

SELF-CERTIFICATION FORM

For Residential and Non-residential Development

WHO MAY USE THIS FORM?

Anyone who received a building permit (BP) or development permit (DP) from the Maine Land Use Planning Commission (Commission or the LUPC) for residential or non-residential development must submit this form once construction activities are completed and conditions of the permit have been met, unless a permit condition requires a Certificate of Compliance. Anyone who received a subdivision permit must apply for a Certificate of Compliance and may not use this form. See descriptions below.

Self-Certification Form: A form provided by LUPC to be submitted by the permittee stating which requirements and conditions of approval have been complied with; which aspects of the approved project have been completed; and/or changes to the proposal which were not included in the permit. Self-certifications do not necessarily result in an action by the LUPC. Many building permits and development permits require that a Self-Certification be submitted upon project completion. Self-Certifications use the form provided by the LUPC and do not result in the issuance of a Certificate of Compliance.

Certificate of Compliance: A Certificate of Compliance (COC) is a determination issued by the LUPC confirming which requirements and conditions of permit approval have been complied with; which aspects of the approved project, if any, have not yet been completed; and/or changes to the proposal which were not included in the permit. Prior to issuing a Certificate of Compliance, the LUPC staff may conduct a site inspection in order to review site conditions. Certificates of Compliance may be requested, required, or issued upon project completion or, in some cases, at periodic points during implementation of the project. Individuals seeking a Certificate of Compliance should use this Certificate of Compliance Application form. Individuals seeking a Certificate of Compliance should use the Certificate of Compliance Application form.

WHERE CAN I GET HELP TO COMPLETE THIS FORM?

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

GENERAL INSTRUCTIONS

Once activities authorized by your permit have been completed, fill out this form and mail the form, along with any required attachments, to the LUPC regional office that serves your area (see below for appropriate address). The Commission may request additional information from you, demonstrating that you have completed the project and complied with the terms and conditions of your permit, and may arrange and conduct a compliance inspection. If you need help completing this form, contact the LUPC office that serves your area and ask to speak to one of our regional representatives.

Tracking No.	Permit No.

Self-Certification Form

1. PERMITTEE INFORMATION, PROJECT LOCATION AND PERMIT NUMBERS *For residential and non-residential development*

Permittee Name(s)	Daytime Phone	FAX
Mailing Address		Email
Town	State	Zip Code
Project Location (Township and County)	LUPC Permit Number (BP or DP)	Date Issued

2. COMPLETED STRUCTURES AND FEATURES

Have you finished construction of all structures and installed all other features (including dwellings, garages, sheds, porches, decks, driveways, parking areas, signs, etc.) as authorized in your LUPC permit? YES NO

IF YES, fill in a line on the table below for each structure on your property. **IF NO**, describe below which activities have not been finished to date.

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

3. CHANGES NOT REFLECTED IN PERMIT

Carefully review the findings, conclusions and conditions of your LUPC permit. Have any changes to the proposal been made which were not included in the permit (for example, changes in building dimensions or setback distances from roads, property lines or water bodies; or construction of new accessory structures such as decks, walkways, additions, etc.)? YES NO

IF YES, describe any such changes (use additional paper if necessary).

4. EROSION AND SEDIMENTATION CONTROL

Have you successfully reseeded or otherwise permanently stabilized all areas of disturbed soil on your property? YES NO

IF NO, describe how you will stabilize any remaining areas of disturbed soil. (*Use additional paper if necessary.*)

5. SITE PLAN AND PHOTOGRAPHS

Submit a bird's-eye view drawing that shows your entire property and includes the following: (A) property boundary lines and dimensions (including road and water frontage); (B) wooded areas, cleared areas, rivers, streams, lakes, ponds, wetlands, and other natural features; (C) any remaining areas of disturbed soil; and (D) all existing structures and features (including their dimensions and distances from the nearest property line, road, lake, pond, river, stream and wetland). Draw the plan on an 8½ x 11" piece of paper.

Attach a series of photographs that show the structures and features on your property as they currently exist. Mount the photos on 8½ by 11 inch paper and include an explanatory caption and date for each photo. Please note, your photos cannot be returned.

6. SELF-CERTIFICATION STATEMENT AND SIGNATURE

All persons listed on the LUPC permit related to this self-certification form must read and sign the statement below.

I hereby certify that the above information is true, accurate, and complete and that the project for which I received a permit has been carried out in compliance with the terms and conditions of my permit.

Permittee Signature(s) **Date**

A person who willfully or knowingly falsifies any statement contained in a permit application or other information required to be submitted to the Commission shall be in violation of this chapter and subject to the penalties of this chapter, which may include fines of up to \$10,000. – 12 M.R.S.A., §685-C(8).