



# TOWN OF LITCHFIELD

2400 HALLOWELL ROAD  
LITCHFIELD, MAINE 04350-9725

Fax 207-707-8485

Phone 207-707-8490

Date Received: \_\_\_\_\_

Map: \_\_\_\_\_ Lot: \_\_\_\_\_

## Entrance Permit Application

Applicants for Entrance Permits are reminded that no permit will be issued until application is complete and applicable fees are paid.

Property Owner: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

(if you would like your permit emailed)

Entrance Use:

- Residence
- Timber Harvesting / Agricultural
- Commercial / Industrial

Date Issued \_\_\_\_\_ Permit # \_\_\_\_\_

## Submission Requirement Check List:

- a) Name, address and telephone number of the applicant and applicant's agent if applicable.
- b) Property location, including map and lot number.
- c) Verification of applicant's right title or interest in the property. (May include but not limited to Registered Deed, Purchase Sales Agreement signed by all parties, signed Lease and letter from rightful owner.)
- d) Receipt of the application fee.
- e) Estimated cost of the proposal.
- f) Schedule of construction, including anticipated beginning and completion dates.
- g) A map drawn to scale showing the location, boundaries, and size of the site, driveway entrance and erosion control.

Code Enforcement Officer  
Road Commissioner

Steven Ochmanski  
Corey Hanson

- No Building Permit will be issued until Entrance permits & Plumbing permits have been issued.
- All plumbing and septic work must be inspected.

Town Office Hours:

Mon. 8:00am - 4:00pm  
Tue. 8:00am - 4:00pm  
Wed. 8:00am - 4:00pm  
Thur. 8:00am - 6:00pm

Code Enforcement Office hours:

Mon. 9:30am to 1:00pm  
Tue. 9:30am to 1:00pm  
Wed. 9:30am to 1:00pm  
Thur. 9:30am to 1:00pm

Town Office Phone: (207)268-4721

Code Enforcement Office Phone: (207)707-8490

***The filing of this application and paying of the application fee is not an issuance of an Entrance Permit. An Entrance Permit is issued only after the Code Enforcement Officer and the Road Commissioner have reviewed a completed application and approved that application.***

**By signing this form, I represent that the information I have provided is accurate and the project meets all applicability requirements and standards for local, State and Federal laws and rules. I attest that I have provided sufficient title, right, or interest in the property where the land use is being conducted. I also attest that I have read and understand all instructions included with this application.**

APPLICANT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

TOWN REVIEW BY: \_\_\_\_\_ DATE \_\_\_\_\_

- Approved
- Approved With Conditions as Stated on Road Commissioner's worksheet
- Denial \_\_\_\_\_

Reason for Denial:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

If denied The Town of Litchfield Road Ordinance Section 9 allows a waiver to be granted by the Board of Selectman.

To be considered for a waiver you must fill out and submit a waiver request form to the Town of Litchfield Town Manager.

OFFICE USE ONLY  
Road Commissioner Check List

Address: \_\_\_\_\_ Map \_\_\_\_ Lot \_\_\_\_

Sight Distance in both directions: \_\_\_\_\_ & \_\_\_\_\_

Culvert required: Yes or No (circle one)

Culvert size required: \_\_\_\_\_

Vegetation removal: Yes or No (circle one)

If yes, please describe how much and how far:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signs required: \_\_\_\_\_

Sign Charge: \$ \_\_\_\_\_ Payment received date: \_\_\_\_\_

Town will approve and install necessary signs. The property owner is responsible for buying the first sign. Payment is due before permit is issued.

Ditching instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Entrance construction may commence on or after: \_\_\_\_\_

Entrance installation complete on (date) \_\_\_\_\_

\_\_\_\_\_  
Road Commissioner signature