



TOWN OF LITCHFIELD

2400 HALLOWELL ROAD
LITCHFIELD, MAINE 04350-9725

FAX (207) 268-2196

TEL. (207) 268-4721

CEO/BUILDING & PLUMBING INSPECTOR

Permit Applicants Please READ complete Application before filling out

Applications for Building, CEO and Plumbing Permits are reminded that no permit will be issued until application is complete and applicable fees are paid.

Building/CEO Permits

In all cases, applications must be accompanied by site plans showing the existing and proposed features of the property. Setback measurements from lot lines, roads and if applicable, water bodies must be on the site plan. A check list is provided on page 3.

Plumbing and Septic Permits

Are required for any new interior plumbing and any new septic. The applicant is the person actually doing the work (or the property owner). **REMEMBER NO BUILDING PERMIT CAN BE ISSUED, WHERE A PLUMBING AND/OR A SEPTIC PERMIT IS REQUIRED, UNTIL THE PLUMBING and/or SEPTIC PERMIT IS ISSUED.**

All plumbing and Septic work must be inspected.

REQUESTS FOR ANY INSPECTION MUST BE 24 HOURS IN ADVANCE

Other Permits

In many cases certain activities require permits from the Planning Board, or need State Permits. These permits can take a long time to obtain and must be obtained before the CEO may issue a building permit

Submission Requirement Check List

- ❑ Name, Address and phone number of applicant and /or applicants agent
- ❑ Property location including map and lot
- ❑ Verification of right title or interest in property
- ❑ Receipt of application fee
- ❑ Estimated cost of the proposal
- ❑ Schedule of construction, including anticipated beginning and completion dates
- ❑ 1 Internal Plumbing Application and/or 3 copies of a subsurface wastewater disposal design
- ❑ A complete description of the project
- ❑ A map drawn to scale on 8 ½ x 11 or 11x17 size paper showing;
 - Location to nearest Town Road
 - Boundaries including abutting properties
 - Site,
 - Structures (existing and proposed)
 - Setbacks
 - Parking areas
 - Driveways
 - Roads
 - Erosion control and Stormwater control features
 - Easements (if applicable)
 - Rights-of-way
 - And any and all waterbodies (which include Lakes, Streams and Wetlands)

Mobile Home applications must include the following

- A current color photo (in electronic form if possible email to; s.ochmanski@litchfieldmaine.org)
 - Copy of taxes being paid from the last Town it was in
 - Bill of Sale
- ❑ Any other information necessary to show that the proposal complies with the applicable requirements of this ordinance such as;
 - Floodplain Management
 - Any State permits required
 - Any Federal permits required

CODE ENFORCEMENT OFFICER

Steve Ochmanski

207-268-4721

Code Enforcement Office hours:

Mon. 9:00am to 1:00pm

Tue 9:00am to 1:00pm

Wed. 9:00am to 1:00pm

Thur. 9:00am to 1:00pm

Inspections and site visits by appointment only

FOR OFFICE USE ONLY:

PERMIT NO.: _____

ISSUE DATE: _____

FEE AMOUNT: _____

TOWN OF LITCHFIELD

SHORELAND ZONING PERMIT APPLICATION

GENERAL INFORMATION

1. APPLICANT	2. APPLICANT'S ADDRESS	3. APPLICANT'S TEL. #
4. PROPERTY OWNER	5. OWNER'S ADDRESS	6. OWNER'S TEL. #
7. CONTRACTOR	8. CONTRACTOR'S ADDRESS	9. CONTRACTOR'S TEL. #
10. EARTH MOVING CONTRACTOR	11. CONTRACTOR'S MDEP CERTIFICATION NUMBER	12. CONTRACTOR'S TEL. #
13. LOCATION/ADDRESS OF PROPERTY	14. MAP/LOT	15. ZONING DISTRICT

16. DESCRIPTION OF PROPERTY INCLUDING A DESCRIPTION OF ALL PROPOSED CONSTRUCTION, E.G. LAND CLEARING, ROAD BUILDING, SEPTIC SYSTEMS, AND WELLS (PLEASE NOTE THAT A SITE PLAN SKETCH IS REQUIRED ON PAGE 3).

17. PROPOSED USE OF PROJECT

18. ESTIMATED COST OF CONSTRUCTION

SHORELAND AND PROPERTY INFORMATION

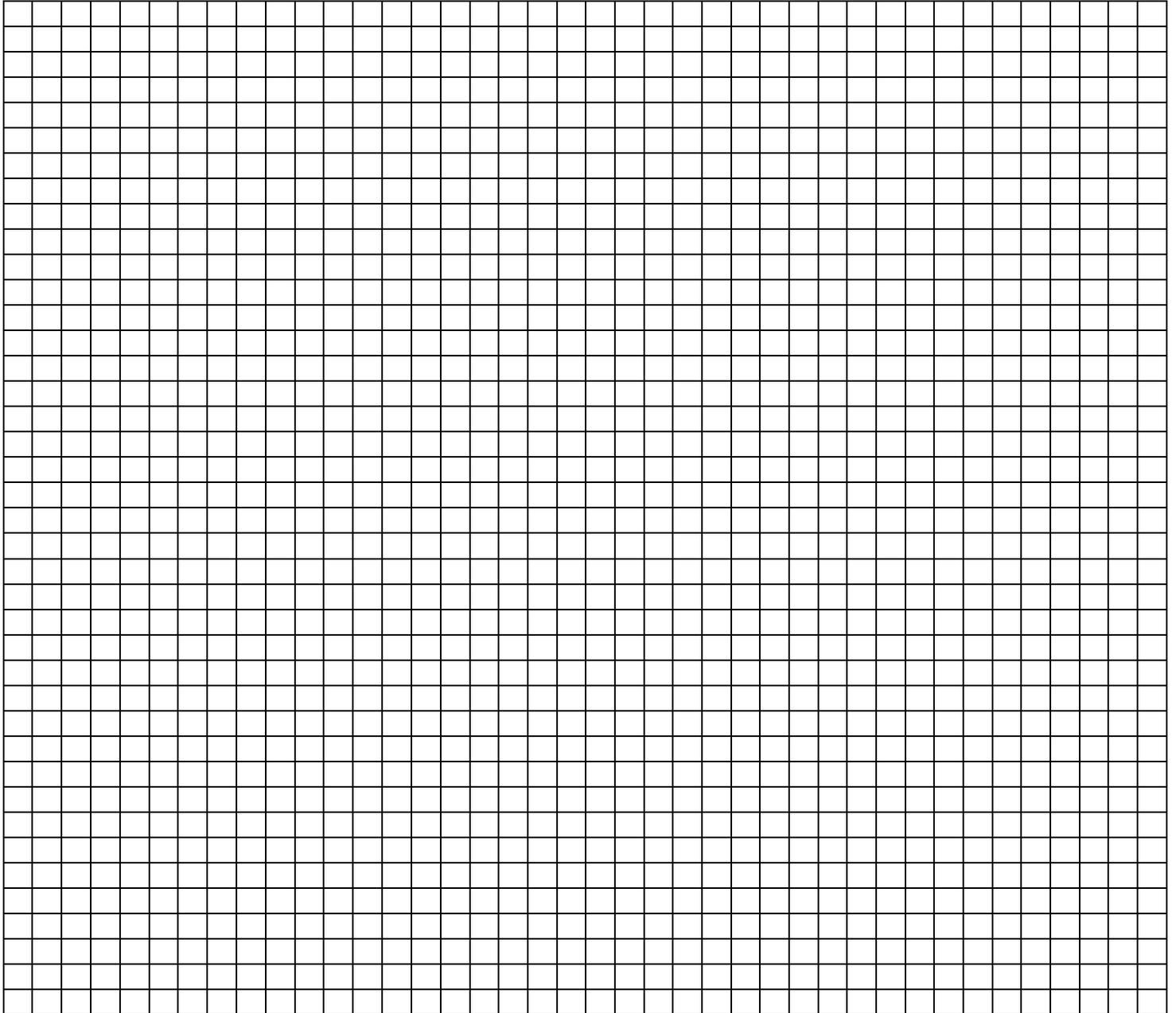
19. LOT AREA (ACREGE)	20. FRONTAGE ON ROAD (FT.)
21. SQ. FT. OF LOT TO BE COVERED BY NON-VEGETATED SURFACES.	22. ELEVATION ABOVE 100 YR. FLOOD
23. FRONTAGE ON WATERBODY (FT.)	24.
25. EXISTING USE OF PROPERTY	26. PROPOSED USE OF PROPERTY

Note: Questions 24 & 25 apply to all structures which are less than the required setback before alterations.

<p>27. A) CLOSEST DISTANCE FROM HIGH WATER LINE TO STRUCTURE BEFORE EXPANSION</p> <p>_____</p> <p>B) TOTAL SQ. FT. OF ALL STRUCTURES WHICH ARE LESS THAN REQUIRED SETBACK BEFORE EXPANSION</p> <p>_____</p> <p>C) HEIGHT OF STRUCTURE BEFORE EXPANSION</p> <p>_____</p> <p>D) NUMBER OF TREES IN DEVELOPMENT AREA BEFORE WORK BEGINS</p> <p>_____</p>	<p>28. A) CLOSEST DISTANCE FROM HIGH WATER LINE TO STRUCTURE AFTER EXPANSION</p> <p>_____</p> <p>B) TOTAL SQ. FT. OF ALL STRUCTURES WHICH ARE LESS THAN THE REQUIRED SETBACK AFTER EXPANSION</p> <p>_____</p> <p>C) HEIGHT OF STRUCTURE AFTER EXPANSION</p> <p>_____</p> <p>D) NUMBER OF TREES TO BE REMOVED IN DEVELOPMENT AREA</p> <p>_____</p>
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SITE PLAN

PLEASE INCLUDE: PROPERTY LINES, AREA TO BE CLEARED OF TREES AND OTHER VEGETATION; THE EXACT POSITION OF PROPOSED STRUCTURES, INCLUDING DECKS, PORCHES, AND OUT BUILDINGS WITH ACCURATE SETBACK DISTANCES FROM THE ROAD, SHORELINE, SIDE AND REAR PROPERTY LINES; THE LOCATION OF PROPOSED WELLS, SEPTIC SYSTEMS, DRIVEWAYS, AND AREAS TO BE FILLED OR GRADED. IF THE PROPOSAL IS FOR THE EXPANSION OF AN EXISTING STRUCTURE, PLEASE DISTINGUISH BETWEEN THE EXISITING STRUCTURE AND THE PROPOSED EXPANSION.



SCALE: = FT.

FRONT OR REAR ELEVATION

SIDE ELEVATION

DRAW A SIMPLE SKETCH SHOWING BOTH THE EXISTING AND PROPOSED STRUCTURES

ADDITIONAL PERMITS, APPROVALS, AND/OR REVIEWS REQUIRED

CHECK IF REQUIRED

- PLANNING BOARD REVIEW APPROVAL
(e.g. Subdivision, Site Plan Review)
- BOARD OF APPEALS REVIEW/APPROVAL
- FLOOD HAZARD DEVELOPMENT PERMIT
- EXTERIOR PLUMBING PERMIT
(Approved HHE 200 Application Form)
- INTERIOR PLUMBING PERMIT
- DEP PERMIT (Site Location,
Natural Resources Protection Act)
- ARMY CORPS OF ENGINEERS PERMIT
(e.g. Sec. 404 of Clean Waters Act)

OTHERS

- _____
- _____
- _____
- _____
- _____

NOTE: APPLICANT IS ADVISED TO CONSULT WITH THE CODE ENFORCEMENT OFFICER AND APPROPRIATE STATE AND FEDERAL AGENCIES TO DETERMINE WHETHER ADDITIONAL PERMITS, APPROVALS, AND REVIEWS ARE REQUIRED.

I CERTIFY THAT ALL INFORMATION GIVEN IN THIS APPLICATION IS ACCURATE. ALL PROPOSED USES SHALL BE IN CONFORMANCE WITH THIS APPLICATION AND THE LITCHFIELD SHORELAND ZONING ORDINANCE. I AGREE TO FUTURE INSPECTIONS BY THE CODE ENFORCEMENT OFFICER AT REASONABLE HOURS.

APPLICANT'S SIGNATURE

DATE

AGENT'S SIGNATURE

DATE

APPROVAL OR DENIAL OF APPLICATION

MAP _____ LOT# _____

THIS APPLICATION IS: _____ APPROVED _____ DENIED

IF DENIED, REASON FOR DENIAL:

IF APPROVED, THE FOLLOWING CONDITIONS SHALL APPLY:

NOTE: IN APPROVING A SHORELAND ZONING PERMIT, THE PROPOSED USE SHALL COMPLY WITH THE PURPOSES AND REQUIREMENTS OF THE SHORELAND ZONING ORDINANCE FOR THE TOWN OF LITCHFIELD.

CODE ENFORCEMENT OFFICER

DATE

INSPECTION CHECK LIST

- Prior to Clearing, Excavation and Demo
- Prior to Foundation Pour
- Prior to Final Landscaping
- Prior to Occupancy

PERMIT # _____

FEE AMOUNT _____