

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 **Crystal Nichols - Code Enforcement Officer (CEO), Ph # 716-6338. You must complete ALL information before the application will be considered by the CEO. Please be guided by the checklist on page 3**
- Plumbing Inspector, **Crystal Nichols, Ph 716-6338**
- 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.**
- If you are going to put in a driveway and it's on a Town road, you must obtain approval from Matt Lee, Road Commissioner, at 314-0498. If it's on a State road, you must call Dept. of Transportation (DOT) at 453-7377.
- 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 Wednesday and Friday at the town office by appointment or available 6 am – 6 pm Monday to Friday by phone.**

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.*

Revised 8-22-2019

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

LAND USE PERMIT APPLICATION
Crystal Nichols, Code Enforcement Officer – 716-6338

<input type="checkbox"/>	Change of Use
<input type="checkbox"/>	Building Permit

Permit Fees:

- | | | |
|--|--|---|
| <input type="checkbox"/> New building (\$100.00) | <input type="checkbox"/> Addition (\$50.00) | Business: <input type="checkbox"/> \$100.00 |
| <input type="checkbox"/> New Dwelling/Mobile Home (\$100.00) | <input type="checkbox"/> Storage Trailer (\$50.00) | <input type="checkbox"/> \$200.00 |
| <input type="checkbox"/> Change of Use (\$50.00) | <input type="checkbox"/> Other \$ _____ | <input type="checkbox"/> \$400.00 |
| <input type="checkbox"/> Subdivision _____ | <input type="checkbox"/> 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"/> single family residence | <input type="checkbox"/> agricultural |
| <input type="checkbox"/> duplex | <input type="checkbox"/> commercial / industrial |
| <input type="checkbox"/> multi-family | <input type="checkbox"/> undeveloped |
| <input type="checkbox"/> mobile home | <input type="checkbox"/> business |

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

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

9. Proposed activity (check one):

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

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

10. Approximate construction costs: _____

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

12. List proposed setbacks for new, moved or expanded building:
(All measurements to be taken from the edge of the right-of-way and abutting properties)

Front property line: _____ feet
 Side property line: _____ feet
 Rear property line: _____ feet

13. Screening / Landscaping:
In the opinion of the applicant, what percent of the buildings on the lot will be visible from the road in ten (10) years? _____ percent.

14. Wastewater:
If the application is for a new or expanded dwelling or any other use that will increase the volume of wastewater, this section MUST be completed.

Site Evaluator Name: _____ License No: _____
 Address: _____ Telephone No: _____

15. 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. _____

A copy of a valid plumbing permit for the disposal system, as well as the site evaluation forms, must be attached for new systems. For expanded uses that will utilize existing septic systems, a statement signed by a licensed site evaluator stating that the existing system is adequate must be attached.

SKETCH FORM (checklist format)

Complete this sketch form showing –

- | | | |
|--|--|--|
| <input type="checkbox"/> existing buildings, | <input type="checkbox"/> lot lines, | <input type="checkbox"/> Easements |
| <input type="checkbox"/> proposed building activity, | <input type="checkbox"/> dimensions, | <input type="checkbox"/> Sketch must be to scale |
| <input type="checkbox"/> dimensions, | <input type="checkbox"/> abutting roads, | |
| <input type="checkbox"/> setbacks, | <input type="checkbox"/> rights of way | |
| <input type="checkbox"/> driveways, | <input type="checkbox"/> Abutting land owners. | |

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

PLANNING BOARD USE ONLY

Received by: _____ **Date:** _____

Dates of Notices to Applicants: _____ **Information Requested:** _____

CEO Lot/Site Inspection: _____

Date Application Completed: _____

Other Permits Needed: _____

Conditions of Permit: _____

CEO/Planning Board Review By: _____ **Date:** _____

- Approved**
- Denied**
- Approved with Conditions**

Point System Explanation: See Page 19, Section 6 B & C & D of Land Use Ordinance.

MINIMUM DIMENSIONAL STANDARDS LOTS FOR SINGLE-FAMILY RESIDENTIAL AND NON-RESIDENTIAL STRUCTURES								
Performance Area		District						
		Village Area		Growth Area			Rural Area	
		Allowed	Allowed	Desired	Points	Allowed	Desired	Points
1	Lot size	.75 acre	.75 acre	1.5 acre		1 acre	3 acres	
Frontage:								
2A	Public Road	150'	150'	200'		200'	300'	
2B	Private Road	75'	75'	150'		150'	200'	
Building Setbacks from Edge of Right-of Way and Property Lines:								
3	Front	0'	30'	50'		50'	100'	
4	Side	15'	15'	30'		20'	50'	
5	Rear	15'	15'	30'		20'	50'	
Screening/Landscaping (% of Structure Visible from Road Within Ten (10) Years):								
6	Front	0	0	25%		10%	50%	
7	Side	0	0	25%		0	50%	
TOTAL POINTS AWARDED (minimum of 5 points needed for permit)		N/A						

MINIMUM DIMENSIONAL STANDARDS FOR SUBDIVISION LOTS					
Performance Area		District			
		Village Area and Growth Area		Rural Area	
		Traditional Design	Open Space Design	Traditional Design	Open Space Design
Maximum Project Density		1.5 acres/unit	1 acre/unit	3 acres/unit	2 acres/unit
Minimum Lot Size		1.5 acres	.75 acre	3 acres	1 acre
Minimum Frontage:					
Public Road		200'	150'	300'	200'
Private Road		150'	75'	200'	150'
Minimum Setback:					
Front		50'	30'	100'	50'
Side and Rear		30'	15'	50'	20'
Minimum Screening/Landscaping:::					
Public Road		25%	0	35%	10%
Private Road		25%	0	35%	0

MINIMUM DIMENSIONAL STANDARDS LOTS FOR TWO-FAMILY (DUPLEX) RESIDENTIAL STRUCTURES								
Performance Area		District						
		Village Area		Growth Area			Rural Area	
		Allowed	Allowed	Desired	Points	Allowed	Desired	Points
1	Lot size	1 acre	1.5 acre	1.5 acre	N/A	2 acres	2 acres	N/A
Frontage:								
2A	Public Road	150'	150'	200'		200'	300'	
2B	Private Road	75'	75'	150'		150'	200'	
Building Setbacks from Edge of Right-of Way and Property Lines:								
3	Front	0'	30'	50'		50'	100'	
4	Side	15'	15'	30'		20'	50'	
5	Rear	15'	15'	30'		20'	50'	
Screening/Landscaping (% of Structure Visible from Road Within Ten (10) Years):								
6	Front	0	0	25%		10%	50%	
7	Side	0	0	25%		0	50%	
TOTAL POINTS (min 4)		N/A						

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**