

MINOR CHANGE REQUEST

For Revisions to Previously Issued Permits

WHO MAY USE THIS FORM?

You may complete this form to request a minor change consisting of a revision to a permit previously issued by the Commission where the revision is the result of or to change one of the following:

- **Transferring the ownership of a parcel or changing the permit holder.** Unless otherwise specified in a permit, the Commission does not require a new property owner to transfer ownership of the permit—such transfers are optional. Transfers do not extend a permit expiration date or make any other changes to the permit. To request a transfer, submit a signed copy of any deed, lease or sales contract that shows the ownership change.
- **Correcting typographical errors or other errors of transcription.** This may be done at the request of an applicant or by Commission staff if an error is found.
- **Changing the phrasing of the Commission's written decision.** This form may be used to change permit phrasing where the change in phrasing is consistent with the intent of the Commission's decision. This may be done at the request of a permittee or by Commission staff.
- **Corrections of dimensions or minor variations, expansions or changes affecting less than 10% of an approved structure or project.** This allows for changes to the dimensions of structures previously approved by the LUPC, as long as such changes do not make a structure more nonconforming. This form may not be used for new structures or additions. In such case, an applicant will need request a permit amendment.
- **Renewal of permit.** This form may be used, on a one-time basis, to extend by two years either or both the date by which an activity approved by a permit must be substantially started or substantially completed. This form may not be used if the previously issued permit has already expired.

The Minor Change Request may only be used to make the changes listed above. A proposal that includes any other changes must be submitted using an appropriate permit application form. This request form is not a permit. Rather, it is an acceptance by the LUPC that the requested minor change may be done without a permit amendment. The Commission's acceptance of a minor change request does not modify any conditions or terms of previously issued permits. **Depending on the request, the LUPC may ask for additional information or may require completion of a permit application to amend an existing permit.**

WHERE CAN I GET HELP TO COMPLETE THIS FORM?

Use the General Inquiry Button on our Contact Us page:
www.maine.gov/dacf/lupc/about/contact.shtml. Or find the regional office representative on www.maine.gov/dacf/lupc/about/offices/index.shtml.

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

SUBMITTING YOUR MINOR CHANGE REQUEST FORM

Send via email to ApplicationSubmission.LUPC@maine.gov or mail the form and the required attachments to the LUPC office that serves your area. See the LUPC Regional office Page at www.maine.gov/dacf/lupc/about/offices/index.shtml.

THIS FORM IS NOT VALID UNTIL IT IS SIGNED BY AN AUTHORIZED COMMISSION REPRESENTATIVE.

NO UNAUTHORIZED ACTIVITIES MAY BEGIN PRIOR TO YOUR RECEIPT SIGNED BY THE COMMISSION.
THE COMMISSION MAY REQUIRE ADDITIONAL INFORMATION NOT REQUESTED ON THIS FORM.

Tracking No.	Permit No.
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**Applicant & Agent Information -
LUPC Minor Change**

APPLICANT INFORMATION *Contact information and signatures will not be published* **Please Print Legibly**

Applicant Name(s)	Title <i>(if representing a corporation)</i>	
	Phone	
Mailing Address	Email	
Town	State	Zip Code

AGENT INFORMATION (If applicable)

Agent Name(s)	Phone	
Business Name		
Mailing Address	Email	
Town	State	Zip Code

APPLICANT AND AGENT SIGNATURES

I have personally examined and am familiar with all information submitted in this application, and to the best of my knowledge, it is true, accurate, and complete. I am aware that there may be significant penalties for submitting false information. I understand that the applicant is responsible for complying with all conditions of any permits issued by the Land Use Planning Commission.

Please check **one** of the boxes below:

☐ I authorize staff of the Land Use Planning Commission to access the project site as necessary between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

☐ I request that staff of the Land Use Planning Commission make reasonable efforts to contact me in advance to coordinate access to the project site.

Authorization of Agent by Applicant: *By signing below, I authorize the individual or business listed above to act as my legal agent in all matters relating to this application.*

Applicant Signature: _____ **Date:** _____

Agent Signature: _____ **Date:** _____

For office use:

Tracking No.

Permit No.

Minor Change Request

for revisions to previously issued permits

1. APPLICANT INFORMATION

Name(s)	
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2. PREVIOUSLY ISSUED PERMIT INFORMATION

Permit Number:	Date Issued:
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3. PROJECT LOCATION AND PROPERTY DETAILS

Township, Town or Plantation:	County:
Tax Plan and Lot Numbers (<i>check tax bill</i>):	Book/Page or Lease Numbers (<i>check deed or lease</i>):

4. PROPOSED CHANGES

- ☐ **Transfer of ownership.** Submit a new deed, lease or sales contract. Provide the name of the previous permit holder: _____
- ☐ **Typographical errors or other errors of transcription.** Describe the errors and proposed corrections, below.
- ☐ **Changing the phrasing of the Commission's written decision.** Describe the phrasing of concern and the proposed corrections, below.
- ☐ **Corrections of dimensions or minor variations, expansions or changes affecting less than 10% of an approved structure or project.**
Submit a site plan.
- ☐ **Renewal of permit.** Describe all activities or development that have not yet been substantially started or substantially completed.

Describe in detail the Minor Change that you are proposing.

COMMISSION ACKNOWLEDGMENT (for office use)

Based upon the information supplied by the applicant in this form and the attachments, staff finds that this request qualifies as a minor change to a permit previously authorized by the Commission. All conditions of previously issued Commission permits not modified by this Minor Change remain in effect. For renewal of permit terms, the substantial start and substantial completion dates are changed to:

Start: _____ Completion: _____

LUPC Authorized Signature

Effective Date