

TOWN OF HARTLAND BUILDING PERMIT APPLICATION FOR SHORELAND ZONE PROPERTIES



Complete this permit if **ANY** part of your project/work is in the shoreland zone*. If the work is **not** within the shoreland zone, complete the non-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

Photos for pre and post construction are required

Refer to the Town's Shoreland Zoning and other 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

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



SHORELAND ZONE BUILDING PERMIT APPLICATION

Office Use	CEO date rcvd: _____
Fee Amount:	\$ _____
Paid Date:	_____

APPLICANT INFORMATION:



Reminder: If the work is NOT in the shoreland zone, complete the non-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)

WATER FRONTAGE OF LOT: _____ feet

Have there been any alterations or additions to any structures since January 1, 1989? ___Y ___N ___ Unknown

If yes, provide info: _____

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)

___Clearing of trees, vegetation required for construction ___Clearing or trees, vegetation **not** required for construction

___New private sewage disposal system ___Replacement of private sewage disposal system

___Other: _____



SHORELAND ZONE BUILDING PERMIT APPLICATION

OWNER/APPLICANT NAME(s): _____ Map & Lot _____

Maine law requires **any contractor** that will perform an activity that requires or results in **more than one (1) cubic yard of soil disturbance** the person responsible for erosion control practices at the site **MUST** be certified in erosion control and follow proper practices. Soil disturbance includes but not limited to grading, filling and removal of soils.

If applies: Name of certified person: _____ Certificate number: _____

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.

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 residential/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) _____ x _____ # 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 _____

*NOTE: Height - The height measurement is taken from the waterside of the structure from the bottom at ground level and includes daylight basements to the highest peak of the roof. Maximum height allowed varies on location of structure.



SHORELAND ZONE BUILDING PERMIT APPLICATION

OWNER/APPLICANT NAME(s): _____ Map & Lot _____

NON-VEGETATED LOT COVERAGE:

Total square feet of lot that falls in the shoreland zone = _____ sq ft x 20% = _____ total sq ft permitted to be developed.

Total square feet of **ALL** existing non-vegetated surfaces (structures, driveways, parking pads, decks, patios, etc.):

_____ = total existing sq feet Purposed to add to the lot: _____ = total sq feet

Total of both the existing and purposed non vegetated surfaces: _____ total sq ft of non-vegetated surfaces

Because non-vegetated surfaces increase runoff, the total area of a lot covered by structures, driveways, decks and other non-vegetated surfaces is limited to 20% in shoreland areas. Exceptions apply in the General Development Districts and Commercial Fisheries/Maritime Activities Districts.

NON-CONFORMING STRUCTURES and LOTS

Does the lot abut with another lot in the same ownership? _____ N _____ Y: Map & Lot _____

Can the structure be made more conforming (placed further away from the shoreline)? _____ Y _____ N

If no, provide the reason why: _____

Is your structure located (of the normal highwater mark): _____ less than 25 feet, if so, is the structure **entirely** located less than 25 feet? _____ Y _____ N

_____ 25 to less than 75 feet _____ 75 to less than 100 feet _____ Greater than 100 feet to less than 250 feet

_____ 250 feet or greater

For expansions and allowed total footprint information, see the Town of Hartland's Shoreland Zoning Ordinance

PHOTOGRAPHIC RECORD: Applicants are required to provide pre and postconstruction photographs of the site to include shoreline vegetation. Preconstruction photos are submitted with the permit application and postconstruction photos are submitted **no later than 20 days** after completion of the development to the permitting authority.

PROJECT DESCRIPTION: Describe the project/proposed construction.



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. Shoreland Zone should also include as applicable: areas to be cleared, cut, fill, grading or other earth-moving activity.

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

SETBACKS of Proposed Structure: Front is _____ feet from (circle which applies) the: Road	Property line
Left side is _____ feet (circle which applies) from the: Road	Property line Shoreline/normal high-water line
Right side is _____ feet (circle which applies) from the: Road	Property line Shoreline/normal high-water line
Back is _____ feet (circle which applies) from the: Road	Property line Shoreline/normal high-water line

Additional Information: _____



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

Pre photos attached ___ Setbacks ___ 20% vegetative surface ___ Footprint allowance ___

Max height ___ Other: _____

Post photos received on _____

____ 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)

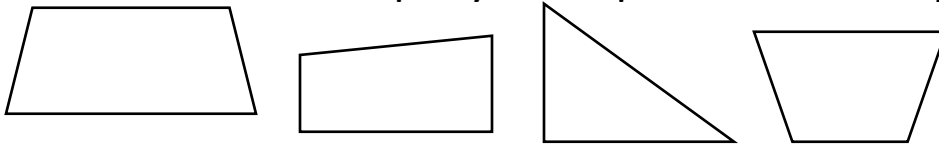


SHORELAND ZONE BUILDING PERMIT APPLICATION

SKETCH PLAN: Use the provided page in the application OR attach a plan as it applies. A 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, road and normal high-water line. 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

