

TOWN OF CUTLER

BUILDING PERMIT APPLICATION

****NOTICE** – ALL BUILDING PERMIT APPLICATIONS MUST BE SUBMITTED TO THE TOWN OFFICE BY THE THURSDAY PRIOR TO THE MEETING. IF THE TOWN OFFICE IS CLOSED ON THAT DAY, YOU SHOULD SUBMIT YOUR APPLICATION TO A PLANNING BOARD MEMBER OR THE CODE ENFORCEMENT OFFICER. ANY APPLICATIONS SUBMITTED AFTER THAT DAY WILL GO ON THE NEXT AGENDA. ALL APPLICATIONS MUST BE ACCOMPANIED BY THE APPROPRIATE FEES WHEN SUBMITTED.

THE PLANNING BOARD MEETS REGULARLY ON THE FIRST THURSDAY OF EVERY MONTH AT THE TOWN OFFICE BUILDING @ 6:30 PM. BEGINNING WITH THE MAY MEETING, THE PLANNING BOARD WILL SCHEDULE A SECOND MEETING ON THE THIRD THURSDAY OF THE MONTH ON AN AS NEEDED BASIS. THIS WILL BE IN EFFECT THRU SEPTEMBER.

**** PLEASE NOTE:** This application MUST include:

- * Your current mailing address and phone number.
- * Tax Map and Lot Number.
- * Proof of ownership.
- * A sketch of the proposed construction with all of the following that apply: lot dimensions, location of well, leach field, septic, road frontage, water frontage and property lines. (Submission of blueprints and floor plans are optional.)
- * Location of the structure by measurement from a stationary landmark (road edge or center, utility pole, existing structure, etc.)
- * Names of abutting landowners.
- * Erosion and Sedimentation Control Plan filled out (if applicable) and signed.

**** PLEASE NOTE:** Incomplete applications will be tabled until the next meeting.

THE FEES ARE AS FOLLOWS:

FOR CONSTRUCTION OF HOUSES, GARAGES, TO PLACE MOBILE HOMES, FOR SUBDIVISIONS, DECKS, STAIRS, SHEDS, ETC. -- **\$20.00**

TO TEAR DOWN ANY EXISTING STRUCTURE, FOR CHANGE OF USE, ETC. -- **NO FEE**

**** The Planning Board & CEO wish to remind residents that NO New Construction or Demolition (tear down) shall start until a permit has been approved. The start of ANY construction or demolition without approval is subject to a \$50.00 fine.**

CEO AND PLUMBING INSPECTOR – JAMES BRADLEY – 255-8874
PO BOX 521 EAST MACHIAS, ME 04630

Notice to property owner

The Board of Assessors review all planning board permits approved on or before April 1st of each year. All approved construction will be added to your tax bill, unless we are notified that the construction has **NOT** been completed. It is your responsibility to declare all property changes, additions or deletions. All declarations must be filed in writing with the Town Office by April 1st of each year. If the Board of Assessors pick up information from your permit and add it to your tax bill, it will not be abated if you did not notify us in writing that the construction was not finished. If in doubt, or with any questions, please call any of your Assessors or the Town Office.

TOWN OF CUTLER * PO Box 236 * 2655 Cutler Road * Cutler ME 04626 * 207-259-3693

APPLICATION FOR BUILDING PERMIT

PLEASE PRINT

Name: _____ Phone # _____
Mailing Address: _____

Type of Application: (check one)

Residential _____

Commercial _____

Non Residential _____

Change of Use _____

Alteration _____

Tear Down _____

Location of Proposed Construction: _____ **Map # _____ Lot # _____

Application is hereby made for Permission to: Build, Alter, Tear Down, Enlarge or Locate the following structure or mobile home for the following purpose: **(Please be specific)**

Please be sure your application includes:

- * Your current mailing address and phone number.
- * Tax Map and Lot Number.
- * Proof of ownership.
- * A sketch of the proposed construction with all of the following that apply: lot dimensions, location of well, leach field, septic, road frontage, water frontage and property lines. (Submission of blueprints and floor plans are optional.)
- * Location of the structure by measurement from a stationary landmark (road edge or center, utility pole, existing structure, etc.)
- * Names of abutting landowners.
- * Your HHE-200 / Septic design. (If applicable.)
- * Erosion and Sedimentation Control Plan filled out (if applicable) and signed.

Contractor's Name and Address:

Proposed Use of Structure:

- 1 Story_____
- 1 1/2 Story_____
- Mobile_____
- Other_____ (Please Specify)
- Commercial_____ (Please Specify Type of Business)

Structure Size (sq. ft)_____

Proposed height of structure_____

Type of Building: Wood_____ or Metal_____

I hereby declare that the above information is, in my knowledge, correct.

Applicant's Signature

Date

The following are restrictions which apply to approved building permits for the purpose which you have applied:

1. All building permits expire 2 years from the date of approval. (unless extended by the Planning Board.)
2. Any future plans to convert from present use to commercial are subject to the approval of the Planning Board.
3. All significant changes must be approved by the Planning Board.
4. Any future additions or substantial changes must be approved by the Planning Board.
5. After completion of project, inspection will be done to assure that the construction conforms to the original plan submitted.
6. All residential permits should be accompanied by a soil test by a registered scientist and a permit from the State Certified Plumbing Inspector: James Bradley (Phone # 255-8874)
7. Rights given to an individual through issuance of a building permit are not transferable to another individual.

I understand the restrictions presented above and realize that any non-compliance can result in the levying of fines ranging from \$100 to \$2,500 per day per violation. I hereby agree to abide by any conditions set forth by the Planning Board.

Applicant's Signature

Date

To be completed by the Town Clerk:

DATE RECEIVED: _____ AMOUNT RECEIVED: _____ INITIALS: _____

Soil and Erosion Control Plan

Name

Date

Street Address

Town, State, Zip

_____ **THIS DOES NOT APPLY

To: Planning Board*
Town of Cutler
PO Box 236
Cutler, Me 04626

1. I, the above named applicant, do hereby propose to move some soil in conjunction with my permit application.

2. The application is for: _____

3. I certify that the soil will be replaced as backfill towards the structure, and any exposed soil will be seeded with grass seed and covered with hay.

4. If there is an excess of runoff water concerning my project, I will place bales of hay so that no additional soil will go directly into a water supply.

Signature of Applicant

Date

*To be used with Residential and Alterations/Non-Residential Applications only. Commercial permits will require a licensed Soil Scientists' plan.