

GENERAL NOTICE AND SELF-VERIFICATION FORM: ACCESSORY STRUCTURE

WHO NEEDS TO SUBMIT THIS FORM?

Anyone intending to construct an accessory structure that is:

- In a subdistrict where these uses are allowed without a permit subject to standards in the Maine Land Use Planning Commission's ("LUPC" or "Commission") service area; and
- In conformance with the standards listed below.

Maine Law and the Commission's rules define "Accessory Structure" as: "A use or structure subordinate to a permitted or conditional use or structure and customarily incidental to the permitted or conditional use of the structure." 12 M.R.S. § 682. Accessory structures include but are not limited to garages, decks, porches, accessory solar energy generation facilities, and sheds.

WHERE CAN I GET HELP TO COMPLETE THIS SELF-VERIFICATION FORM?

Call the LUPC office that serves your area and ask to speak to one of our regional representatives (see below for office locations and contact information). Also, go to the LUPC web site at www.maine.gov/dacf/lupc/ to browse through our rules and regulations, recent publications and newsletters, Commission meeting agendas, and other valuable information.

MAILING YOUR SELF-VERIFICATION FORM

Submit your completed notification including Exhibit A - a Land Use Guidance Map marked with the location of your project to the LUPC office serving your area. (see the LUPC website at www.maine.gov/dacf/lupc/about/AgencyContactSheet.pdf) There is no fee for this notification.

CONSTRUCTION ACTIVITIES MAY NOT BEGIN PRIOR TO SUBMISSION OF A COMPLETED, SIGNED SELF-VERIFICATION

THE LANDOWNER MAY PROCEED WITH THE PROPOSED PROJECT AFTER FORMALLY FILING A COMPLETED NOTIFICATION WITH THE COMMISSION UNLESS THE COMMISSION STAFF INFORMS THE LANDOWNER IN WRITING THAT ISSUES HAVE BEEN IDENTIFIED BY THE COMMISSION STAFF REGARDING THE ADEQUACY IN WHICH THE COMMISSION'S RULES ARE MET.

******KEEP A COPY OF THIS SELF-VERIFICATION FOR YOUR RECORDS******



This page intentionally left blank.

Self-Verification

For office use:

<input type="text"/>	GN	<input type="text"/>
----------------------	-----------	----------------------

Tracking No.

Action No.

1. OWNER INFORMATION (REQUIRED) AND AGENT AUTHORIZATION (OPTIONAL)

Landowner / Lease holder Name(s)	Daytime Phone	
Mailing Address	E-mail	
Town	State	Zip Code
Agent Name	Daytime Phone	

For office use:

GN

Tracking No.

Action No.

Accessory Structure Notice Form

1. PROJECT DESCRIPTION AND LOCATION

Township, Town, or Plantation	County
Name of the Road (if named)	Tax Information (<i>check tax bill</i>) Map: _____ Plan: _____ Lot(s): _____
Name of Waterbody or Flowing Water (if named)	Zoning Subdistrict


2. PROJECT DESCRIPTION AND LOCATION

Type of proposed activity:

structure #1: (type/use) _____ (e.g., shed, garage) Dimensions: (L)___x (W)_____ x (H) _____
 structure #2: (type/use) _____ (e.g., shed, garage) Dimensions: (L)___x (W)_____ x (H) _____
 structure #3: (type/use) _____ (e.g., shed, garage) Dimensions: (L)___x (W)_____ x (H) _____

When will the accessory structure(s) be constructed or placed on the property? Month: _____ Year: _____

1. Notice pursuant to Chapter 4, Section 4.05,C has been completed. Notice must provide landowner self-verification that the following standards will be met.
2. The total square footage of the footprint of all new or expanded accessory structures built on a lot within a two-year period is not more than 750 square feet, except that freestanding accessory solar energy generation facilities are limited to not more than 750 square feet in total.
3. The accessory structure(s) must:
 - a. Be located in a subdistrict that allows the principal use;
 - b. Be accessory to a legally existing principal structure or use;
 - c. Meet the definition of accessory structure in Chapter 2 of the Commission's rules;
 - d. Conform with the General Criteria for Approval in Section 10.24;
 - e. Meet the development standards in Sections 10.25,B, F, H, and M, as applicable; and the activity specific standards in Section 10.27, as applicable;
 - f. Conform with any applicable permit conditions, or deed restrictions recorded for the property;
 - g. Meet all of the applicable dimensional requirements in Sections 10.26,D through F;
 - h. Have unfinished interiors and not be used for human habitation;
 - i. Be consistent with the use of the principal structure and not add a new activity to those currently permitted at the site or facility;
 - j. If the accessory structure is a non-residential greenhouse, lighting will be fully shielded between sunset and sunrise and will not illuminate exterior areas or otherwise make the greenhouse appear to glow.
4. The accessory structure(s) must not:
 - a. Have no internal plumbing and not be supplied with water other than for a hose bib (exterior hose faucet);
 - b. Be used for a home-based business;
 - c. Be located in a flood prone area as defined in Chapter 2 of the Commission's rules and described in Section 10.23,C;
 - d. Use in construction nor produce any hazardous or toxic materials or substances; and
 - e. Cause the total development on a property to exceed any gross floor area limitation related to the type of use.

 If you answered No, please STOP here! A permit is required if the standards are not met. Please contact the [LUPC office](#) that serves your area to determine what permit(s) you will need.

I, the LANDOWNER/LEASEE, have personally examined and am familiar with the information submitted in this notification, and to the best of my knowledge and belief, this notification is true, accurate, and complete, and the accessory structures will be constructed/placed on-site in accordance with the standards listed above. I understand that if the notification is incomplete, it will be returned as incomplete. If there is an Agent listed above, I hereby authorize that individual or business to act as my legal agent in all matters relating to this notification. I understand that I am responsible for compliance with all standards administered by the Maine Land Use Planning Commission for accessory structures as well as any applicable state and federal standards.

This notification is not valid without the signature and date of the landowner(s).

Landowner Signature(s)

Date

THIS IS NOT A PERMIT. SUBMISSION OF THIS NOTICE DOES CONSTITUTE COMMISSION APPROVAL.



Exhibit: You must submit, as **EXHIBIT A**, a copy of an official Commission's Land Use Guidance Map marked with the area of your project. This map can be obtained online at any of the LUPC offices or www.maine.gov/dacf/lupc/plans_maps_data/zoning_maps/index.shtml

******* KEEP A COPY OF THIS NOTIFICATION FOR YOUR RECORDS *******