

# SERVICE DROP APPLICATION

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## WHO MAY USE THIS APPLICATION FORM

See next page.

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

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 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.

## MAILING YOUR APPLICATION

Submit your completed application and all required attachments, including the appropriate application fee, exhibits and supplements (see page i of the instructions for details) to the LUPC office serving 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.  
NO CONSTRUCTION ACTIVITIES MAY BEGIN PRIOR TO YOUR RECEIPT OF A PERMIT.  
THE LUPC MAY REQUIRE ADDITIONAL INFORMATION NOT ENCOMPASSED IN THIS APPLICATION.**

## AUTHORIZATION FOR TELEPHONE AND/OR ELECTRIC SERVICE DROP

**Note:** You do not need to complete this form if you already have an approved LUPC Permit for the structure for which telephone or electric service is requested, and you do not propose to upgrade from hand carried or hand pumped water to pressurized water. Simply provide the utility company with a copy of your permit. If you recently purchased the property, check with the LUPC to see if a permit exists.

### GENERAL INFORMATION

#### Service Drop:

A Service Drop is used to authorize a Utility Company to hook up telephone or electric service to a structure in the following instances: (a) the structure was built before September of 1971, (b) the service drop would replace an existing service connection, or (c) the structure would not otherwise require a Commission permit. **The length of the Service Drop line must be 2,000 feet or less; otherwise, a Utility Line Permit will be necessary.** If the location of the proposed service drop is within a (P-WL) Wetland Protection Subdistrict or a (P-RP) Resource Plan Protection Subdistrict, please contact the Commission for guidance. Depending upon where you are located, you may also need to obtain an easement from the County Commissioners and/or Plantation Assessors or Selectboard to install utility poles within a road right-of-way. You should contact your County Commissioners and/or Selectboard or Assessors before installing your Service Drop within any road right-of-way.

#### Septic System Upgrades:

The availability of electric service to an older home or camp potentially allows for an increased level of water use and sewage disposal. The Maine State Plumbing Code, Subsurface Wastewater Disposal Rules require that when the water supply is upgraded from hand pumped or hand carried to electrically pumped, the sewage disposal system must also be upgraded to handle the increased water usage. If no change in the type of water supply occurs with the installation of electric service, no change in the disposal system is required.

If you do anticipate a change in water supply, contact the Commission to determine if a permit is needed. Also, if you are leasing property for which a wastewater disposal system upgrade is considered, you may need to contact the lessor for permission to upgrade.

### GENERAL INSTRUCTIONS

1. Please complete the form providing all required information. If you feel that any particular question does not apply to the activity being proposed, enter "N/A" for "not applicable".
2. Attach required exhibits. All applications must include exhibits A through D, and if the owner is a corporation, exhibit E must also be included.
3. **Application Fee** (nonrefundable). Submit a check or money order payable to "Treasurer, State of Maine" for the appropriate fee: \$25.00; Fees for After-the-Fact permits are triple the standard fee.

Effective 1/1/2022 the LUPC will be accepting digital payments. The following third-party surcharges apply to digital payment transactions: \$0.25 for debit payments and 3% of the transaction amount for credit card payments; these additional fees can be avoided if the application fee is paid by check or money order. If you intend to pay the application fee online, please indicate that point on your application (see item #14). Our staff will provide you with the applicable permit fee, a tracking number, and a link to the online payment option.

4. Mail the completed form and exhibits to the LUPC office serving the location of your property: see the cover page of this packet.

### AFTER APPROVAL

When your request for a Service Drop is approved, you will receive copy. When you apply for electric power or telephone service, simply give a photocopy of the approved Service Drop to the Utility Company.

If for some reason your request for a Service Drop cannot be approved, it will be returned to you along with a written explanation.

	SD		\$	
Tracking No.		Permit No.		Fee Received

## Applicant & Agent Information - LUPC Authorization for Telephone and/or Electric Service Drop

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

**APPLICANT INFORMATION**

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:** \_\_\_\_\_

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**Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Authorization for Telephone and/or Electric Service Drop

Under LUPC Laws (12 M.R.S. Section 681 et. seq.)

For office use:

Tracking No. <input type="text"/> SD <input type="text"/> - <input type="text"/>		Permit No. <input type="text"/>	Fee Received \$ <input type="text"/>
<input type="checkbox"/> Electric	<input type="checkbox"/> Telephone	<input type="checkbox"/> Both	
<input type="checkbox"/> <2,000 feet long?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Associated ULP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If YES, ULP #: _____
Zoning:	<input type="checkbox"/> P-RP	<input type="checkbox"/> P-WL	<input type="checkbox"/> Other: _____

- Name of Applicant(s): \_\_\_\_\_
- Location of Activity (Twp/Plt): \_\_\_\_\_ County: \_\_\_\_\_  
Street/Road: \_\_\_\_\_ Name of Waterbody: \_\_\_\_\_
- Type of Service Sought:       Electric               Telephone               Both
- Type of Structure to be served:     Permanent Home     Seasonal Camp     Year Round Camp     Operating Farm  
    Camper Trailer       Other (specify): \_\_\_\_\_
- When was the structure built or placed on the lot? \_\_\_\_\_  
If built after 1971, who was the owner(s)/lessor(s) at that time? \_\_\_\_\_
- Name of Utility Company(s) that will provide service: \_\_\_\_\_
- Length of service line(s) from nearest pole: \_\_\_\_\_ feet.  
How will the service line(s) be installed?               overhead               underground
- Will the service line(s) cross over or under any standing or flowing waterbody?..... Yes     No  
If YES, what is the name of the waterbody? \_\_\_\_\_
- Has a prior Letter of Exemption, Advisory Ruling, or Commission Permit been issued for your lot or structure? ..... Yes     No  
If YES, what is the application number(s)? \_\_\_\_\_
- Required Exhibits: **Exhibit A**, a location map and **Exhibit B**, a site plan. Please refer to the instructions.

**Complete questions #11 through #13 ONLY if you propose to connect electric power to your structure.**

- How is water supplied to your structure?               Hand Carried               Hand Pumped               Gravity Feed  
 Generator Pumped               Other (specify): \_\_\_\_\_ How long has this method been used? \_\_\_\_\_
- How is wastewater and sewage disposed of on your lot?     Combined System     Pit Privy and Sink Drain  
 Other (specify): \_\_\_\_\_
- Do you plan to install pressurized water or additional plumbing fixtures?..... Yes     No  
If YES, specify: \_\_\_\_\_
- Check one of the following:  
 I have enclosed a check or money order for my application fee;  
 I would like to pay my application fee online, please contact me with the necessary information.

**Applicant's Statement**

I have examined this application, including the accompanying exhibits, and to the best of my knowledge and belief, it is true, accurate, and complete. I understand and acknowledge that I am responsible for compliance with all limitations of any Service Drop issued to me by the Maine Land Use Planning Commission.

Printed Name(s): \_\_\_\_\_  
Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_  
\*\*\*\*\*

**Approval:** Based upon the information supplied by the applicant(s), the staff have determined that the applicant(s) meets the requirements for receiving a Service Drop. This Service Drop authorizes an individual service drop to your structure only. You may need a separate roadside easement for the actual transmission line extension to your lot. The utility company may need a separate LUPC Utility Line Permit. This Service Drop does not authorize the construction of any new structures or the installation or alteration of any plumbing, water supply, or sewage disposal systems on the property.

\_\_\_\_\_ Date: \_\_\_\_\_  
**Authorized LUPC Representative Signature**

# EXHIBIT: SITE PLAN

Prepare a bird's-eye view site plan that shows your entire property and includes all the elements in your application.

A large grid for drawing a site plan. The grid consists of 20 columns and 20 rows of squares, providing a space for a bird's-eye view site plan.

Notes/Legend:

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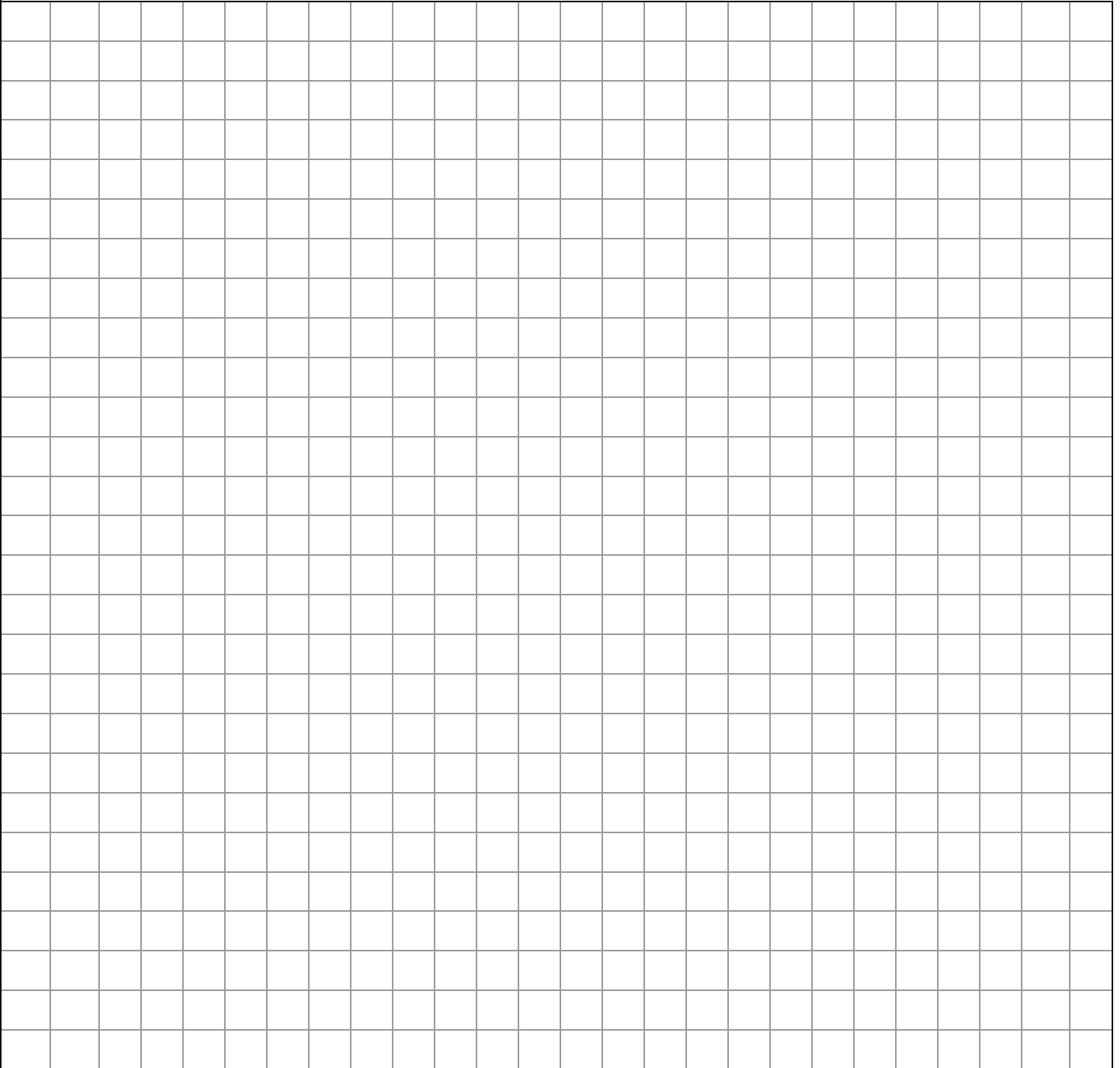
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## EXHIBIT: AFTER SITE PLAN (OPTIONAL\*)

\*REQUIRED ONLY IF ALL PROPOSED CHANGES CANNOT BE CLEARLY SHOWN ON ONE SITE PLAN, IN WHICH CASE MAKE ONE A SITE PLAN SHOWING EXISTING CONDITIONS, AND THE SECOND SHOWING THE PROPOSED END RESULT.

Prepare a bird's-eye view site plan that shows your entire property and includes all the elements in your application.

A large grid for drawing a bird's-eye view site plan. The grid is composed of 20 columns and 20 rows of squares, providing a structured area for the applicant to draw their site plan.

Notes/Legend:

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## REQUIRED FEES AND EXHIBITS

**APPLICATION FEE** (nonrefundable). Submit a check or money order payable to "Treasurer, State of Maine" for the appropriate fee: \$25.00; Fees for After-the-Fact permits are triple the standard fee.

### EXHIBIT A: LOCATION MAP AND DIRECTIONS TO SITE


Submit, as EXHIBIT A, a copy of a Land Use Guidance Map, a U.S.G.S. Topographic or equivalent map on which you have clearly marked the location of the project site. Mark the project site location with an X, then draw a circle around the X and then an arrow which points to your lot.

Land Use Guidance Maps are available for all towns, townships and plantations under Land Use Planning Commission jurisdiction. If you did not receive one of these maps with your application, copies are available, upon request, from the commission's office. There is no charge for these maps when associated with an application.

**You must also provide specific directions to the proposed development site.** These directions should be typed or printed on a separate 8 ½" by 11" sheet of paper and attached to the location map. The directions should provide enough detail so that someone from the Commission can locate the site.


### EXHIBIT B: TITLE, RIGHT OR INTEREST

- **Deed, Lease or Sales Contract.** Unless already on file with the LUPC, submit complete, signed copies of all deeds or leases that demonstrate the applicant's title, right or interest in all of the land addressed in this application. 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 are also acceptable. 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 submitting a lease that requires the lessor's approval, also submit written approval signed by the lessor.

 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 for your proposal from the lessor first.

- **Submerged Land.** Many activities below the natural low water line on lakes or ponds must be approved by the Maine Bureau of Parks and Lands (BPL). Contact the BPL (207) 287-3061 to determine if your activity requires a submerged lands approval. [www.maine.gov/dacf/parks/about/submerged\\_lands.shtml](http://www.maine.gov/dacf/parks/about/submerged_lands.shtml). If so, include the BPL approval with this application. If not, indicate by "n/a".

- **Flowed Land.** Activities conducted on flowed land must be approved by the owner of the flowed land, if the owner can be identified. If applicable, include a letter of permission from the owner with this application. If not applicable, indicated by "n/a".

 **Flowed land** is the area between the normal high water mark and the natural low water line for lakes where the water level is controlled by a dam. For general information on flowed land, contact the BPL or your LUPC regional representative.

- Label your deed, lease, or other demonstration of title, right, or interest as **Exhibit B** in the upper right hand corner of the first page of each document.

### EXHIBIT C: PHOTOGRAPHS OF THE PROJECT SITE

Submit, as EXHIBIT C, a series of recent photographs, which show the project site as it presently exists. Such photographs must have been taken within the past two years.

Photographs should be mounted on 8 ½" by 11" paper, and each page clearly identified with the applicant's name and address. Each photograph should have a caption, which includes the date taken and be clearly identified (*i.e.*, north shoreline taken from the center of stream, upstream of proposed water crossing.) All photographs are considered part of the application and, as such, 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 8 ½" x 11" 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 body frontage);
- Wooded areas, open fields, rivers, streams, lakes, ponds, wetlands, and other natural features;
- Existing and proposed structures and features (including dwellings, garages, decks, etc.), and identify the distances of each structure from the nearest property line, road, pond, river, stream, and wetland;
- Areas that are or will be cleared of vegetation, their dimensions and distances from waterbodies, roads, and property lines.

If all proposed changes cannot be clearly shown on one site plan, make one a site plan showing existing conditions, and the second showing the proposed end result.

#### **EXHIBIT E: CORPORATE GOOD STANDING**

If the owner of the proposed development is a corporation, submit, as EXHIBIT E, a certification of corporate good standing from the Secretary of State, State of Maine. Certification of good standing can be requested at: <https://icrs.informe.org/nei-sos-icrs/ICRS?MainPage=x> or by contacting the Bureau's Reporting and Information Section at (207) 624-7752.