



Town of Bowdoinham

Code Enforcement Officer Permit Application

PERMIT REQUESTED:

- Building Permit
- Demolition Permit
- Site Plan Review – Tier 1
- Shoreland Zoning
- Flood Hazard Development
- Land Use/Land Use Change

APPLICANT INFORMATION:

Applicant’s Name: _____ Phone: _____
 Applicant’s Mailing Address: _____ Email: _____
 Owner’s Name: _____ Phone: _____
 Owner’s Mailing Address: _____ Email: _____
 Contractor: _____ Phone: _____
 Contractor’s Email: _____ Certification: _____

PROPOSED ACTIVITY (Check all that apply):

- New Dwelling Unit
- New Accessory Structure
- Home-Based Business
- Commercial Use
- Industrial Use
- Club/Church/Venue/Institutional Use
- Dock/Pier/Bridge
- Deck/Patio/Impervious Surface
- Addition/Renovation/Relocation/Interior Work

PROPOSAL INFORMATION:

Property Address: _____ Tax Map: _____ Lot: _____ Subdivision (Y/N): _____
 Mobile Home (Y/N): _____ New/Existing: _____ Model/Year: _____
 Land Use District: Village District I Village District II Residential/Agricultural
 Size of Lot/Parcel: _____ Road Frontage: _____ Driveway/Entrance (New/Existing): _____
 Road Ownership: Town State Private
 Proposed Lot Coverage (%): _____ Proposed Building Height: _____ Proposed Number of Bedrooms: _____
 Proposed Dimensions of Building: _____
 Water Supply: Existing private Well New Private Well Public Water
 Subsurface Wastewater Disposal (New/Existing): _____ Tank Size: _____ Design Flow: _____
 Shoreland District: Resource Protection Limited Residential Limited Commercial General Dev. I
 General Dev. II Commercial Fisheries/Maritime Activities Stream protection
 Floodplain (Y/N): _____ Floodplain Zone (Zone A/Zone AE): _____ Proposed Elevation Above Floodplain Zone: _____
 Tax Program: No Tax Program Agricultural Open Space Tree Growth

STATEMENT OF INTENDED USE:

REQUIRED ATTACHMENTS:

The following attachments, forms, and/or documents are REQUIRED for the issuance of new permits in Bowdoinham, if applicable. Submission requirements may be waived if that information is not required to determine compliance with applicable standards. In all instances, the burden of proof shall be upon the applicant to present adequate information to indicate the statutory criteria for approval and that performance standards have been or will be met, per *Article 11.D.* of the Land Use Ordinance.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Site Plan and Photographs of Location | <input checked="" type="checkbox"/> Form HHE-211: Plumbing Application |
| <input checked="" type="checkbox"/> Evidence of Right, Title, or Interest | <input checked="" type="checkbox"/> Application Fees |
| <input checked="" type="checkbox"/> Form HHE-200: Subsurface Wastewater Disposal Design | <input checked="" type="checkbox"/> Letter of Understanding and Supporting Documents |

I certify that I have read and completely understand the application; I certify that the information contained in this application and its attachments are true and correct; I understand that all documentation provided on this form, and all other documents submitted as part of my proposal are a matter of public record; I understand that copies of this information may be supplied upon request to an interested party; I understand that additional funds may be required through the course of review for special studies, legal review costs, and/or engineering review; I understand that it is my responsibility to know and pay for any tax penalty that may result from said project; I understand that the information contained in this application is background information and some applications may require additional tests, maps, documentation or submissions as required by the Planning Board:

Applicant's Signature **Print Name** **Date**

FOR OFFICE USE ONLY

Date Received: _____ Received By: _____
E-911 Needed (Y/N): _____ New E-911: _____
HHE-200: _____ Fee: _____ HHE-211: _____ Fee: _____
Building Permit Fee: _____ Total Fee: _____ Date Paid: _____
CEO/LPI Signature: _____ Date Approved: _____

LETTER OF UNDERSTANDING

Code Enforcement Officer Permit Application: Attachment I

Applicants seeking a Code Enforcement Officer Permit should be aware of the responsibilities and actions required to do so. This letter has been written to ensure that you understand the application and the permitting process. This is not intended to be a comprehensive summary of the Performance Standards, so if you have any questions, please reference the Land Use Ordinance, or contact the appropriate municipal official.

Code Enforcement Officer Permit Applications consist of three pages, all of which must be filled out to the best of your ability. A Site Plan can be completed on *Page 4* of this Application or submitted as a separate attachment. The following attachments are required for ALL Applications:

- Site Plan (*Page 4 of the Code Enforcement Officer Permit Application, Article 11.D.1.a.*)
- Proof of Right, Title, or Interest in the Property (*Article 11.D.1.d.*)
- Application Fee (*Article 11.D.2.*)

In all cases, the applicant shall have the burden of proving that the proposed project, development, or land use activity is in conformity with the purposes and provisions of the Land Use Ordinance (*Article 11.C.1.b.i.*). The Code Enforcement Officer does not have the ability to make property line or boundary determinations, and the application process does not require that determinations from a licensed surveyor be submitted unless specifically requested as a supporting document. The Code Enforcement Officer can only measure setback distances based upon the submitted information. The failure of the applicant to accurately depict setbacks on their submitted materials may result in enforcement actions being taken against them (*Article 12.C.*).

Once issued, the Building Permit consists of two pages. The first page will outline the project and any Conditions of Approval that must be met to receive a Certificate of Compliance. The second page will list the inspections that are required, and that must be passed, to receive a Certificate of Compliance. A checkmark will indicate that the specific inspection is required for that Permit. You or your contractor must contact the Code Enforcement Officer or Local Plumbing Inspector to receive an inspection. Prior to the occupancy or use of a Permitted structure, you must obtain a Certificate of Compliance. The failure of the applicant to request a final inspection and obtain a Certificate of Compliance may result in enforcement actions being taken against them (*Article 11.B.4., Article 12.C.*).

Permits expire one year from the date of issuance if a substantial start is not made in construction or use of the property during that period. If a substantial start is made within one year of the issuance of the permit, you will have one additional year to complete the project, at which time the permit will expire. You may request, in writing, no more than two one-year extensions of the deadline prior to the expiration of the permit (*Article 11.C.1.c.*).

I certify that I have read and completely understand this letter:

Applicant's Signature

Print Name

Date

REQUIRED SITE PLAN

Code Enforcement Officer Permit Application: Attachment II

On this page, or on a separate attachment, provide a site plan which includes: (1) nearby property lines and relevant dimensions of your lot; (2) roads and driveways; (3) nearby water bodies including brooks, wetlands and ponds; (4) the location and setbacks from property lines of all proposed structures or additions; (5) the location and setbacks for any existing structures; and (6) the location of any existing or proposed well or subsurface wastewater disposal system.