

# BUILDING PERMIT APPLICATION

## For Residential Development, Home Occupations and Personal Campsites

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### WHO MAY USE THIS APPLICATION?

This Building Permit Application process may be used for all residential development. This includes, but is not necessarily limited to, the following activities:

- New principal structure (dwelling, camp, home, etc.)
- New accessory structure (garage, shed, etc.)
- Reconstruction of a principal or accessory structure
- Addition to or expansion of a principal or accessory structure, including a deck or porch
- Relocation of a principal or accessory structure
- Enclosure or partial enclosure of a deck or porch
- Addition or reconstruction of a permanent foundation beneath a structure
- Change to the authorized dimensions or change to setback requirements of a previously permitted structure
- Personal campsite (non-public and non-commercial)
- Home occupation (business within the home or accessory structure)
- Filling and grading or other soil disturbance associated with a residential structure

### WHERE CAN I GET HELP TO COMPLETE THIS FORM?

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

 *Your application may be returned if it is incomplete! Contact the LUPC office that serves your area if you need help with this application.*

### MAILING YOUR APPLICATION

Fill out the application form. Mail the entire application form and the required attachments (including the appropriate application fee and exhibits – see instructions) to the LUPC office that serves your area. (see the LUPC website at [www.maine.gov/dacf/lupc/about/AgencyContactSheet.pdf](http://www.maine.gov/dacf/lupc/about/AgencyContactSheet.pdf))

**THIS FORM IS NOT A VALID PERMIT UNTIL IT IS SIGNED BY AN AUTHORIZED LUPC REPRESENTATIVE.**

**NO CONSTRUCTION ACTIVITIES MAY BEGIN PRIOR TO YOUR RECEIPT OF A PERMIT.**

**THE COMMISSION MAY REQUIRE ADDITIONAL INFORMATION NOT ENCOMPASSED IN THIS APPLICATION.**

# ADDITIONAL INFORMATION ABOUT THE APPLICATION PROCESS

## PRE-APPLICATION AND POST-PERMIT SERVICES

The LUPC staff encourages, and is available for, meetings and site visits before you submit your application, after you receive your permit, and/or after your project is complete. Our staff can assist you with understanding the applicable requirements of submitting a proposal for the Commission's review and determining how your project best fits your site and therefore help ensure your project can be permitted.

### Pre-application meetings:

- Encourage information exchange about the proposed project early in the planning stages;
- Help the applicant understand the application process and responsibilities in that process;
- Help to identify any environmental or other issues that may need to be addressed as part of the permit process; and
- Provide an opportunity to identify aspects of the proposal that may make the application unique or difficult to approve.

#### Suggested materials to bring to the pre-application meeting:

- This application form (even if not yet completed)
- Your deed, lease, or sales contact
- Recent photos of the property
- Plan(s) with dimensions and setbacks of existing and proposed structures

#### Suggested discussion points during the pre-application meeting:

- Is the intended use allowed within the subdistrict in which your project is proposed?
- Does the proposed site meet necessary setbacks?
- Are there other questions you may have regarding this application form or process?

### Pre- and post-construction site visits:

- Help highlight specific permit conditions;
- Enable the applicant and the LUPC staff discussion of any issues or new concerns which have arisen; and
- Assist the applicant in identifying the various physical features on the lot that are related to the Commission's development standards.

Note: While the pre-application meeting is extremely valuable for identifying issues or concerns early on, no decisions are made at these meetings and the thoughts expressed are not binding on the Commission or the applicant. The information presented at these meetings is very general, and the review is not substantive.

Call the LUPC office that serves your area to schedule an appointment.

## HOW LONG WILL IT TAKE TO OBTAIN A PERMIT?

**A permit decision will be issued within 10 working days of a complete application being received and accepted by the LUPC staff, except for projects that require a permit by special exception, a variance or are located in a sensitive area that would require outside agency review.** In many cases a permit decision will be made sooner, in some cases on the same day if the application is submitted at one of the LUPC offices. The 10 working day time period will not start until a complete application with all required exhibits is submitted. The LUPC staff will contact you if the application is not complete and let you know what is still required to make it complete. If the LUPC does not issue a decision on a complete application within 10 working days of that completed application being received, or does not inform you of any deficiencies or concerns that need to be addressed prior to that deadline, you may submit a written request for a refund of your application fee. The LUPC staff will contact you prior to the 10 day deadline if your project requires a permit by special exception, a variance or outside agency review.

## WHAT IF MY PROPOSAL DOES NOT MEET THE CRITERIA FOR APPROVAL?

The LUPC staff will contact you prior to the 10 day deadline if it is determined that the proposal is not approvable. Our staff will then work with you to determine your options and to recommend modifications to your application in order to make your project approvable. If you choose to make modifications to obtain approval, your application will be placed on-hold until an updated and complete application is submitted. If you choose to have your application denied by the staff, you will have an opportunity to appeal that decision to the Commission at one of its regular monthly meetings; or to Superior Court, if the decision is made by the Commission.

## ACCESSING THE PROJECT SITE FOR SITE EVALUATION AND INSPECTION

Under 12 M.R.S.A, Section 685-C,8: "For the purposes of inspection and to ensure compliance with standards, orders and permits issued or adopted by the commission, authorized commission staff...may conduct investigations, examinations, tests, and site evaluations necessary to verify information presented to it and may obtain access to any lands and structures regulated pursuant to this chapter".

For some development projects, an application cannot be deemed complete until a site visit has been conducted by staff to verify information about a project. Further, in some cases staff will need the applicant or their designated agent to be present on site to provide information. As a general policy, when reasonably practicable, staff will notify property owners or their agent prior to visiting the property. Section 10 of the application, however, provides an opportunity to authorize staff, at the time you file your application, to fully access a project site. Due to our limited resources, this may increase the efficiency of the review of your application.

|              |           |            |    |              |
|--------------|-----------|------------|----|--------------|
|              | <b>BP</b> |            | \$ |              |
| Tracking No. |           | Permit No. |    | Fee Received |

# Building Permit

*For All Residential Development*

## 1. APPLICANT INFORMATION

|                   |               |          |
|-------------------|---------------|----------|
| Applicant Name(s) | Daytime Phone | FAX      |
| Mailing Address   |               | Email    |
| Town              | State         | Zip Code |

## 2. PROJECT LOCATION AND PROPERTY DETAILS

|  |  |   |                  |                 |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|---|------------------|-----------------|--|--|--|--|--|--|--|--|--|--|--|--|
| Township, Town or Plantation   | County   |   |                  |                 |  |  |  |  |  |  |  |  |  |  |  |  |
| Tax Information <i>(check tax bill)</i><br>Map: _____ Plan: _____ Lot: _____   | Deed or Lease Information <i>(check deed or lease)</i><br>Book: _____ Page: _____ Lease #: _____   |   |                  |                 |  |  |  |  |  |  |  |  |  |  |  |  |
| Lot size <i>(in acres, or in square feet if less than 1 acre)</i>  | Lot Coverage <i>(in square feet)</i>   |   |                  |                 |  |  |  |  |  |  |  |  |  |  |  |  |
| All Zoning on Property <i>(check the LUPC map)</i>   | Zoning at Development Site   |   |                  |                 |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Road Frontage.</b> List the name(s) and frontage(s) (in feet) for any public or private roads, or other rights-of-way adjacent to your lot:<br>Road #1: _____ Frontage _____ ft.<br>Road #2: _____ Frontage _____ ft.   | <b>Water Frontage.</b> List the name(s) and frontage(s) (in feet) for any lakes, ponds, rivers, streams, or other waters on or adjacent to your lot:<br>Waterbody #1: _____ Frontage _____ ft.<br>Waterbody #2: _____ Frontage _____ ft.   |   |                  |                 |  |  |  |  |  |  |  |  |  |  |  |  |
| LUPC Approved Subdivision. List the LUPC approved subdivision number: ..... SP _____ and SP Lot #: _____   |  |   |                  |                 |  |  |  |  |  |  |  |  |  |  |  |  |
| If your property is not part of subdivision previously approved the Commission, please continue to Land Division History below. <i>(check your deed or contact the LUPC office that serves your area)</i>  |  |   |                  |                 |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Land Division History.</b> Using your deed as a starting point, trace the ownership history and configuration changes of your property back 20 years from today. List any division of those lots from which your property originated (use additional sheet of paper if needed). | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"><i>(example: Amy Adams to Rob Roberts</i></td> <td style="width: 20%; text-align: center;"><i>1/12/1997</i></td> <td style="width: 40%; text-align: center;"><i>10 acres</i></td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table> | <i>(example: Amy Adams to Rob Roberts</i> | <i>1/12/1997</i> | <i>10 acres</i> |  |  |  |  |  |  |  |  |  |  |  |  |
| <i>(example: Amy Adams to Rob Roberts</i>  | <i>1/12/1997</i>   | <i>10 acres</i>                           |                  |                 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |   |                  |                 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |   |                  |                 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |   |                  |                 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |   |                  |                 |  |  |  |  |  |  |  |  |  |  |  |  |

## 3. EXISTING STRUCTURES OR USES (Fill in a line for each existing structure) Previously issued Building Permit number (if applicable) \_\_\_\_\_

| Type of structure<br>(dwelling, garage, deck, porch, shed,<br>driveway, parking area, etc.) | Year built | Exterior dimensions<br>(in feet)<br>(LxWxH) | Type of foundation<br>(full basement, slab,<br>post, etc.) | Horizontal Distance (in feet) of<br>structure from nearest: |               |              |                 |         |                           |
|---|------------|---|--|---|---------------|--------------|-----------------|---------|---------------------------|
|   |            |   |  | Road  | Property line | Lake or pond | River or stream | Wetland | Ocean/Coastal<br>Wetlands |
|   |            |   |  |   |               |              |                 |         |                           |
|   |            |   |  |   |               |              |                 |         |                           |
|   |            |   |  |   |               |              |                 |         |                           |
|   |            |   |  |   |               |              |                 |         |                           |
|   |            |   |  |   |               |              |                 |         |                           |
|   |            |   |  |   |               |              |                 |         |                           |
|   |            |   |  |   |               |              |                 |         |                           |
|   |            |   |  |   |               |              |                 |         |                           |
|   |            |   |  |   |               |              |                 |         |                           |

**4. PROPOSED STRUCTURES OR USES (INCLUDING DRIVEWAYS AND PARKING AREAS)** *(Use additional sheet if needed)*

4.1 What is the proposed use of your property?  Residential only  Residential with Home Occupation\*  Campsite\*\*

| Type of structure<br>(dwelling, garage, deck, porch, shed,<br>driveway****, camper, RVs, parking lots,<br>etc.) | Proposal (check all that apply) |                          |                          |                          |                          |                          |                            |                                     | Exterior<br>dimensions<br>(in feet)<br>(LxWxH) | Horizontal Distance (in feet) of<br>structure from nearest: |               |              |                 |         |                           |
|---|---------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------------|-------------------------------------|--|---|---------------|--------------|-----------------|---------|---------------------------|
|   | New structure***                | Reconstruct***           | Expand                   | Relocate                 | Remove                   | Enclose<br>deck/porch    | Permanent<br>foundation*** | Change<br>dimensions or<br>setbacks |  | Road  | Property line | Lake or pond | River or stream | Wetland | Ocean/Coastal<br>Wetlands |
|   | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            |  |   |               |              |                 |         |                           |
|   | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            |  |   |               |              |                 |         |                           |
|   | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            |  |   |               |              |                 |         |                           |
|   | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            |  |   |               |              |                 |         |                           |
|   | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            |  |   |               |              |                 |         |                           |
|   | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            |  |   |               |              |                 |         |                           |
|   | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            |  |   |               |              |                 |         |                           |
|   | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            |  |   |               |              |                 |         |                           |
|   | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            |  |   |               |              |                 |         |                           |
|   | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            |  |   |               |              |                 |         |                           |

\* 4.2 HOME OCCUPATIONS: If use of your property includes expanding or starting a home occupation, you must complete Supplement S-1: Questions for Home Occupations. Contact the LUPC office serving your area or download at [www.maine.gov/dacf/lupc/](http://www.maine.gov/dacf/lupc/). Please note additional fees apply to home occupations, see instructions for the appropriate fees.

\*\* 4.3 CAMPSITES: If use of your property includes a campsite for your personal use (e.g., will not be rented):

a. Will the tents, tent trailer(s), pickup camper(s), recreational vehicle(s), trailer(s) or similar devices be located on the lot for less than 120 days in a calendar year? .....  YES  NO

b. Will the camper(s), trailer(s), and/or recreational vehicle(s) be registered and road ready? .....  YES  NO

c. Will the campsite have access to an on-site pressurized water supply (and not a self-contained water tank with pump)? .....  YES  NO

d. Will the campsite have access to permanent structures other than an outhouse, fireplace, picnic table, or lean-tos? .....  YES  NO

\*\*\* 4.4 RECONSTRUCTIONS OR NEW ACCESSORY STRUCTURES: If you are constructing a new accessory structure, reconstructing an existing structure, or adding a permanent foundation:

a. If the structure or foundation will not meet the LUPC's minimum setback distances from property lines, roads, water bodies or wetlands, explain what physical limitations (lot size, slope, location of septic system, etc.) prevent the structure or foundation from meeting setbacks: \_\_\_\_\_

b. For reconstructions, has the existing structure been damaged, destroyed or removed from your property?.....  YES  NO  
 If YES, was the structure in regular active use within a 2-year period preceding the damage, destruction or removal? .....  YES  NO  
 If YES, provide the date the structure was damaged, destroyed or removed: \_\_\_\_\_

\*\*\*\* 4.5 DRIVEWAYS: If you are located on a public road:

a. Are you constructing a new driveway or entrance or changing a current driveway in a way that will increase traffic volume, or create a safety or drainage concern regarding a State or State-Aid Highway? .....  YES  NO  
 If YES, you must submit Exhibit H: Driveway/Entrance Permit. Note: If your property is located along a County or Town/Plantation Road, you should check with that office before submitting this application to see what is required.

**5. SUBSURFACE WASTEWATER DISPOSAL (SEPTIC SYSTEM)** *(Note: Exhibit may be required. See instructions)*

5.1 Mark the existing type of system serving the property:  None  Combined Subsurface System (Tank, leach field)  
 Primitive Subsurface Disposal (Privy, graywater – non-pressurized);  Common Sewer (Connected to a sewer district)  
 Holding Tank  Self-Contained Camper or RV  Other \_\_\_\_\_

5.2 Will any expanded, reconstructed, or new structures include new bedrooms or bathrooms; add plumbing, water fixtures, pressurized water, or the ability for human habitation; or otherwise generate additional wastewater? .....  YES  NO  
 If YES, you may need to submit Exhibit E: Subsurface Wastewater Disposal. (see instructions)

**6. DEVELOPMENT IN FLOOD PRONE AREAS** (Note: Supplement may be required. See instructions.)

- 6.1 Is your proposed activity located within a mapped P-FP (Flood Prone Area Protection) Subdistrict, a mapped FEMA (Federal Emergency Management Agency) flood zone, or an unmapped area prone to flooding? 
 P-FP Subdistrict .....  YES  NO  
 FEMA Flood Zone .....  YES  NO  
 Unmapped Area Prone to Flooding.....  YES  NO

If you answer YES to any of these questions, you must complete Supplement S-4: *Development in Flood Prone Areas*. Contact the LUPC office serving your area or download at [www.maine.gov/dacf/lupc/application\\_forms/index.shtml](http://www.maine.gov/dacf/lupc/application_forms/index.shtml).

**7. VEGETATIVE CLEARING** (Note: Exhibit may be required. See instructions.)

- 7.1 What is the total amount of proposed vegetative clearing not including the driveway and the footprint of proposed structures? .....  NA \_\_\_\_\_ sq. ft.  
*If you answer NA (not applicable) for 7.1 go to Section 8.*
- 7.2 Will the total amount of existing and proposed vegetative clearing within 250 feet of any lakes or rivers be less than 10,000 square feet? .....  YES  NO  NA Total: \_\_\_\_\_ sq. ft.
- 7.3 Will the proposed clearing be located at least 50 feet from the right-of-way or similar boundary of all public roadways? .....  YES  NO  NA How Close? \_\_\_\_\_ feet
- 7.4 Will the proposed clearing be located at least 75 feet from the normal high water mark of any body of standing water less than 10 acres in size, any coastal wetland, or flowing water draining less than 50 square miles? .....  YES  NO  NA How Close? \_\_\_\_\_ feet
- 7.5 Will the proposed clearing be located at least 100 feet from the normal high water mark of the lake or river? .....  YES  NO  NA How Close? \_\_\_\_\_ feet
- 7.6 If you answer NO to any of these questions, please explain why your vegetative clearing proposal is necessary and how it will not create an undue adverse impact on the resources and uses in the area: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 7.7 Buffering in Prospectively Zoned Areas. Is your property located in one of the following Prospectively Zoned Plantations or Townships? .....  YES  NO

Adamstown Twp.      Dallas Plt.      Lincoln Plt.      Magalloway Plt.  
 Rangeley Plt.      Richardsontown Twp.      Sandy River Plt.      Townships C, D, and E.

If YES, please complete the following table regarding the width of the vegetative buffers at the narrowest point between the existing and proposed structures and the nearest applicable road, property line, and subdistrict setbacks as applicable:

| Standard Minimum Required:   | Width of Vegetated Buffers |                    |                                      |  |
|--|----------------------------|--------------------|--------------------------------------|--|
|  | Road                       | Side Property Line | Rear Property Line                   | Subdistrict Boundary (If D-ES or D-CI) |
| 25 feet in D-GN, D-GN2, D-GN3<br>50 feet in D-RS, D-RS2, D-RS3<br>75 feet in D-ES and D-CI | 15 feet                    | 15 feet            | 50 feet Buffer to other Subdistricts |  |
| This property:   | _____ feet                 | _____ feet         | _____ feet                           | _____ feet                             |

Note: You may be required to submit Exhibit F: Documentation for Exceptions to Buffering Requirements. (See instructions)

**8. SOIL DISTURBANCE, FILLING AND GRADING AND EROSION CONTROL** (Note: Exhibit may be required. See instructions.)

- 8.1 Will your project involve disturbing soil or filling and grading? .....  YES  NO  
*If YES, please answer the following questions. If NO, continue to Section 9.*
- 8.2 What is the total area of proposed soil disturbance or filling and grading? ..... sq. ft.
- 8.3 What is the total square feet of soil disturbance or filling and grading within 250 feet of a body of standing water, flowing water, or wetland? ..... sq. ft.
- 8.4 Will all soil disturbance or filling and grading be done when the ground is frozen or saturated? .....  YES  NO  
*If YES, you will need to submit Exhibit G: Erosion and Sedimentation Control Plan*
- 8.5 Will any fill used be free of hazardous or toxic materials, trash and rubbish? .....  YES  NO
- 8.6 How and when will disturbed areas be seeded or stabilized at the end of the construction season and at the completion of the project? \_\_\_\_\_  
 \_\_\_\_\_

*Question 8 continues onto the next page...*

BP


**8. SOIL DISTURBANCE, FILLING AND GRADING AND EROSION CONTROL** (continued from previous page)

8.7 What will you do (during site preparation, construction, cleanup, and post-construction) to stabilize disturbed soil and prevent sediment from entering water, wetlands, natural drainage systems, catch basins, culverts or adjacent properties?  
\_\_\_\_\_

8.8 What is the average slope of land between the area to be disturbed and the nearest waterbody or wetland? ..... % slope

8.9 What will the sustained slope of land be between the area to be disturbed and the nearest waterbody or wetland?..... % slope

8.10 Please explain how your project will not create an undue adverse impact on the resources and uses in the area. Include information about erosion control devices and other plans to stabilize the site:  
\_\_\_\_\_

 Be sure to include the following information on your site plans (Exhibits D1 and D2): size and location of the area to be disturbed, and the proximity of the area to be disturbed to water bodies, flowing waters, and wetlands.

**9. LAND AND WETLAND ALTERATION** (Note: Exhibit or Supplement may be required. See instructions.)

9.1 Will your proposal alter a total of one acre or more of land area, whether upland or wetland? .....  YES  NO  
*If YES, you must also complete Exhibit G: Erosion and Sedimentation Control Plan and Supplement S-3: Requirements for Wetland Alterations.*

9.2 Will your proposal alter any amount of land that is mapped P-WL Subdistrict, or any ground below the normal high water mark of any lake, pond, river, stream, or intertidal area? .....  YES  NO  
*If YES, you must also complete Supplement S-3: Requirements for Wetland Alterations.*

**10. APPLICANT SIGNATURE (REQUIRED) AND AGENT AUTHORIZATION (OPTIONAL)**

|                 |               |          |  |
|-----------------|---------------|----------|--|
| Agent Name      | Daytime Phone | FAX      |  |
| Mailing Address |               | Email    |  |
| Town            | State         | Zip Code |  |

I have personally examined and am familiar with the information submitted in this application, including the accompanying exhibits and supplements, and to the best of my knowledge and belief, this application is complete with all necessary exhibits. I understand that if the application is incomplete or without any required exhibits that it will result in delays in processing my permit decision. The information in this application is a true and adequate narrative and depiction of what currently exists on and what is proposed at the property. I certify that I will give a copy of this permit and associated conditions to any contractors working on my project. I understand that I am ultimately responsible for complying with all applicable regulations and with all conditions and limitations of any permits issued to me by the LUPC. 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 permit application. I understand that while there is a required Statewide Maine Uniform Building and Energy Code (MUBEC) administered by the Maine Department of Public Safety, Bureau of Building Codes & Standards, the Commission's review is limited only to land use issues and the Commission does not make any findings related to the MUBEC, nor do the LUPC staff inspect buildings or enforce any provisions of that Code.

Please check **one** of the boxes below: (see "Accessing the Project Site for Site Evaluation and Inspection" just prior to the application form)

I authorize staff of the Land Use Planning Commission to access the project site as necessary at any reasonable hour for the purpose of evaluating the site to verify the application materials I have submitted, and for the purpose of inspecting for compliance with statutory and regulatory requirements, and the terms and conditions of my permit.

I request that staff of the Land Use Planning Commission make reasonable efforts to contact me in advance to obtain my permission to fully access the project site for purposes of any necessary site evaluation and compliance inspection.

**All appropriate persons listed on the deed, lease or sales contract must sign below.**

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_

For office use:

BP

Tracking No.

Permit No.

# EXHIBIT D-1: SITE PLAN

Prepare a bird's-eye view site plan that shows your entire property and includes all the elements described for **Exhibit D** in the instructions. Do not use colors. Refer to the instructions for a sample site plan.

A large grid for drawing a site plan. The grid consists of 20 columns and 20 rows of squares, providing a space for the applicant to draw a bird's-eye view of their property and include all required elements.

Notes/Legend:

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# CHECKLIST OF REQUIRED FEES, EXHIBITS, AND SUPPLEMENTS

*Please check off the following for the application fee, exhibits, and supplements. Use the requirements based on certain questions and the instructions in Required Fees, Exhibits and Supplements to determine which are required for your application. Please check off if the exhibit is required and if it has been provided, and note that the supplements may also require additional exhibits. Please check with Commission staff if you have any questions.*

| Required*                |                          | Provided                 |                          | Exhibit  | *Required  |
|--------------------------|--------------------------|--------------------------|--------------------------|--|--|
| YES                      | NO                       | YES                      | NO                       |  |  |
| √                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Application Fee .....  | Required unless a waiver is granted by the LUPC Director in very specific and limited circumstances.   |
| √                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exhibit A – Location Map .....   | Required unless already on file with the LUPC.   |
| √                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exhibit B – Deed, Lease or Sales Contract.....                           | Required unless already on file with the LUPC and no changes have been made to the lot or covenants/restrictions or easements from what is on file.  |
| √                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exhibit C – Site Photographs .....                                       | Required unless already on file with the LUPC and photos are representative of current conditions.   |
| √                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exhibit D-1 –Site Plan .....   | Required. Show all existing and proposed structures and features.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exhibit D-2 – After Site Plan.....                                       | Required if all proposed changes cannot be clearly shown on Exhibit D-1.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exhibit E – Subsurface Wastewater Disposal .....                         | Required if the answer to question 5.2 is YES or as otherwise required by the Maine State Plumbing Code.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exhibit F – Documentation for Exceptions to Buffering Requirements ..... | Required if the answer to question 7.7 is YES and any of the answers in the table are less than the required buffer.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exhibit G – Erosion and Sedimentation Control Plan .....                 | Required if you will alter, disturb or fill a total of one acre or more of land, whether upland or wetland or if the answer to question 8.4 is NO.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exhibit H –Driveway/Entrance Permit .....                                | Required if you propose to construct a new driveway or entrance or change an existing driveway in a way that will increase traffic volume, or create a safety or drainage concern regarding a State or State Aid Roadway or if required by the County, Town or Plantation. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Supplement S-1: Questions for Home Occupations .....                     | Required if you are proposing a Home Occupation as noted in Section 4.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Supplement S-3: Requirements for Wetland Alterations .....               | Required if the answer to either question 9.1 or 9.2 is YES.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Supplement S-4: Requirements for Development in Flood Prone Areas .....  | Required if the answer to question 6.1 is YES.   |

## 1. APPLICANT INFORMATION

Print the legal names and mailing addresses of all persons or companies with title, right or interest in the property associated with this application. Persons with "title, right or interest" are those listed on any deed, lease or sales contract for the property.

## 2. PROJECT LOCATION AND PROPERTY DETAILS

**Tax Map, Plan and Lot Numbers:** The tax map, plan and lot numbers are listed on your property tax bill.

**Book/Page Numbers or Lease Lot Numbers:** The book and page numbers are listed on your deed. Check your lease or ask your lessor whether a unique lease lot number has been assigned to your property. Unless already on file with the LUPC, you will need to submit **Exhibit B: Deed, Lease or Sales Contract** with your application. (see instructions)

**Zoning:** Locate your property on a LUPC Land Use Guidance Map and identify all the subdistricts covering your lot AND those where the development will be located. The Subdistrict(s) for your property can also be found at the LUPC website by viewing the LUPC Zoning Maps [www.maine.gov/dacf/lupc/plans\\_maps\\_data/zoning\\_maps/index.shtml](http://www.maine.gov/dacf/lupc/plans_maps_data/zoning_maps/index.shtml) or the LUPC Zoning & Parcel Viewer [http://mapserver.maine.gov/conservation/LUPC\\_master.php](http://mapserver.maine.gov/conservation/LUPC_master.php).

**Lot Coverage:** Calculate the area of your property that will be covered by structures, driveways, parking lots, and other non-vegetated surfaces after your proposed activities are completed. Include all existing and proposed structures and features on your lot. *For example, a lot with: a 28 foot by 35 foot (980 sq. ft.) dwelling, 10 foot by 12 foot (120 sq. ft.) patio, 20 foot by 20 foot (400 sq. ft.) garage, 20 foot by 50 foot driveway (1,000 sq. ft.), and 20 foot by 20 foot (400 sq. ft.) parking area, would have a total lot coverage of 2,900 sq. ft.*

**Road and Water Frontage:** Measure road frontage along the traveled portion of the road, between the points of intersection of side property lines and the road. Measure water frontage in a straight line between the points of intersection of side property lines and the normal high water mark of the shoreline.

**LUPC Approved Subdivision:** If your lot is part of a subdivision approved by the Commission, provide the subdivision number and lot number that represents your lot. This information is usually included in your deed description. If your lot is part of a subdivision approved by the LUPC, you do NOT need to complete a land division history.

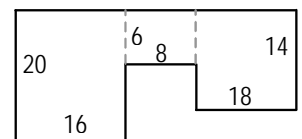
**Land Division History:** Before a permit can be issued, the LUPC needs to know your property's subdivision history. Using your deed, lease or sales contract as a starting point, trace the ownership history and configuration changes of your property back to 20 years from today. Unless already on file with the LUPC, list all of the changes in ownership and all divisions of those lots from which your property originated. Be sure to include any land transfers to neighboring land owners as well as property gifted to relatives. (Use an extra sheet of paper if needed). You will also need to submit **Exhibit B: Deed, Lease, or Sales Contract**, if not already on file with the LUPC. (see instructions)

## 3. EXISTING STRUCTURES AND EXISTING BUILDING PERMIT

**Existing Building Permit Number:** Complete if you are aware that a building permit has already been issued for your property.

**Types of Structures.** Include a house, camp, garage, bunkhouse, porch, deck, shed, driveway, parking area, etc. For each structure that exists on your property, fill out the appropriate information in the table.

**Exterior Dimensions:** Calculate the dimensions (length, width and height) of each structure along its exterior surfaces. Measure the height of the structure from the peak of the roof (excluding chimneys or antennae) to the mean original grade of the structure along the downhill side. If the structure is irregularly shaped, write in its detailed dimensions. *For example, a structure that is 24 feet high and is shaped like this..... would have these dimensions: 16x20x24; 6x8x24; 14x18x24.*



**Type of Foundation:** Describe the type of foundation that supports the structure. Types of foundations include full foundations, basements, frost walls, slabs, posts, sono tubes, etc.

**Setback Distances:** All setback distances should be measured horizontally. Road setbacks should be measured as the distance from the edge of the pavement or traveled way to the nearest portion of the structure. Property line setbacks should be measured as the distance from the property boundary line to the nearest portion of the structure. Setbacks from lakes, ponds, rivers, streams and wetlands should be measured as the distance from the **normal high water mark** to the nearest portion of the structure.


**If you lease your property, contact your lessor before submitting this application to the LUPC. You may need to get written permission from the lessor for your proposal first.**


**If you own or are under contract to buy the property to be developed, your county registry of deeds office or the previous owner of the property may provide you some helpful information. If you lease your property, contact your lease company for information on the lease history of your lot.**

**The normal high water mark is the line on the shores and banks of non-coastal wetlands which is identifiable by the different character of the soil or vegetation due to the influence of surface water. This mark is not necessarily the water line! Call the LUPC if you need help identifying this mark.**

#### 4. PROPOSED ACTIVITIES

Check the appropriate box to describe whether your proposal is for residential use only, includes a home occupation, or will be used as a personal campsite (e.g., will not be rented or made available to the public). For each structure that you are proposing to build or alter, fill out the appropriate information in the table. Instructions for calculating exterior dimensions and setback distances are listed in question 3 above.

 *If you are proposing a personal campsite and do not intend for it to be rented or used by the public, you must complete Section 4.3. A campsite is intended for use by tents, registered campers, trailers, and RVs for no more than 120 days in a calendar year, but with limited structures and no access to a pressurized water supply. More intensive use of a camper or RV will be treated as a residential dwelling and may require on-site sewage disposal. If you are proposing a campsite that is intended to be rented or used by the public you will need to obtain a Development Permit and cannot use this Building Permit application.*

 *If you are proposing a Home Occupation you must complete **Supplement S-1 Questions for Home Occupations**. Contact the LUPC office that serves your area or download at [www.maine.gov/dacf/lupc/application\\_forms/index.shtml](http://www.maine.gov/dacf/lupc/application_forms/index.shtml)*

**New structure:** Check this box if you plan to build a new principal structure or a new accessory structure.

**Reconstruct:** Check this box if you plan to reconstruct an existing structure or if you plan to reconstruct a deck attached to an existing structure, and answer the questions below the table. Reconstruction is the rebuilding of a structure after more than 50% of its structural components (including walls, roof or foundation) has been destroyed, damaged, demolished or removed. Leaving one or two walls or the floor of a structure in place while rebuilding the remainder of the structure is considered a reconstruction.

**Expand:** Check this box if you plan to enlarge or add on to an existing structure or if you plan to increase a structure's height.


**Relocate:** Check this box if you plan to move an existing structure to another place on your lot.

**Remove:** Check this box if you plan to remove an existing structure completely from your lot.

**Enclose deck or porch:** Check this box if you plan to enclose or partially enclose an existing deck or porch.


**Permanent foundation:** Check this box if you plan to add a permanent foundation or replace 50% or more of an existing permanent foundation beneath a structure, and answer the questions below the table. Permanent foundations are any supporting substructures that extend below the frost line or permanently withstand freeze-thaw conditions (such as full foundations, basements, slabs, frost walls). Sono tubes or posts installed with augers are not considered permanent foundations.


**Change setbacks or dimensions:** Check this box if you wish to change setbacks or dimensions of a structure that was approved by the LUPC under a valid (not expired) permit.

 *If you answer YES to question 4.5.a, or it is required by the County, Town or Plantation, you must submit **Exhibit H: Driveway/Entrance Permit** with your application! (see instructions).*

#### 5. SUBSURFACE WASTEWATER DISPOSAL (SEPTIC SYSTEM)


Indicate what type of existing sewage disposal system is currently serving your lot by checking the appropriate box. If your proposal includes adding new bedrooms, bathrooms, plumbing fixtures, pressurized water, or the potential for human habitation, or otherwise generating additional wastewater, you will likely need to contact a Licensed Site Evaluator, your Local Plumbing Inspector or the Division of Environmental Health to determine what requirements you must meet to comply with the Maine State Plumbing Code. If you have questions about the plumbing code, wish to contact your Local Plumbing Inspector, or need a list of Licensed Site Evaluators, contact the Division of Environmental Health, Drinking Water Program, Subsurface Wastewater Unit at (207)287-5672 or go to the Division's website at [www.maine.gov/dhhs/eng/plumb/](http://www.maine.gov/dhhs/eng/plumb/).

 *If you answer YES to question 5.2 you must submit **Exhibit E: Subsurface Wastewater Disposal** with your application! (see instructions).*

 *If you are proposing to use a self-contained RV or camper at a personal campsite (e.g., will not be rented) you do not need to submit **Exhibit E: Subsurface Wastewater Disposal**. However, all waste water must be disposed of properly and in accordance with the plumbing code. You should check with campgrounds in the area to see if they can accept your waste water or if there is a septic tank pumper that can regularly pump out your RV or camper while you are camping at your lot.*

## 6. DEVELOPMENT IN FLOOD PRONE AREAS (the term also includes special flood hazard areas)


Indicate whether your proposed activity will be located within a mapped P-FP (Flood Prone Area Protection) Subdistrict on the LUPC Land Use Guidance Map, a mapped flood zone on a FEMA (Federal Emergency Management Agency) Flood Insurance Rate Map or Flood Hazard Boundary Map, or in an unmapped area prone to flooding.

 If you answer YES to question 6.1, you must complete **Supplement S-4: Development in Flood Prone Areas**. Contact the LUPC office that serves your area or download at [www.maine.gov/dacf/lupc/application\\_forms/index.shtml](https://www.maine.gov/dacf/lupc/application_forms/index.shtml)


If you are unsure whether your property is in a mapped Flood Prone Area Protection Subdistrict or a mapped FEMA flood zone, check Appendix E of the Commission's Land Use Districts and Standards ([www.maine.gov/dacf/lupc/laws\\_rules/rule\\_chapters/Ch10\\_Appendix.pdf](https://www.maine.gov/dacf/lupc/laws_rules/rule_chapters/Ch10_Appendix.pdf)); check FEMA's map service center (<https://msc.fema.gov/portal/>); or contact [the LUPC office that serves your area](#).

## 7. VEGETATIVE CLEARING

If you will be clearing any vegetation as part of your proposal, identify the total size of the cleared area, answer the questions concerning the amount of clearing at certain distances from lakes or ponds, and insert the approximate distances between the edge of the cleared area and the nearest public road, river or stream, lake or pond. If you answer NO to any of the clearing questions you will need to explain how your proposal will not create an undue adverse impact on the resources and uses in the area.


 The LUPC regulates how much vegetation can be cleared for development and how vegetated buffers are to be maintained. These rules affect the type and amount of trees, shrubs, groundcover and other vegetation that may be removed. Clearing is especially limited within 100 feet of lakes and rivers, 75 feet of small ponds and streams, and 50 feet of public road ways. See [Section 10.27,B of Chapter 10 Land Use Districts and Standards](#) for more details on what is required.

**7.7 Buffering in Prospectively Zoned Areas.** If you are within a prospectively zoned area, you must complete this section verifying that you will be in compliance with the standards for vegetative buffers in these areas. Standards for these areas differ from the jurisdiction-wide standards in a number of ways. For instance, vegetated buffers are required along all roads, not just public roads. Contact the LUPC office serving your area for more details or see Section 10.25,B of the Commission's Chapter 10 *Land Use Districts and Standards*.

 If the vegetative buffers or any other feature of your property will NOT screen the proposed development from view from the road and adjacent properties, you must submit **EXHIBIT F: Documentation for Exceptions to Buffering Requirements** with your application in order to apply for a waiver for the additional buffering requirements for prospectively zoned areas. (see instructions)

## 8. SOIL DISTURBANCE, FILLING AND GRADING AND EROSION CONTROL


Soil disturbance includes areas that are stripped, graded, grubbed or otherwise result in exposed soil at any time during the site preparation for, or construction of, a project. If you are proposing to disturb soil or fill and grade, you must complete this section. If you answer NO to any of the questions you will need to explain how your proposal will not create an undue adverse impact on the resources and uses in the area.


 The LUPC requires that development be accomplished in such a way that the smallest area of soil is exposed for the shortest amount of time possible. If your property is near a lake, pond, river, stream or wetland, it is important that these resources be protected from sedimentation. See [Section 10.27,F and Appendix B of Chapter 10 Land Use Districts and Standards](#) for more details on what is required.

 If the total area of soil disturbance or fill will be one acre (43,560 square feet) or more, or if soil disturbance will occur when the ground is frozen or saturated, you must submit **EXHIBIT G: Erosion and Sedimentation Control Plan** with your application. (see instructions)

## 9. LAND AND WETLAND ALTERATION

Alteration means removing or displacing soil, sand, vegetation or other material; dredging; bulldozing; draining or dewatering; filling; or any other construction, repair or alteration of a permanent structure. P-WL Subdistricts (Wetlands) include lakes, ponds, rivers, streams, bogs, marshes, intertidal areas and other types of wetlands identified on the LUPC's Land Use Guidance Map. Mapped wetlands usually show on the maps as three types: P-WL1, P-WL2, or P-WL3 subdistricts. However, small streams are also considered P-WL subdistricts, even if they are not shown on the LUPC's maps.

 If you answer YES to question 9.1, you must submit **EXHIBIT G: Erosion and Sedimentation Control Plan AND Supplement S-3: Requirements for Wetland Alterations**. (see Instructions)

 If you answer YES to question 9.2, you must only submit **Supplement S-3: Requirements for Wetland Alterations**. (see instructions)

# REQUIRED FEES AND EXHIBITS


**APPLICATION FEE** (nonrefundable). Submit a check or money order payable to "Treasurer, State of Maine" for the appropriate fee:

**Residential Use and Campsites:** Base Fee of \$50 plus \$0.20 per square foot (footprint) of structures, \$1,000 maximum fee:

**Home Occupations:** Base Fee of \$200 plus \$0.40 per square foot (footprint), of structures; **After-the-Fact permits:** triple the standard fee.

**EXHIBIT A: LOCATION MAP.** Submit a copy of the Commission's Land Use Guidance Map or another equivalent map (such as a U.S.G.S. topographic map or a tax parcel map) on which you have clearly marked the boundaries of your property.

**EXHIBIT B: DEED, LEASE OR SALES CONTRACT.** Submit complete, signed copies of all deeds, leases, and other covenants, restrictions or easements that demonstrate the applicant's title, right or interest in all of the land addressed in this application. Or submit a current binding option to purchase all necessary interest in the land, or a similar contractual agreement that establishes terms for future title and provides a description of the property. If you are submitting a contractual agreement, you must also submit complete, signed copies of all deeds or leases that demonstrate the current land owner's title, right or interest in all of the land addressed in this application.

 *If you are leasing your property, read your lease carefully and contact the lessor before submitting this application to the LUPC. You may need to get written permission from the lessor for your proposal first.*

**EXHIBIT C: SITE PHOTOGRAPHS.** Attach a series of photographs taken within the past two years that show the features and structures on your property as they currently exist. **Mount the photos on 8½ x 11 inch paper** and include an explanatory caption and date for each photo. Please note, your photos cannot be returned.

**EXHIBIT D: SITE PLAN.** Prepare a bird's-eye view site plan that shows your entire property. Draw the plan to scale on an 8½ x 11 inch sheet of paper or on the attached grid paper. Do not use colors as they do not photocopy. Refer to the site plan on the next page as an example. Include the following features:

- Property boundary lines and dimensions (including road and water frontage).
- Wooded areas, open fields, rivers, streams, lakes, ponds, wetlands, and other natural features.
- Existing and proposed structures and features (including dwellings, garages, decks, walkways, driveways, parking areas, signs, etc.):
  - Identify the distances of each structure from the nearest property line, road, lake, pond, river, stream and wetland.
  - Mark all existing structures that will be expanded, reconstructed, removed, relocated or otherwise altered.
- Areas that are or will be stripped, graded, grubbed, filled, or otherwise result in exposed soil, their dimensions and distances from waterbodies, roads and property lines.
- Areas that are or will be cleared of vegetation, their dimensions and distances from waterbodies, roads and property lines.
- Proposed erosion, sedimentation and drainage control measures (hay bales, silt fencing, level spreaders, culverts, water bars, etc.)

**If you are proposing many changes to your property, submit two site plans – one showing the existing lot layout (as Exhibit D-1) and one showing the proposed layout (as Exhibit D-2). For this purpose, two blank site plans are provided as part of this application form.**

**EXHIBIT E: SEWAGE DISPOSAL.** If any of your proposed new or altered structures have or will include bedrooms, bathrooms, plumbing or water fixtures, or otherwise generate waste water, you must contact a Licensed Site Evaluator, your Local Plumbing Inspector or the Division of Health Engineering to ensure that your development complies with the Maine Plumbing Code. You may need to hire a Licensed Site Evaluator to test the soils on your property, design a sewage disposal system, and complete an HHE-200 form ("Application for Subsurface Waste Water Disposal"). If so, you must submit a signed HHE-200 form with this application.

**EXHIBIT F: DOCUMENTATION FOR EXCEPTIONS TO BUFFERING REQUIREMENTS.** This applies only to townships or plantations that are subject to Prospective Zoning, on property that has less than the required buffers (see question 7.7).

If the vegetative buffers or other features of your property will not screen your proposed development from the road and adjacent properties, check the appropriate reason(s) below and submit any required documentation.

- The proposed use is compatible with adjacent development and is acceptable to all abutting land owners. Submit letters of agreement from abutters.
- Extensive clearing and development existed before January 1, 2001. Submit historical photographs documenting such clearing and development.
- The establishment of buffers would eliminate or interfere with scenic views existing before January 1, 2001. Submit historical photographs documenting such scenic views.
- The adjacent area has at least 80% of the street developed with buildings (a "Main Street" setting); or side or rear property line buffers would interfere with pedestrian circulation or access. Submit photographs documenting a "Main Street" setting.

**EXHIBIT G: EROSION AND SEDIMENTATION CONTROL PLAN.** If the total area of soil disturbance on your property will be one acre (43,560 square feet) or more within the direct watershed of a body of standing water 10 acres or greater in size, or if soil disturbance activities will occur when the ground is frozen or saturated, you must submit an erosion and sedimentation control plan that includes the following information:

- A map (drawn to scale) identifying vegetation type and location, slopes, and other natural features such as streams, gullies, berms and drainage ditches on your property.
- A timeline identifying the sequence of construction events on your property, including stripping and clearing; rough grading; construction of utilities, infrastructure and buildings; and final grading and landscaping. Also identify the expected date on which clearing will begin, the estimated duration of exposure of cleared and disturbed areas, the location of cleared and disturbed areas, the sequence of installation of temporary erosion and sedimentation control measures, and the planned date of establishment of permanent vegetation.
- A detailed description of all temporary and permanent erosion and sedimentation control measures, including seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of lime and fertilizer application, and kind and quality of mulching for both temporary and permanent vegetative stabilization measures.
- A summary of the provisions that will be used for continued maintenance and inspection of erosion and sedimentation control devices or measures, including estimates of the cost of maintenance, plans for meeting maintenance expenses and inspection schedules.

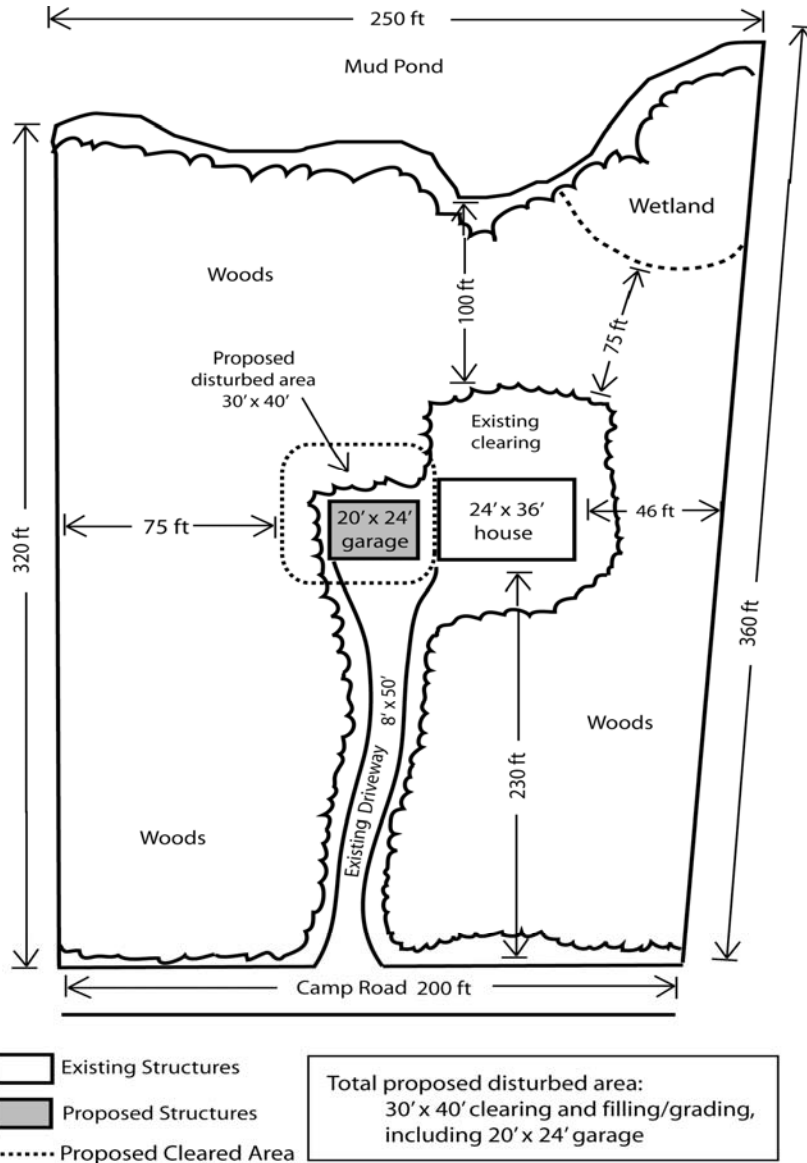
**EXHIBIT H: DRIVEWAY/ENTRANCE PERMIT.** If you are proposing to construct a driveway or entrance regarding a state or state-aid road, or if you are proposing to increase traffic volume or potentially create a safety or drainage concern, you must obtain a Driveway/Entrance Permit from the Maine Department of Transportation (MDOT) and submit it with your application. For more information, contact the regional MDOT office that serves your area or go to the Department's website at [www.maine.gov/mdot/](http://www.maine.gov/mdot/). In addition, if a permit is required for new driveways off of County, Town or Plantation roads in your area, you must obtain this permit and submit it with your application. Please contact your County Commissioners' office or Town/Plantation office for information on what is required.

**SUPPLEMENT S-1: QUESTIONS FOR HOME OCCUPATIONS.** If you will be conducting a major home occupation on your property, you must submit this supplement with your LUPC permit application. A home occupation is a business, profession, occupation or trade carried on by a resident within the dwelling or an accessory structure. Major home occupations may use no more than 50% of the floor area of the dwelling and any accessory structures, up to a limit of 1,500 square feet. Contact the LUPC office that serves your area to obtain a copy of this supplement or for help in determining whether your home occupation requires permit approval by the LUPC or go to [www.maine.gov/dacf/lupc/application\\_forms/index.shtml](http://www.maine.gov/dacf/lupc/application_forms/index.shtml).

**SUPPLEMENT S-3: REQUIREMENTS FOR WETLAND ALTERATIONS.** If you answer YES to either of the wetland questions (see Section 9 of this application), you must submit this supplement with your LUPC permit application. You may be required to hire a qualified professional to delineate wetlands within your project area. Contact the LUPC office that serves your area for additional information and to obtain a copy of this supplement or go to [www.maine.gov/dacf/lupc/application\\_forms/index.shtml](http://www.maine.gov/dacf/lupc/application_forms/index.shtml).

**SUPPLEMENT S-4: REQUIREMENTS FOR DEVELOPMENT IN FLOOD PRONE AREAS.** If you answer YES to any of the Flood Prone Area questions in Section 6 of this application, you must submit this supplement with your LUPC permit application. You may be required to hire a qualified land surveyor, architect, or professional engineer to determine the elevation of your property or of a proposed or an existing structure. Contact the LUPC office that serves your area for additional information and to obtain a copy of this supplement or go to [www.maine.gov/dacf/lupc/application\\_forms/index.shtml](http://www.maine.gov/dacf/lupc/application_forms/index.shtml).

**Sample Site Plan**



# DIMENSIONAL REQUIREMENTS

*for conforming residential structures and uses*

The Commission's rules establish dimensional requirements for all lots on which structural development is proposed. The following chart summarizes these requirements. For complete details about the Commission's dimensional requirements, refer to Section 10.26 of the Commission's *Land Use Districts and Standards*. Residential Campsites must conform to the same dimensional requirements as single-family residential dwellings.

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## MINIMUM LOT SIZE *(Note: There is no lot size requirement for campsites; however, residential campsites must meet this standard.)*

|   |                                      |
|---|--------------------------------------|
| For single-family residential structures served by an on-site subsurface waste water disposal system..... | 40,000 square feet per dwelling unit |
| For single-family residential structures served by a common or community sewer.....                       | 20,000 square feet per dwelling unit |

## MINIMUM FRONTAGE *(Note: There is no minimum frontage requirement for campsites; however, residential campsites must meet this standard.)*

### Waters

|  |                            |
|--|----------------------------|
| Bodies of standing water 10 acres or greater and rivers draining 50 square miles or more .....                 | 200 feet per dwelling unit |
| Coastal wetlands, ponds less than 10 acres, rivers draining less than 50 square miles, and P-WL1 wetlands..... | 150 feet per dwelling unit |

### Roads

|  |                            |
|--|----------------------------|
| For lots with frontage on any privately or publicly owned road ..... | 100 feet per dwelling unit |
|--|----------------------------|

*(\*Note: The road frontage requirement does not apply to lots located at the end of a road or on a circular turnaround with an outside diameter of less than 25 feet.)*

## MINIMUM SETBACKS FOR RESIDENTIAL STRUCTURES, RESIDENTIAL CAMPSITES, AND HOME OCCUPATIONS

### Waters

|  |          |
|--|----------|
| Bodies of standing water 10 acres or greater and rivers draining 50 square miles or more .....                 | 100 feet |
| Coastal wetlands, ponds less than 10 acres, rivers draining less than 50 square miles, and P-WL1 wetlands..... | 75 feet  |

*(\*Note: The minimum shoreline setback in the P-RT Subdistrict is 125 feet)*

### Roads

|  |         |
|--|---------|
| Traveled portion of roadways within D-RS and D-GN subdistricts ..... | 30 feet |
| Traveled portion of roads on coastal islands .....                   | 20 feet |
| Traveled portion of all other roads .....                            | 50 feet |

### Property Lines

|                                    |         |
|------------------------------------|---------|
| Side and rear property lines ..... | 15 feet |
|------------------------------------|---------|

## MINIMUM SETBACKS FOR CAMPSITES (except residential campsites)

|  |          |
|--|----------|
| Shoreline .....  | 75 feet* |
| Traveled portion of all roadways within D-RS and D-GN subdistricts ..... | 30 feet  |
| Traveled portion of all other roads .....                                | 50 feet  |
| Property lines .....   | 25 feet  |

*(\*Note: The minimum shoreline setback for Remote Campsites is 25 feet except that the setback may be increased where necessary due to site conditions in order to avoid accelerated soil erosion or sedimentation of surface waters.)*

## MAXIMUM LOT COVERAGE

|  |     |
|--|-----|
| Total for all structures, including driveways, sidewalks, parking lots, and other non-vegetated surfaces ..... | 30% |
|--|-----|

## MAXIMUM BUILDING HEIGHT

|   |         |
|---|---------|
| Between 100 to 500 feet of a bodies of standing water 10 acres or greater ..... | 30 feet |
| Beyond 500 feet of a bodies of standing water 10 acres or greater .....         | 75 feet |

# A GUIDE TO THE LUPC RULES FOR NONCONFORMING DEVELOPMENT

Structures and lots that were created before the Commission's rules were established or amended and which do not meet current rules are governed by the Commission as nonconforming development. The most common reason that a structure is nonconforming is that it does not meet the minimum required setback from a water body. Typically, lots are nonconforming when they do not comply with the current lot size or frontage requirements. This page provides a brief guide to some of the Commission's rules for nonconforming development. For specifics about applicable rules and regulations, refer to Section 10.11 of the Commission's Chapter 10 *Land Use Districts and Standards*.

## GENERAL REQUIREMENTS

It is the Commission's policy to limit expansions of nonconforming structures and to provide incentives for lot owners to bring nonconforming development into compliance with the Commission's current standards. To obtain permit approval for changes to a nonconforming structure, you need to demonstrate that the **project will not adversely affect surrounding uses and resources** and that there is **no increase in the extent of nonconformance**. An increase in the extent of nonconformance occurs when a structure with an existing nonconforming setback is altered in such a way that it is placed closer than the minimum setback distances for water bodies, roads or property boundaries, or a setback established by a legally existing nonconforming structure, or it otherwise further exceeds the standards of Chapter 10 *Land Use Districts and Standards* upon project completion.

## RECONSTRUCTING A NONCONFORMING STRUCTURE OR ADDING OR RECONSTRUCTING A PERMANENT FOUNDATION

Reconstruction is the rebuilding of a structure after more than 50% of its structural components (including walls, roof or foundation) has been destroyed, damaged, demolished or removed. Leaving one or two walls or the floor of a structure in place while rebuilding the remainder of the structure is considered a reconstruction.

**Adding a permanent foundation** beneath a structure or **replacing 50% of an existing foundation** also requires a permit. Permanent foundations are any supporting substructures that extend below the frost line or permanently withstand freeze-thaw conditions. Examples are full foundations, basements, slabs and frost walls. "Sono tubes" or posts installed with augers are not permanent foundations.

If a nonconforming structure has been damaged, destroyed or removed, such a structure may be reconstructed or replaced if an application is filed with the LUPC within 2 years of the date of damage, destruction or removal **and** if the structure was in active use within the past two years preceding the damage, destruction or removal.

Reconstructed structures must be sited so that they meet the Commission's minimum setback requirements from water bodies (usually 100 feet), roads (usually 50 feet) and property lines (usually 15 feet) to the **maximum extent possible**. When evaluating your proposal, the Commission looks at many factors when deciding whether there are any physical limitations that prevent a structure from meeting current minimum setback requirements. These factors include:

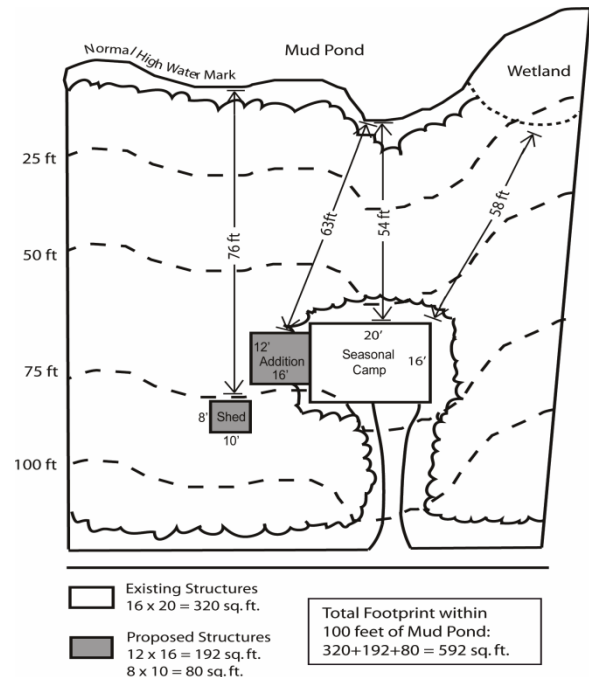
- size and configuration of your lot
- slope of the land
- potential for soil erosion and export to a water body
- location of other legally existing structures on the property
- location of the septic system and suitable on-site soils
- type and amount of vegetation to be removed
- physical condition and type of any existing foundations

## EXPANDING A NONCONFORMING STRUCTURE

Expansion is the increase in the footprint or the increase in height of a structure. Footprint is measured by the exterior perimeter of a structure. Footprint measurements include decks, porches, balconies, and any other structural attachments. Structures or portions of structures may be expanded if certain **size limits** are met:

- Expansions within 25 feet of a water body are prohibited.
- If the portion of the structure to be expanded is located between 25 and 50 feet of a water body, the total footprints of the structure **and** all other structures within 100 feet of the water body cannot exceed **750 square feet**.
- If the portion of the structure to be expanded is between 50 and 75 feet of a water body, the total footprints of the structure **and** all other structures within 100 feet of the water body cannot exceed **1,000 square feet**.
- If the portion of the structure to be expanded is between 75 and 100 feet of a water body, the total footprints of the structure **and** all other structures within 100 feet of the water body cannot exceed **1,500 square feet**.\*

\* The 1,500 sq. ft. limit does not apply to lots with frontage on flowing waters draining less than 50 square miles, water bodies less than 10 acres, or coastal wetlands.



## RELOCATING A NONCONFORMING STRUCTURE

A nonconforming structure may be relocated within the boundaries of the lot provided the site of relocation conforms to the setback requirements to the **maximum extent possible** (see *Reconstructing a Nonconforming Structure*, above).

## CONSTRUCTING A NONCONFORMING ACCESSORY STRUCTURE

New, detached accessory structures (such as sheds or garages) that do not meet minimum setback requirements are only permitted if the **structure cannot be physically sited on the lot to meet the LUPC's minimum setback requirements**. In such cases, the structure cannot be located closer to the water body than the principal structure, cannot be located within 25 feet of the water body, **and** must be of a size and height that does not exceed the size limitations for expansions (described above).