

TOWN OF HARTLAND  
BUILDING PERMIT APPLICATION FOR  
**NON-SHORELAND ZONE**



If **ANY** of the project/work is in the shoreland zone, you will complete the shoreland zone\* building permit application.

\***Shoreland zone** - the land area located within two hundred and fifty (250) feet, horizontal distance, of the normal high-water line **of any great pond or river**; within 250 feet of the upland edge of a freshwater wetland; or within seventy-five (75) feet, horizontal distance, of the normal high-water line of a stream. See Shoreland Zoning Ordinance for more information on definition of wetlands and other areas.

Permits must be **approved and paid** in full prior to starting any work

Submit a **completed** application in a timely manner

Refer to the Town's Ordinances for more information

Applicant(s) will be notified if an application is incomplete and the specified material that is needed to make the application complete. The Code Enforcement Officer (CEO) and/or Planning Board shall request more information, approve, approve with conditions or deny an application request within 35 days of receiving a completed application.

However, if the Planning Board has a waiting list of applications, a decision shall occur within 35 days after the first available date on the Planning Board's agenda following the receipt of the completed application, or within 35 days of a public hearing.

Permits must be approved and paid in full prior to the start of any work. All fees are non-refundable and non-transferable. "After the fact" building permit fees will be doubled. Building permits are valid for 12 months from the date of approval. Construction must begin within the 12 months from approval. Applicants may request a one-time 12-month extension with no additional fees prior to expiration or a new application must be submitted if the 12-month period has lapsed. New zoning or other changes may affect projects that do not begin within 12 months. Current fees are provided on the building permit application and may be adjusted over time by the Board of Selectmen.

**Town of Hartland**  
**Building Permit Application**  
Phone (207) 938-4401 Fax (207) 938-3018  
[Hartlandcode@gmail.com](mailto:Hartlandcode@gmail.com)

**FEEES**

|  |   |
|--|---|
| HOME/MOBILE HOME/CAMP/ADDITION   | \$50.00 plus \$0.10 per sq ft   |
| GARAGE/NEW DECK/NEW STAIRS   | OVER 200 sq ft - \$50.00 plus \$0.10 per sq ft      UNDER 200 sq ft - \$20.00 |
| Includes but not limited to storage buildings, quonset huts and sheds. For replacing decks and stairs, see general remodeling. |   |
| GENERAL REMODELING and MISC  | \$20.00   |
| Includes but not limited to change of roof and siding materials, replacing exterior stairs or decks within same footprint.     |   |
| DEMOLITION ONLY  | \$20.00   |
| No fee if submitted on the same permit to coincide with adding a building/structure.   |   |
| EROSION CONTROL/EARTHWORK  | \$50.00   |
| Depends on the scope of the project and if submitted on the same permit to coincide with a project.                            |   |
| CELLULAR TOWERS  | \$50.00 plus \$0.10 per sq ft   |
| SOLAR FARM   | \$50.00 plus \$0.10 per sq ft based on schedule of impervious area            |
| APPEALS BOARD FEE  | \$100.00  |

**Certificate of Occupancy:** The Town of Hartland does *not* issue certificates of occupancy. It is strongly recommended for property/home owners to communicate and work with their lender on their requirements for a certificate of occupancy. A letter stating that the town does *not* issue a certificate can be obtained through the Code Enforcement Officer.

**Application of MUBEC and Other Codes:** All building construction in Maine, with some exceptions, is governed by the Maine Uniform Building and Energy Code. New construction, repairs, additions, relocations and placement of trailers, modular homes, mobile homes or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the Maine Uniform Building & Energy Code, Maine Uniform Plumbing Code (32 M.R.S. §3403-B) and the National Electric Code (32 M.R.S. §1153-A). Additional codes in effect in conjunction are listed in Chapter 1 of the MUBEC – Administration Procedures.

**OWNER/APPLICANT INITIALS** TO ACKNOWLEDGE THEY READ ABOVE (Pages 1 & 2): \_\_\_\_\_

|                              |
|------------------------------|
| Revision date April 13, 2023 |
|                              |



# NON-SHORELAND ZONE BUILDING PERMIT APPLICATION

Office Use CEO date rcvd: \_\_\_\_\_

Fee Amount \$ \_\_\_\_\_

Paid Date: \_\_\_\_\_

## APPLICANT INFORMATION:



**Reminder:** If **ANY** of the work is in the shoreland zone, complete the shoreland zone permit vice this one.

PROPERTY OWNER NAME(s): \_\_\_\_\_

NAME OF APPLICANT if NOT the OWNER(s): \_\_\_\_\_

(If not the owner of the property, attach an owner(s) signed statement of approval)

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTRACTOR NAME (or "self") \_\_\_\_\_ PHONE: \_\_\_\_\_

## PROPERTY INFORMATION:

PROJECT ADDRESS: \_\_\_\_\_, Hartland, ME 04943

TAX MAP & LOT NUMBER: \_\_\_\_\_ SIZE OF LOT: \_\_\_\_\_ (sq feet or acres)

Is the property part of a subdivision: \_\_\_N \_\_\_Y If yes, name: \_\_\_\_\_

Current use of property (year-round, seasonal, none/vacant): \_\_\_\_\_

Property is zoned as: \_\_\_Resource Protection District \_\_\_Limited Residential \_\_\_Stream Protection

\_\_\_Limited Commercial \_\_\_General Development \_\_\_Other: \_\_\_\_\_

Proposed use or project:

\_\_\_Year-round residence \_\_\_Seasonal residence

\_\_\_Addition or expansion of existing residential/dwelling structure(s)

\_\_\_Addition or expansion of accessory structure (garage, shed, etc.)

\_\_\_Change of use to: \_\_\_\_\_ (example: garage to a guest house)

\_\_\_New private sewage disposal system \_\_\_Replacement of private sewage disposal system

\_\_\_Other: \_\_\_\_\_

Reminder: Depending on the scope of the project, an erosion and sediment control (ESC) plan must be in place and followed. All projects permitted through the Department of Environmental Protection (DEP) also need an ESC plan. Proper planning is important for all projects especially if located in an area at risk of eroding and causing sedimentation.

More info is on the Maine DEP website.



**NON-SHORELAND ZONE BUILDING PERMIT APPLICATION**

OWNER/APPLICANT NAME(S): \_\_\_\_\_ Map & Lot \_\_\_\_\_

**PLUMBING/SEPTIC:** If it applies to your project

Sewage system existing (check as applies) \*Private \_\_\_\_\_ Public \_\_\_\_\_ or Proposed: \_\_\_\_\_

Water: Well \_\_\_\_\_ Public \_\_\_\_\_ or Proposed: \_\_\_\_\_

\*If existing private, the current septic system is designed for \_\_\_\_\_ (number) of bedrooms. An approved septic design is required and approval from the Local Plumbing Inspector/LPI **PRIOR** to covering or tying in to existing system. You will need to make an appointment with the LPI – contact town office for the contact number.

Number of bathrooms: Present \_\_\_\_\_ Proposed \_\_\_\_\_ Bedrooms: Present \_\_\_\_\_ Proposed \_\_\_\_\_

Number of existing dwelling units on the lot: \_\_\_\_\_

**MOBILE HOME DELIVERY:** If it applies to your project – Only Newer than 1976, up to current code and the form MV-47 from the State of Maine required.

Year \_\_\_\_\_ Make and model \_\_\_\_\_ Serial No. \_\_\_\_\_

MOBILE HOME OFF Property: The MV-47 is required to remove from taxation. No permit unless it is a demo.

**STRUCTURES:** exterior dimensions and stories

**Existing:** Dwelling/Residence (Length x Width) \_\_\_\_\_(L) x \_\_\_\_\_(W) # of stories \_\_\_\_\_ height \_\_\_\_\_

Garage \_\_\_\_\_(L) x \_\_\_\_\_(W) # of stories \_\_\_\_\_ height \_\_\_\_\_

Accessory building \_\_\_\_\_(L) x \_\_\_\_\_(W) # of stories \_\_\_\_\_ height \_\_\_\_\_

Other \_\_\_\_\_(L) x \_\_\_\_\_(W) # of stories \_\_\_\_\_ height \_\_\_\_\_

**Proposed (after construction):** Residence \_\_\_\_\_(L) x \_\_\_\_\_(W) # of stories \_\_\_\_\_ height \_\_\_\_\_

Garage \_\_\_\_\_(L) x \_\_\_\_\_(W) # of stories \_\_\_\_\_ height \_\_\_\_\_

Accessory building \_\_\_\_\_(L) x \_\_\_\_\_(W) # of stories \_\_\_\_\_ height \_\_\_\_\_

Other \_\_\_\_\_(L) x \_\_\_\_\_(W) # of stories \_\_\_\_\_ height \_\_\_\_\_

**PROJECT DESCRIPTION:** Describe the project/proposed construction.

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



# NON-SHORELAND ZONE BUILDING PERMIT APPLICATION

OWNER/APPLICANT NAME(s): \_\_\_\_\_ Map & Lot \_\_\_\_\_

**SKETCH PLAN:** Use the provided page or attach a plan as it applies showing the proposed location, size/dimensions of proposed and all existing structures. Include distances/setbacks to ALL property line boundaries and from the road. If demo/removal, list the building/structures to be removed in the description below. A sample sketch is provided for assistance on the last page.

**Sketch Plan: Please draw the shape of your lot and provide the information. See example on next page.**

|  |
|--|
| <p>SETBACKS of Proposed Structure: Front is _____ feet from (circle which applies) the: Road Property line</p> <p>Left side is _____ feet (circle which applies) from the: Road Property line *Shoreline – over 250 ft? ___Y ___ N</p> <p>Right side is _____ feet (circle which applies) from the: Road Property line *Shoreline – over 250 ft? ___Y ___ N</p> <p>Back is _____ feet (circle which applies) from the: Road Property line *Shoreline – over 250 ft? ___Y ___ N</p> |
|--|

\*If any part of the project/work falls within the shoreland zone, you must fill out the shoreland zone permit application and the Town of Hartland’s Shoreland Zoning Ordinance applies.

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**NON-SHORELAND ZONE BUILDING PERMIT APPLICATION**

OWNER/APPLICANT NAME(S): \_\_\_\_\_ Map & Lot \_\_\_\_\_

The owner(s) certifies that the information provided is accurate and true. All proposed uses shall be in conformance with this application and the owner(s) will allow inspections to occur at reasonable hours by the local Code Enforcement Officer (CEO) or other authorized representative of the Town of Hartland. NO CHANGES to this application can be made without approval of the CEO and may require review by the Planning Board. It is the owner(s) responsibility to follow local and state ordinances and laws which includes but not limited to the Shoreland Zone Ordinance, Department of Environmental Protection requirements and Maine Uniform Building and Energy Code (MUBEC).

SIGNATURE(S): \_\_\_\_\_ Date: \_\_\_\_\_  
OWNER or Authorized Representative

SIGNATURE(S): \_\_\_\_\_ Date: \_\_\_\_\_  
OWNER or Authorized Representative

**For CEO & Planning Board Use:**

Incomplete application: Contacted owner for missing info on \_\_\_\_\_ (date).

And/or Returned to owner to complete on \_\_\_\_\_ (date).

Lot is: \_\_\_ non-conforming \_\_\_ conforming      Structure is \_\_\_ non-conforming \_\_\_ conforming

Setbacks \_\_\_ Other: \_\_\_\_\_

\_\_\_\_ APPROVED Date: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ DENIED Date: \_\_\_\_\_

Reason for the Denial: \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Printed: \_\_\_\_\_ Date: \_\_\_\_\_  
Code Enforcement Officer, Town of Hartland

Signed: \_\_\_\_\_ Printed: \_\_\_\_\_ Date: \_\_\_\_\_  
The Planning Board, Town of Hartland (if applicable)

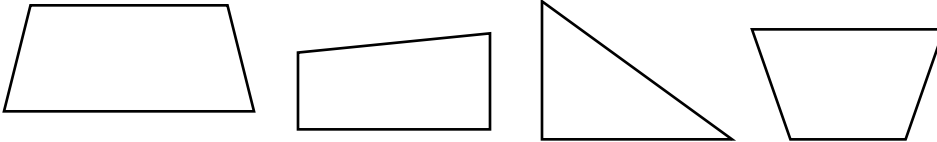


# NON-SHORELAND ZONE BUILDING PERMIT APPLICATION

SKETCH PLAN: Use the provided page in the application OR attach a plan as it applies. IA sample sketch is provided below. The sketch/plot plan must include:

1. Draw the outline of your lot with ALL existing structures with location and dimensions.
2. Septic and well locations or circle what applies: No septic on site No well on site
3. Distances from proposed structure to ALL property line boundaries and from the road. You can estimate with a plus to cover longer distances (i.e.: 250 ft plus) as well as add distances from existing structure(s) to proposed structure(s).

**You can draw the actual shape of your lot to provide better detail in your sketch plan. For example:**



Include what abuts your lot on all sides: Neighbor/Another Property, Road Name or Water

