner

Date Signed

Certification of Payment of Sales Tax On New Manufactured Homes

If this building permit application is for the placement of a NEW manufactured home this form must be completed before a permit can be issued. Manufactured housing is defined to include mobile homes and modular homes.

State regulation provides that no municipality may allow the construction or location of any form of new manufactured housing within the municipality, except by a licenses dealer registered to collect the Maine sales tax, unless the buyer presents evidence that the Maine sales tax or use tax has been paid on the manufactured housing. Building permits cannot be issued until payment of the sales tax has been certified. In order to certify the payment of the sales tax one of the following must be completed and the appropriate form attached:

- 1) Is the manufactured housing being installed by a licensed Maine dealer registered to collect Maine sales tax?
[] Yes – attached a copy of the bill of sale indicating the name, address, and sales tax certificate number of the dealer.
[] No – see #2
- 2) Was the manufactured housing purchased from a Maine dealer?
[] Yes – attach a copy of the bill of sale or invoice from the seller showing that the sales tax was collected at the time of sale.
[] No – see #3
- 3) If the housing was purchased from a person who is not registered to collect the Maine sales tax, the purchaser is responsible for payment of the tax directly to the State. Attach a copy of the Maine Revenue Services receipt.

For Office Use Only Date Application Received: _____ Fee: _____ Date Paid: _____
--

TOWN OF ADDISON Building Permit Application

General Information

1. Applicant's Name	2. Applicant's Address	3. Applicant's Telephone Number
4. Property Owner's Name	5. Property Owner's Address	6. Property Owner's Telephone Number
7. Location/Address of Property	8. Tax Map & Lot #	9. Lot Size (Sq. Ft.)

10. EXISTING STRUCTURES AND IMPROVEMENTS (e.g. buildings, driveway, well, septic system, etc.).
Please note that a site plan sketch is required on Page 10.

11. PROPOSED CONSTRUCTION: describe all construction being applied for (e.g. buildings, driveway, well, septic system, removal of vegetation within the shoreland zone, etc.). *Please note that a site plan sketch is required on Page 10.*

Note: If proposed structure is a new mobile/modular home – you will need to complete the attached Sales Tax Certification form on Page 9.

12. Use of proposed structure: <input type="checkbox"/> personal <input type="checkbox"/> commercial <input type="checkbox"/> other (describe)	13. Number of bedrooms: Existing ____ Adding ____ Total ____	14. Water supplied by: <input type="checkbox"/> well <input type="checkbox"/> spring <input type="checkbox"/> town supply <input type="checkbox"/> other (describe)
--	---	---

15. Sewage disposal: Sewage disposal not applicable to proposed construction;
 Existing septic system can accommodate proposed construction (attach a copy of existing system design – a permit will not be issued without a copy of the septic plan)
 A soil test has been conducted for installation of a septic system (attach a copy of the test document and diagram of the recommended septic location – a permit will not be issued without a copy of the septic plan).
 Applicant is responsible to contact the plumbing inspector for appropriate State permit.

16. Yes No Proposed construction is 50 ft. or less in height (35 ft or less in a resource protection, limited residential, limited commercial, or stream protection districts of the shoreland zone).

17. Yes No Proposed building/structure meets minimum setback requirement of 25 ft. from a highway right-of-way. **If in doubt, contact the Town's Road Commissioner or Code Enforcement Officer.** (Highway is defined as any public way including, but not limited to, state roads, county roads, town roads whether currently maintained or discontinued.)

18. Yes No Proposed building/structure meets minimum setback requirement of 15 feet from property lines.

19. Yes No Not Applicable The minimum distance between septic system and well is 100 ft. or conforms with state requirements.

20. Yes No Not Applicable The proposed site layout provides safe vehicular access to and from highways.

21. Yes No Not Applicable Adequate off-street parking has been provided and meets the standards set forth in the Town of Addison Building Permit Ordinance.

22. Yes No Is the lot in a special tax classification such as tree growth, open space/farm, conservation easement, etc?

I certify that all information given in this application is accurate.

Signature of Applicant(s): _____ Date: _____

Signature of Property Owner(s): _____ Date: _____

Shoreland Property Information			Note: Complete only if your project is within the Shoreland Zone
1. Shoreland Zoning District	2. Frontage on road (Ft.)	3. Frontage on water body (Ft.)	
4. Setback of proposed structure from normal high water line (Ft)	5. Setback of proposed septic system from normal high water line.		
6. Setback of proposed roads and driveways from normal high water line (Ft.).	7. Height of proposed structure		
8. Sq. Ft. of lot to be covered by non-vegetated surfaces (i.e., house, garage, driveway, paths, etc.)	9. Elevation above 100 Yr. Flood		
10. Are you planning to clear any vegetation within 75 feet of normal high water line? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe.			
Note: for all projects involving filling, grading or other soil disturbance you must provide a soil erosion control plan describing the measures to be taken to stabilize disturbed areas before, during and after construction (see attached guidelines).			

Shoreland Non-Conformance Information	
The questions in this section apply only to expansions of portions of existing structures which are less than the required setback.	
<p>22.</p> <p>A) Total floor area of portion of structure which is less than required setback as of 1/1/1989.</p> <p>_____ Sq. Ft.</p> <p>B) Floor area of expansions of portion of structure which is less than required setback from 1/1/1989 to present.</p> <p>_____ Sq. Ft.</p> <p>C) Floor area of proposed expansion of portion of structure which is less than required setback (Sq. Ft.)</p> <p>_____ Sq. Ft.</p> <p>D) % increase of floor area of actual and proposed expansions of portion of structure which is less than required setback since 1/1/1989.</p> <p style="text-align: center;">(% increase = $\frac{B + C}{A} \times 100$)</p> <p>_____ %</p>	<p>23.</p> <p>A) Total volume of portion of structure which is less than required setback as of 1/1/1989.</p> <p>_____ Cubic Ft.</p> <p>B) Volume of expansions of portion of structure which is less than required setback from 1/1/1989 to present.</p> <p>_____ Cubic Ft.</p> <p>C) Volume of proposed expansion of portion of structure which is less than required setback:</p> <p>_____ Cubic Ft.</p> <p>D) % increase of volume of actual and proposed expansions of portion of structure which is less than required setback since 1/1/1989:</p> <p style="text-align: center;">(% increase = $\frac{B + C}{A} \times 100$)</p> <p>_____ %</p>

I certify that all information given in this application is accurate. All proposed uses shall be in conformance with this application and the Town of Addison Shoreland Zoning Ordinance. I agree to future inspections by the Code Enforcement Officer at reasonable hours.

Signature of Applicant(s): _____ Date: _____

Signature of Property Owner(s): _____ Date: _____

Shoreland Zoning Inspection Schedule

This inspection schedule is designed to ensure compliance with the land use standards contained in the Town of Addison Shoreland Zoning Ordinance. Other inspections may be required.

It is up to the permittee or representative to schedule these inspections with the Town's Code Enforcement Officer. Failure to obtain these inspections shall constitute a violation of the ordinance.

Inspections need to be scheduled as follows:

- Prior to clearing and/or excavation.
- Prior to foundation pour.
- Prior to final landscaping.
- Prior to occupancy.

This inspection schedule can be adjusted by the CEO according to the type of construction that is being undertaken. The CEO will notify the permittee of any changes in Inspection Schedule at the time the permit is issued.

Shoreland Zoning Inspection Schedule		
	Permit #: _____ Date of Issue: _____ Recipient: _____ Map & Lot #: _____	
<input type="checkbox"/> Prior to clearing and/or excavation.	Date:	CEO Signature
<input type="checkbox"/> Prior to foundation pour	Date	CEO Signature
<input type="checkbox"/> Prior to final landscaping	Date	CEO Signature
<input type="checkbox"/> Prior to occupancy	Date	CEO Signature
<input type="checkbox"/>	Date	CEO Signature
<input type="checkbox"/>	Date	CEO Signature
<input type="checkbox"/>	Date	CEO Signature
<input type="checkbox"/>	Date	CEO Signature
Note: This inspection schedule is designed to ensure compliance with the land use standards contained in the Town of Addison Shoreland Zoning Ordinance. Other inspections may be required.		

Note: It is up to the permittee or representative to schedule these inspections with the CEO.

Standard Conditions of Approval for All Shoreland Zoning Projects

1. A copy of this permit must be posted in a visible location on your property during development of the site, including construction of the structures approved by this permit.
2. This permit is limited to the proposal as set forth in the application and supporting documents, except as modified by specific conditions set forth by the Planning Board or Code Enforcement Officer in granting this permit. Any variations from the application or conditions of approval are subject to prior review and approval by the Planning Board or Code Enforcement Officer. Failure to obtain prior approval for variations shall constitute a violation of the ordinance.
3. A substantial start (30% of project based on estimated cost) of construction activities approved by this permit must be completed within one (1) year of the date of issue, otherwise, this permit shall lapse, and no activities shall occur unless and until a new permit is issued.
4. The water body and wetland setbacks for all principal and accessory structures, septic systems, driveways, and parking areas must be as specified in the application, or as modified by the conditions of approval.
5. In the event the permittee should sell or lease this property, the buyer or lessee shall be provided with a copy of the approved permit and advised of the conditions of approval.
6. The permittee shall arrange for the Code Enforcement Officer to conduct compliance inspections during construction and prior to occupancy.

Standard Clearing Conditions for Shoreland Zoning

The following shall apply to vegetation clearing for all activities within the shoreland zone.

1. A vegetative buffer strip shall be retained within 100 feet of a great pond or river flowing to a great pond, and within 75 feet of other water bodies, wetlands, and tributary streams.
2. Within the buffer strip(s) there shall be no cleared opening greater than 250 square feet in the forest canopy as measured from the outer limits of the tree crown. A winding footpath is permitted, provided it does not exceed ten (10) feet in width as measured between tree trunks, and does not provide a cleared line of sight to the water. Adjacent to great ponds and rivers flowing to great ponds, the width of the footpath is limited to six (6) feet.
3. Selective cutting of trees within the buffer strip(s) is permitted provided that a well-distributed stand of trees and other vegetation is maintained. Not more than 40% of the total volume of trees four (4) inches or more in diameter, measured at 4 ½ feet above ground level, may be removed in any ten (10) year period.
4. Within the buffer strip(s) adjacent to great ponds, and rivers and streams flowing to great ponds, existing vegetation under three (3) feet in height and other ground cover shall not be removed, and the soil shall not be disturbed, except to provide for a footpath or other permitted use.
5. Pruning of tree branches is prohibited within the buffer strip(s) except on the bottom ⅓ of the tree provided that tree vitality will not be adversely affected.
6. Within the buffer strip(s), in order to maintain a buffer strip of vegetation, when the removal of storm-damaged, diseased, unsafe, or dead trees results in the creation of cleared openings in excess of 250 square feet, these openings shall be replanted with native tree species. When removal of such trees appears necessary, the permittee is advised to consult with the Code Enforcement Officer prior to tree removal.
7. Within the shoreland zone, but outside the 75 foot or 100 foot buffer strip(s) described in Standard #1 above, not more than 40% of the total volume of trees four (4) inches or more in diameter, measured 4 ½ feet above ground level, may be removed in any ten (10) year period. In no instance shall cleared openings exceed, in the aggregate, 10,000 square feet or 25% of the lot area, whichever is greater, including land previously cleared.
8. Legally existing cleared openings which exceed the above standards may be maintained, but shall not be enlarged except as permitted by the ordinance.
9. Where natural vegetation is removed it shall be replaced by other vegetation (except for areas to be built upon) that is effective in preventing erosion and retaining natural beauty.

Guidelines for Soil Stabilization within Shoreland Zone

Areas of disturbed soil, including but not limited to areas that are filled, graded, or otherwise disturbed during construction, must be stabilized according to the approved erosion control plan proved as part of the permit application, or as modified by specific conditions of approval. The following guidelines provide guidance for the landowner to consider in preparing and executing the soil stabilization portion of the erosion control plan. The goals to be achieved by proper stabilization are the avoidance of accelerated soil erosion and sedimentation of water bodies.

In general:

1. Sterile soils such as sands and gravels should be covered with a minimum of 4 inches of compacted topsoil to provide a growth medium for vegetation.
2. Disturbed areas which can be seeded between May 1 and September 15 should be prepared and seeded during that period. The best seeding dates are from May 1 to June 15. Mid-summer seeding will usually require significant watering.
3. Disturbed areas which can not be seeded between May 1 and September 15 should be heavily mulched with hay, straw, or some other suitable material to keep them as stable as possible over the winter, and particularly during the spring runoff the following year. Generally, one bale of hay for each 500 square feet of disturbed area provides a stabilizing mulch. For over-wintering, mulch must be tied down, as it is easily blown around on frozen ground, leaving areas of exposed soils. Mulched over-winter areas should be prepared and seeded the following spring as soon as conditions allow.
4. Seeding preparation, in addition to providing topsoil or loam if the site is sterile, includes the application of lime and fertilizer, which should be lightly raked into the soil prior to seeding. After the area is seeded, it should be lightly watered and then mulched to protect the seed, keep the site stable and moist, and to allow the seed to germinate and grow.
5. Lime should be applied at a rate of approximately 138 pounds per 1000 square feet of area. This rate may vary depending on soil conditions, and it is recommended that soil be analyzed to determine specifically what additional nutrients are needed.
6. Fertilizers should be a "quick release" low phosphorus mixture. They should be applied at a rate of approximately 18.4 pounds per 1000 square feet. However, no more fertilizer than necessary should be added since any excess may be washed into the adjacent water body and contribute to lower water quality. Fertilizers should never be applied before thunderstorms or before spring runoff.
7. Minimize the areas of exposed soil during construction, and temporarily or permanently stabilize disturbed areas within one week of the time the area is actively worked. Runoff control features such as hay bales, silt fencing, and diversion ditching must be in place and functioning prior to the start of construction.

Site Plan

Please include:

- Property lines
- Area to be cleared of trees and other vegetation within the shoreland zone.
- The exact position of proposed structures, including decks, porches and out buildings with accurate setback distances from all property lines including the shoreline if applicable.
- The location of proposed or existing wells, septic systems, and driveways
- Areas and amounts to be filled or graded within the shoreland zone.
- If the proposal is for the expansion of an existing structure, please distinguish between the existing structure and the proposed expansion.

NORTH



Scale: _____ = _____ Ft.

Building Permit Fees

Subdivisions..... (Revised March 9, 2004)	\$100.00
Heavy commercial (more than 5,000 sq. ft.)	\$100.00
Light commercial (5,000 sq. ft. or less)	\$50.00
Shoreland Zoning (Rev: 03/14/06).....	\$100.00
All other permits (Rev: 03/14/2007)	\$50.00
CEO Service Charge Fee (Non-refundable...Rev. May 13, 2010) due with submission of application	\$35.00
CEO Service Charge Fee (New May 13, 2010) inspection prior to concrete slab or foundation pour	\$35.00
CEO Service Charge Fee (New May 13, 2010) inspection prior to completion	\$35.00
Town Road Driveway Entrance Permit Fee (New May 13, 2010)	\$40.00

Severability

If a court declares any section or provision of this ordinance invalid, such decision shall not invalidate any other section or provision of this ordinance.

Amendments

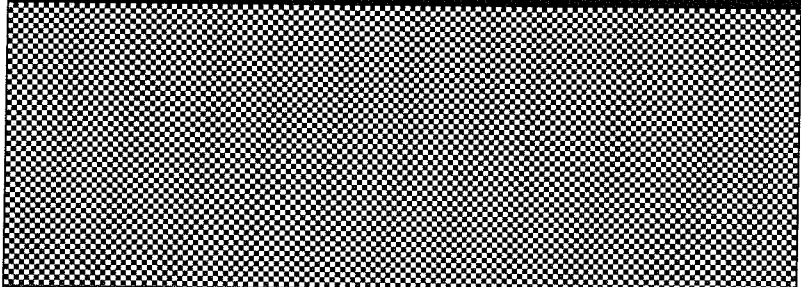
Amendments or revisions of this ordinance may be adopted by the vote of the town's people at a town meeting. A public hearing will be held to review the ordinance at least 10 days prior to the town meeting.

Effective Date

Effective date of this ordinance is March 12, 1996. Copies of this ordinance and all amendments to it shall be filed with the Town Clerk.

- * Effective date of revisions is March 9, 2004.
- * Effective date of revisions is March 14, 2006
- * Effective date of revisions is March 13, 2007
- * Effective date of revisions is May 13, 2010

Building Permit Inspection Schedule



Permit #: _____

Date of Issue: _____

Recipient: _____

Map & Lot #: _____

<input type="checkbox"/> Prior to Construction:	Date:	CEO Signature
<input type="checkbox"/> Prior to foundation pour:	Date	CEO Signature
<input type="checkbox"/> Prior to Completion:	Date	CEO Signature

Note: This inspection schedule is designed to ensure compliance with the land use standards contained in the Town of Addison Shoreland Zoning Ordinance. Other inspections may be required.

Note: It is up to the permittee or representative to schedule these inspections with the CEO.

CEO NOTES