

**TOWN OF READFIELD, ME**  
**APPLICATION FOR BUILDING,**  
**SIGN, OR USE PERMIT**

8 Old Kents Hill Rd.  
 Readfield, ME 04355 Tel: 685-3290

Permit No. \_\_\_\_\_  
 Permit Fee \_\_\_\_\_  
 Date Pd \_\_\_\_\_ Rec. # \_\_\_\_\_  
 Date Issued \_\_\_\_\_  
 Ext. Plng. Permit# \_\_\_\_\_  
 Int. Plng. Permit # \_\_\_\_\_  
 E-911# \_\_\_\_\_

The undersigned hereby applies for a permit for the following construction or use of property, said permit to be issued on the basis of the information contained within this application and in accordance with all applicable local and State laws. The applicant certifies that all information and attachments to this application are true and correct and authorizes the Code Enforcement Officer to verify on-site any and all information contained herein.

Any permit issued on the basis of this application is subject to appeal to the Board of Appeals for 45 days from the date of issuance, pursuant to Article 2, Section 1.C of the Readfield Land Use Ordinance. You are advised to inform, *in advance*, your abutters or anyone else who may be directly impacted about the nature and extent of your proposed construction or change of use to your property herein applied for. This notification is your responsibility.

**1) Property Owner:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

**2) Applicant:** (if not owner, proof of right, title, or interest required, i.e. letter of authorization, purchase/sale agreement, etc.).

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**3) Contractor:**

Phone: \_\_\_\_\_

**4) Street Address of Property** (If different from mailing address): \_\_\_\_\_

Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_ Zoning District \_\_\_\_\_

**5) Lot Size:** Road Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_ Shore frontage \_\_\_\_\_

Is this a new lot created from the division of another lot or parcel within the previous 5 years? \_\_\_\_\_

**6) Existing use of property:** \_\_\_\_\_

**7) Proposed Project Description and/or Use of Property:**

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

Dimensions \_\_\_\_\_ #rooms \_\_\_\_\_ # bedrooms \_\_\_\_\_ # baths \_\_\_\_\_ # stories \_\_\_\_\_

Height of building from the finished grade at the downhill side to the highest point (exclude chimneys) \_\_\_\_\_ ft.

Foundation: full \_\_\_\_\_ partial \_\_\_\_\_ frost wall \_\_\_\_\_ slab \_\_\_\_\_ columns \_\_\_\_\_ other \_\_\_\_\_

**8) If structure is a dwelling, is it:** (1) Year-round \_\_\_\_\_ (2) Seasonal \_\_\_\_\_

**9) Will proposed structure be used as the applicant's dwelling or accessory to it?** \_\_\_\_\_

**10) If structure is a mobile home, what is the make?** \_\_\_\_\_  
 year? \_\_\_\_\_ Where is it being moved from? \_\_\_\_\_

**11) If structure is a modular home, what brand?** \_\_\_\_\_

**12) Sewage disposal:** Existing \_\_\_\_\_ Proposed \_\_\_\_\_  
 (If proposed, please include copy of Site Evaluator's report & design)

**13) No. of existing dwelling units on property?** \_\_\_\_\_

**14) Is proposed project located in a floodplain, as identified on the Flood Insurance Rate Map?** \_\_\_\_\_ (If yes, have you applied for a Flood Hazard Development Permit? \_\_\_\_\_)

**15) Is proposed project located within a Shoreland Zone?** \_\_\_\_\_ If so, and if the proposed project involves the expansion of an existing non-conforming structure, how many total square feet of existing and proposed floor area for all structures will be within:

- (a) 25-75 feet of the normal high-water line of a waterbody or the upland edge of a wetland? \_\_\_\_\_
- (b) within 75-100 feet of the normal high-water? \_\_\_\_\_

**(OVER)**

- 16) Do you need to construct a new driveway entrance onto a public or private road? \_\_\_\_\_
- 17) Type of water supply proposed?: Drilled well \_\_\_\_\_ Dug well \_\_\_\_\_ Spring \_\_\_\_\_ Other \_\_\_\_\_
- 18) Type of heat proposed? \_\_\_\_\_
- 19) Does any part of this application require Planning Board approval? \_\_\_\_\_  
 If so, please give date of decision \_\_\_\_\_

Please draw a site plan sketch on a separate sheet of paper illustrating the lot configuration with dimensions, location of existing and proposed building(s) with distances from nearest lot line, road or right of way, water body, wetland, etc., location of septic system components, well, and areas to be cleared, filled or excavated. For projects which involve excavation or other soil disturbance, please note on the site plan or describe separately your plans for erosion control. For new development, including new driveways, describe how you intend to treat all new stormwater on site. If application is for a sign, indicate dimensions of sign, letter height and distance from center of road. If you need to construct a new driveway, please indicate the location of your proposed entrance.

**SIGNATURE OF APPLICANT:**

\_\_\_\_\_  
 DATE: \_\_\_\_\_

Date application & fee received by Town Office: \_\_\_\_\_ By: \_\_\_\_\_

**FEE SCHEDULE:** (Any construction, alteration, expansion, reconstruction, placement or relocation of a structure, (for which the fair market value, materials & labor, is at least \$2,000), or new or change of use of property requiring a permit. This includes mobile and modular homes.

**(SQ. FT. FEES BELOW BASED ON TOTAL FLOOR AREA OF NEW STRUCTURE OR EXPANSION, EXCLUDING UNFINISHED BASEMENTS.**

**RESIDENTIAL, INSTITUTIONAL & GOVERNMENT STRUCTURES: PRINCIPAL: \$ .10/sq.ft.,  
 ACCESSORY: \$ .05/sq.ft.**

**COMMERCIAL, INDUSTRIAL & PUBLIC UTILITIES STRUCTURES: PRINCIPAL \$ .12.sq.ft.  
 ACCESSORY: \$ .09/sq.ft.**

**In cases where there is no new square footage or square footage formula above cannot be otherwise applied:**

Value of materials/labor \$2,000--\$4,999=\$25.00  
 \$5,000--\$14,999 = \$45.00  
 \$15,000--\$20,000 = \$60.00 A fee of \$3 shall be added for each additional \$5,000 over \$20,000 or fraction thereof) **Estimated value of this project: \$ \_\_\_\_\_**

**AGRICULTURAL BUILDINGS** (roofed structures intended for shelter associated with intensive agricultural activities) \$ .02/sq.ft.

**NEW DRIVEWAY ENTRANCES ONTO PUBLIC OR PRIVATE ROADS: \$25.00**

**NEW PRIVATE ROAD NAMING & SIGN INSTALLATION (E-911) : \$100.00**

**CONSTRUCTION REVISIONS TO PERMITS ALREADY ISSUED: \$25.00**

**FLOODPLAIN PERMITS: Minor: \$25.00 Major: \$50.00**

**CERTIFICATE OF OCCUPANCY PERMITS:** No fee when the inspection is associated with an active building permit, otherwise the fee shall be \$25.00.

**SIGN OR USE PERMITS: \$25.00**

**DEMOLITION PERMITS: \$25.00**

**CEO & PLANNING BOARD RENEWAL FEES (ONE TIME, IF NO CHANGE IN PROPOSED PROJECT OR APPLICABLE REGULATIONS HAVE OCCURRED): \$25.00**

**MINIMUM PERMIT FEE FOR ANY OF THE ABOVE: \$25.00**

**ALL EXTERNAL & INTERNAL PLUMBING PERMIT AND SEASONAL CONVERSION PERMIT FEES ARE AS ESTABLISHED BY THE DIVISION OF HEALTH ENGINEERING---CONTACT LOCAL PLUMBING INSPECTOR FOR CURRENT APPLICABLE FEES.**

**IF ANY WORK, INCLUDING EXCAVATION, OR ANY USE IS BEGUN PRIOR TO OBTAINING THE REQUIRED PERMITS, A MINIMUM \$100 PENALTY OR DOUBLE THE PERMIT FEE, WHICHEVER IS GREATER, SHALL BE CHARGED.**