

## GENERAL INFORMATION CONCERNING THE PERMIT APPLICATION PROCESS

The following is general information that pertains to permitting for the Town of Albion and some important contacts and numbers.

### **NEW RESIDENCES (also applies to mobile homes):**

- For Building Permits, use the Land Use Permit Application attached.
- Building Permits, after completing the permit application and paying the appropriate fee, contact **Cindy Abbott** - Code Enforcement Officer (CEO), Ph # 481-1951. **You must complete ALL information before the application will be considered by the CEO.**
- Plumbing Inspector, **Cindy Abbott, 207-481-1951**
- Central Maine Power (CMP) for electrical permit or information: 1-800-750-4000
- For a new residence, you must obtain a Subsurface Waste Water System plan which must be signed off by the Plumbing Inspector. Both the Subsurface Waste Water design and driveway approval must be submitted to the CEO with the application, before he can approve.**
- All residential and non-business applications will be submitted to the CEO
- All other permits including those that pertain to non-conforming properties or buildings and shoreland use must be submitted to the Planning Board.
- Seven copies of all permit applications reviewed by the Planning Board must be prepared by a permittee and made available at the Town Office one week prior to review by the Planning Board.
- Subdivision regulations and Land Use Applications can be obtained from the Town Clerk.
- Questions pertaining to the permit process should be directed to the CEO. **The CEO/Plumbing Inspector is available Tuesday – Thursday after 3pm and Friday-Sunday by appointment CEO email- ceoalbion1@gmail.com**

An applicant or other aggrieved party may appeal any decision of the Code Enforcement Officer or Planning Board, or appeal for a variance, by filing with the Board of Appeals, according to the procedures outlined in the *Ordinance to Establish Town of Albion Board of Appeals*. For more information, see the Town Clerk at the Town Office or call 437-2900.

Should you require specific information from the Planning Board, please call the Town Office at 437-2900 for those telephone numbers. The Planning Board meets every second Monday of the month at 7:00 p.m. at the Besse Building

***OTHER STRUCTURES:*** *Decks without a roof or outbuildings, 125 square feet or smaller do not require a Building Permit.*

**Town of Albion**  
**22 Main Street, Albion, ME 04910**  
**(207) 437-2900 / (207) 437-2903 (fax)**

Permit # _____
Account # _____

**DRIVEWAY APPLICATION**

**Cindy Abbott, Code Enforcement Officer – 481-1951**  
**Brian Kaczmarek, Road Commissioner – 716-6515**

If you are going to put in a driveway and it's on a Town road, you must obtain approval from Brian Kaczmarek, Road Commissioner, at 716-6515. If it's on a State road, you must call Dept. of Transportation (DOT) at 453-7377.

**Permit Fees:**

Driveway (\$50.00)

**Permit application and fee received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Instructions: Please complete all sections. It is important to include your telephone number(s) so that we may contact you should we have any questions.

**1. Applicant Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #(s): \_\_\_\_\_  
\_\_\_\_\_

**2. Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #(s): \_\_\_\_\_  
\_\_\_\_\_

**3. Where is the site?**

Address: \_\_\_\_\_ Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Kennebec County Registry of Deeds

Book: \_\_\_\_\_ Page: \_\_\_\_\_

Land Use District (check one):  *Village*  *Growth*  *Rural*

Overlay District(s) (check all that apply):  *Shoreland*  *Aquifer Protection*

*Lovejoy Pond Watershed*  *Scenic Protection*  *Unique Natural Areas*

Is the proposed development in the FEMA Mapped Flood Plain? (check one)  Yes  No

**4. Description of Site**

Size of Lot: \_\_\_\_\_ acres or \_\_\_\_\_ square feet Dimensions: \_\_\_\_\_

Road Frontage: \_\_\_\_\_ Public Road or Private Road? \_\_\_\_\_

**5. If lot is part of subdivision (if not, skip this question):**

Subdivision Name: \_\_\_\_\_

Subdivision Lot No: \_\_\_\_\_ Date approved by Planning Board: \_\_\_\_\_

**6. Existing use of site (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> <i>single family residence</i> | <input type="checkbox"/> <i>agricultural</i>            |
| <input type="checkbox"/> <i>duplex</i>                  | <input type="checkbox"/> <i>commercial / industrial</i> |
| <input type="checkbox"/> <i>multi-family</i>            | <input type="checkbox"/> <i>undeveloped</i>             |
| <input type="checkbox"/> <i>mobile home</i>             | <input type="checkbox"/> <i>business</i>                |

**7. List all existing structures/uses on the site:** (ex: 1 single-family home, 1 garage, 1 barn)

- 
- |  |   |
|--|---|
| <input type="checkbox"/> <i>new building</i>       | <input type="checkbox"/> <i>installing mobile home</i>              |
| <input type="checkbox"/> <i>moving building</i>    | <input type="checkbox"/> <i>accessory building (such as garage)</i> |
| <input type="checkbox"/> <i>expanding building</i> | <input type="checkbox"/> <i>change of use</i>                       |

Describe building, use of building and dimensions. Also show on attached sketch form.

**8. Is the existing use of the site seasonal only?** (check one)       Yes       No

**9. Proposed activity** (check one):

**10. Approximate construction costs:** \_\_\_\_\_

**11. Is the proposed use of the site seasonal only?**      Yes      No

**12. Deed Restrictions:**

Please list all deed restrictions, easements, covenants and/or licenses held on this parcel of land or answer N/A for Not Applicable. \_\_\_\_\_

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**The undersigned hereby applies for the afore-described permit, certifies that the information and statements on this application are complete, true and correct, and agrees to comply with all laws of the State of Maine and the Ordinances of the Town of Albion pertaining to the above-described activities. The undersigned agrees to comply with all conditions placed on the approved permit by the Board.**

**If the application is for a use on a private road, the undersigned understands that the Town of Albion supports the development of private roads that do not meet the Town's standards, but shall not accept the responsibility for services normally made available to residents and structures accessed by public roads. Road maintenance and snow plowing shall be the responsibility of the persons who own the lots in accordance with an association agreement. The Town will not be responsible for entering upon the private road to provide school bus services, emergency services, garbage collection or any other type of municipal services.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

## DRIVEWAY SKETCH FORM

Complete this sketch, showing Road and Proposed Driveway, with dimensions:

**Size of Driveway:** \_\_\_\_\_

**Road cutting into:** \_\_\_\_\_

**Width of Culvert:** \_\_\_\_\_

**Length of Culvert:** \_\_\_\_\_

**Work completed by:**       **Contractor**  
    **Property Owner**

**Designed Approved by:** \_\_\_\_\_ **Road Commissioner**      \_\_\_\_\_ **Date**

**Completion Approved by:** \_\_\_\_\_ **Road Commissioner**      \_\_\_\_\_ **Date**

