

# Town of Ashland

## Application for a Building And / Or Demolition Permit

**Note to Applicant:** Your application for a building permit will not be considered complete until the fees and all of the necessary information to review the development and make a decision are provided. You are advised to meet with the CEO prior to completing this application as it may not be necessary to comply with all of the items shown on this form and he/she can discuss with you the information needed.

Building Permit Fee: \_\_\_\_\_

Application Number: \_\_\_\_\_

### Applicant Information

No building or structure shall be erected, altered, enlarged or moved until a permit has been issued. All applications for permits shall be in accordance with the provisions of this Ashland Zoning Ordinance.

- |  |   |               |                    |       |          |       |      |       |       |       |                                 |       |       |       |                      |       |                      |       |  |           |               |               |       |           |               |  |       |          |               |  |       |      |               |  |       |       |               |  |       |       |               |  |       |            |               |  |       |            |               |  |       |
|--|---|---------------|--------------------|-------|----------|-------|------|-------|-------|-------|---------------------------------|-------|-------|-------|----------------------|-------|----------------------|-------|--|-----------|---------------|---------------|-------|-----------|---------------|--|-------|----------|---------------|--|-------|------|---------------|--|-------|-------|---------------|--|-------|-------|---------------|--|-------|------------|---------------|--|-------|------------|---------------|--|-------|
| <p>1. Applicant _____</p> <p>Address _____</p> <p>_____</p> <p>Phone _____</p>   | <p>2. Owner _____</p> <p>Address _____</p> <p>_____</p> <p>Phone _____</p>                                |               |                    |       |          |       |      |       |       |       |                                 |       |       |       |                      |       |                      |       |  |           |               |               |       |           |               |  |       |          |               |  |       |      |               |  |       |       |               |  |       |       |               |  |       |            |               |  |       |            |               |  |       |
| <p>3. Location of property (street/road) _____</p> <p>Tax Map _____ Lot _____</p> <p>Is lot accessed by a Town-maintained road?</p> <p>Yes _____ No _____</p>  | <p>4. Existing use of property _____</p> <p>_____</p> <p>Intended use of property? _____</p> <p>_____</p> |               |                    |       |          |       |      |       |       |       |                                 |       |       |       |                      |       |                      |       |  |           |               |               |       |           |               |  |       |          |               |  |       |      |               |  |       |       |               |  |       |       |               |  |       |            |               |  |       |            |               |  |       |
| <p>5. Is any portion of your property within a shoreland zone? Yes _____ No _____</p> <p>If yes, zone is: Resource Protection _____ Limited Residential _____ Other _____</p> <p>If the work is to be completed in the shoreland, Maine DEP Certified Contractor _____</p>   |   |               |                    |       |          |       |      |       |       |       |                                 |       |       |       |                      |       |                      |       |  |           |               |               |       |           |               |  |       |          |               |  |       |      |               |  |       |       |               |  |       |       |               |  |       |            |               |  |       |            |               |  |       |
| <p>6. Lot width _____ Lot depth _____ Lot area _____</p>   |   |               |                    |       |          |       |      |       |       |       |                                 |       |       |       |                      |       |                      |       |  |           |               |               |       |           |               |  |       |          |               |  |       |      |               |  |       |       |               |  |       |       |               |  |       |            |               |  |       |            |               |  |       |
| <p>7. Application to build a/an:</p> <table border="0" style="width: 100%;"> <tr><td>Residence</td><td>_____</td></tr> <tr><td>Accessory building</td><td>_____</td></tr> <tr><td>Addition</td><td>_____</td></tr> <tr><td>Deck</td><td>_____</td></tr> <tr><td>Porch</td><td>_____</td></tr> <tr><td>Alteration to existing building</td><td>_____</td></tr> <tr><td>Other</td><td>_____</td></tr> <tr><td>Commercial structure</td><td>_____</td></tr> <tr><td>Industrial structure</td><td>_____</td></tr> </table> | Residence   | _____         | Accessory building | _____ | Addition | _____ | Deck | _____ | Porch | _____ | Alteration to existing building | _____ | Other | _____ | Commercial structure | _____ | Industrial structure | _____ | <p>8. Structures - Exterior dimensions (length and width of all proposed structures)</p> <table border="0" style="width: 100%;"> <tr> <td>Residence</td> <td>_____ X _____</td> <td>No of stories</td> <td>_____</td> </tr> <tr> <td>Accessory</td> <td>_____ X _____</td> <td></td> <td>_____</td> </tr> <tr> <td>Addition</td> <td>_____ X _____</td> <td></td> <td>_____</td> </tr> <tr> <td>Deck</td> <td>_____ X _____</td> <td></td> <td>_____</td> </tr> <tr> <td>Porch</td> <td>_____ X _____</td> <td></td> <td>_____</td> </tr> <tr> <td>Other</td> <td>_____ X _____</td> <td></td> <td>_____</td> </tr> <tr> <td>Commercial</td> <td>_____ X _____</td> <td></td> <td>_____</td> </tr> <tr> <td>Industrial</td> <td>_____ X _____</td> <td></td> <td>_____</td> </tr> </table> | Residence | _____ X _____ | No of stories | _____ | Accessory | _____ X _____ |  | _____ | Addition | _____ X _____ |  | _____ | Deck | _____ X _____ |  | _____ | Porch | _____ X _____ |  | _____ | Other | _____ X _____ |  | _____ | Commercial | _____ X _____ |  | _____ | Industrial | _____ X _____ |  | _____ |
| Residence  | _____   |               |                    |       |          |       |      |       |       |       |                                 |       |       |       |                      |       |                      |       |  |           |               |               |       |           |               |  |       |          |               |  |       |      |               |  |       |       |               |  |       |       |               |  |       |            |               |  |       |            |               |  |       |
| Accessory building   | _____   |               |                    |       |          |       |      |       |       |       |                                 |       |       |       |                      |       |                      |       |  |           |               |               |       |           |               |  |       |          |               |  |       |      |               |  |       |       |               |  |       |       |               |  |       |            |               |  |       |            |               |  |       |
| Addition   | _____   |               |                    |       |          |       |      |       |       |       |                                 |       |       |       |                      |       |                      |       |  |           |               |               |       |           |               |  |       |          |               |  |       |      |               |  |       |       |               |  |       |       |               |  |       |            |               |  |       |            |               |  |       |
| Deck   | _____   |               |                    |       |          |       |      |       |       |       |                                 |       |       |       |                      |       |                      |       |  |           |               |               |       |           |               |  |       |          |               |  |       |      |               |  |       |       |               |  |       |       |               |  |       |            |               |  |       |            |               |  |       |
| Porch  | _____   |               |                    |       |          |       |      |       |       |       |                                 |       |       |       |                      |       |                      |       |  |           |               |               |       |           |               |  |       |          |               |  |       |      |               |  |       |       |               |  |       |       |               |  |       |            |               |  |       |            |               |  |       |
| Alteration to existing building  | _____   |               |                    |       |          |       |      |       |       |       |                                 |       |       |       |                      |       |                      |       |  |           |               |               |       |           |               |  |       |          |               |  |       |      |               |  |       |       |               |  |       |       |               |  |       |            |               |  |       |            |               |  |       |
| Other  | _____   |               |                    |       |          |       |      |       |       |       |                                 |       |       |       |                      |       |                      |       |  |           |               |               |       |           |               |  |       |          |               |  |       |      |               |  |       |       |               |  |       |       |               |  |       |            |               |  |       |            |               |  |       |
| Commercial structure   | _____   |               |                    |       |          |       |      |       |       |       |                                 |       |       |       |                      |       |                      |       |  |           |               |               |       |           |               |  |       |          |               |  |       |      |               |  |       |       |               |  |       |       |               |  |       |            |               |  |       |            |               |  |       |
| Industrial structure   | _____   |               |                    |       |          |       |      |       |       |       |                                 |       |       |       |                      |       |                      |       |  |           |               |               |       |           |               |  |       |          |               |  |       |      |               |  |       |       |               |  |       |       |               |  |       |            |               |  |       |            |               |  |       |
| Residence  | _____ X _____   | No of stories | _____              |       |          |       |      |       |       |       |                                 |       |       |       |                      |       |                      |       |  |           |               |               |       |           |               |  |       |          |               |  |       |      |               |  |       |       |               |  |       |       |               |  |       |            |               |  |       |            |               |  |       |
| Accessory  | _____ X _____   |               | _____              |       |          |       |      |       |       |       |                                 |       |       |       |                      |       |                      |       |  |           |               |               |       |           |               |  |       |          |               |  |       |      |               |  |       |       |               |  |       |       |               |  |       |            |               |  |       |            |               |  |       |
| Addition   | _____ X _____   |               | _____              |       |          |       |      |       |       |       |                                 |       |       |       |                      |       |                      |       |  |           |               |               |       |           |               |  |       |          |               |  |       |      |               |  |       |       |               |  |       |       |               |  |       |            |               |  |       |            |               |  |       |
| Deck   | _____ X _____   |               | _____              |       |          |       |      |       |       |       |                                 |       |       |       |                      |       |                      |       |  |           |               |               |       |           |               |  |       |          |               |  |       |      |               |  |       |       |               |  |       |       |               |  |       |            |               |  |       |            |               |  |       |
| Porch  | _____ X _____   |               | _____              |       |          |       |      |       |       |       |                                 |       |       |       |                      |       |                      |       |  |           |               |               |       |           |               |  |       |          |               |  |       |      |               |  |       |       |               |  |       |       |               |  |       |            |               |  |       |            |               |  |       |
| Other  | _____ X _____   |               | _____              |       |          |       |      |       |       |       |                                 |       |       |       |                      |       |                      |       |  |           |               |               |       |           |               |  |       |          |               |  |       |      |               |  |       |       |               |  |       |       |               |  |       |            |               |  |       |            |               |  |       |
| Commercial   | _____ X _____   |               | _____              |       |          |       |      |       |       |       |                                 |       |       |       |                      |       |                      |       |  |           |               |               |       |           |               |  |       |          |               |  |       |      |               |  |       |       |               |  |       |       |               |  |       |            |               |  |       |            |               |  |       |
| Industrial   | _____ X _____   |               | _____              |       |          |       |      |       |       |       |                                 |       |       |       |                      |       |                      |       |  |           |               |               |       |           |               |  |       |          |               |  |       |      |               |  |       |       |               |  |       |       |               |  |       |            |               |  |       |            |               |  |       |

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9. Type of foundation \_\_\_\_\_
10. Anticipated date for construction: \_\_\_\_\_ Anticipated date of completion: \_\_\_\_\_
11. Estimated cost for improvements. \$ \_\_\_\_\_
12. Is site new location? Yes \_\_\_\_\_ No \_\_\_\_\_, Is culvert necessary? Yes \_\_\_\_\_ No \_\_\_\_\_ (must be signed by Ashland Highway Foreman or MDOT Supervisor)
- Signed: \_\_\_\_\_ Date: \_\_\_\_\_
13. Materials to be disposed? \_\_\_\_\_ How disposed? \_\_\_\_\_
14. List on a separate sheet, the names and mailing addresses of abutting property owners (to include owners on the opposite side of any road) and owners determined by the CEO/Planning Board to be contracted:

## General Information

The application for a building permit shall include the following "checked" information. The CEO/Planning Board, as appropriate, may require additional information to be submitted when it finds it necessary in order to complete their review. The CEO/Planning Board, as appropriate, may waive the submittal of required application materials/information from below upon finding that the specific information is unnecessary in order to review the application's conformance with this Ashland Zoning Ordinance. Such waiver(s) shall be noted on the application. The CEO/Planning Board, as appropriate, shall indicate by placing a check mark in the left-hand column of this form the items which must be completed.

- \_\_\_\_\_ 1. Verification of right, title, or interest in the property.
- \_\_\_\_\_ 2. A copy of the most recently recorded deed for the parcel. A copy of any deed restrictions, easements, rights-of-way, or other encumbrances currently and proposed affecting the property.
- \_\_\_\_\_ 3. Indication of the proposed type of sewage disposal to be used (public or private). When sewage disposal is to be accomplished by subsurface wastewater disposal systems a letter prepared by the LPI shall be provided indicating any design and/or capacity concerns. A sketch showing the location of the current subsurface wastewater disposal systems, the location of any subsurface wastewater disposal systems within 100 feet of the property lines on adjacent parcels, and the location of the any proposed subsurface wastewater disposal systems, shall be submitted.
- \_\_\_\_\_ 4. Indication of the proposed type of water supply system(s) to be used in the development and the location of drinking water wells within 100 feet of the property lines on adjacent properties. When a new water supply system is to be supplied by private wells, a letter of evidence of adequate ground water supply and quality shall be submitted by a well driller or a hydrogeologist familiar with the area.
- \_\_\_\_\_ 5. Sketch Plan: Submit with this application a site plan drawn to scale showing the dimensions of the lot to be built upon, location of property lines, existing and proposed buildings and structures (with square footage, number of rooms, baths, and floors), vegetative cover type, and other essential existing and proposed physical features.
- \_\_\_\_\_ 6. The location of all wetlands, rivers, streams, and brooks within or directly adjacent to the property.
- \_\_\_\_\_ 7. The location of existing and proposed culverts and drainage ways on or adjacent to the property.
- \_\_\_\_\_ 8. If any portion of the development is in a floodprone area, the boundaries of any flood hazard areas and the 100-year flood elevation shall be provided.

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- \_\_\_\_\_ 9. Location of any sand and gravel aquifers, as shown on "Hydrogeologic Data for Significant Sand and Gravel Aquifers" maps of the Maine Geological Survey (available at the MDEP, NMDC, and other natural resources agencies) which will be impacted by the development.
- \_\_\_\_\_ 10. If any portion of the proposed development is in the direct watershed of Aroostook River, Big Machias, Little Machias, Squa Pan Lake and qualifies for the simplified review procedure for phosphorus control, the application shall indicate the location and dimensions of vegetative buffer areas or infiltration systems and the application shall include a long-term maintenance plan for all phosphorus control measures.
- \_\_\_\_\_ 11. If the proposed development is of a commercial nature, indicate type of business, anticipated number of employees, any anticipated signage.
- \_\_\_\_\_ 12. The applicant shall provide an estimate of the valuation at the completion of the construction or demolition.
- \_\_\_\_\_ 13. All applications for approval for a building permit shall be accompanied by an application fee, payable by check to the "Town of Ashland".

### 13. Attachments:

- \_\_\_\_\_ A. Attach a copy of your plumbing permit, if necessary.
- \_\_\_\_\_ B. Attach a copy of any official decisions (or note pending applications) of other federal, state or local agencies regarding the use of this property, if necessary.
- \_\_\_\_\_ C. On a separate sheet, attach any supplemental information or explain any points you feel need clarification.

The applicant applies for a permit for the use described above; said permit to be issued on the basis of the information contained herein. The applicant certifies that all information and attachments on this application are true and correct. All proposed uses will be in conformance with this application and ordinances of Ashland.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Date Received \_\_\_\_\_ Fee paid \_\_\_\_\_

Date of Action on Application \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Referred to Planning Board \_\_\_\_\_ Date \_\_\_\_\_

If approved and substantial construction has not been made within twelve (12) months of the date the permit is issued, the permit becomes invalid. The CEO/Planning Board, as appropriate, may renew the permit only once and a renewal fee shall be required to be paid by the applicant before the renewed permit is issued.

If application denied, reason for denial \_\_\_\_\_

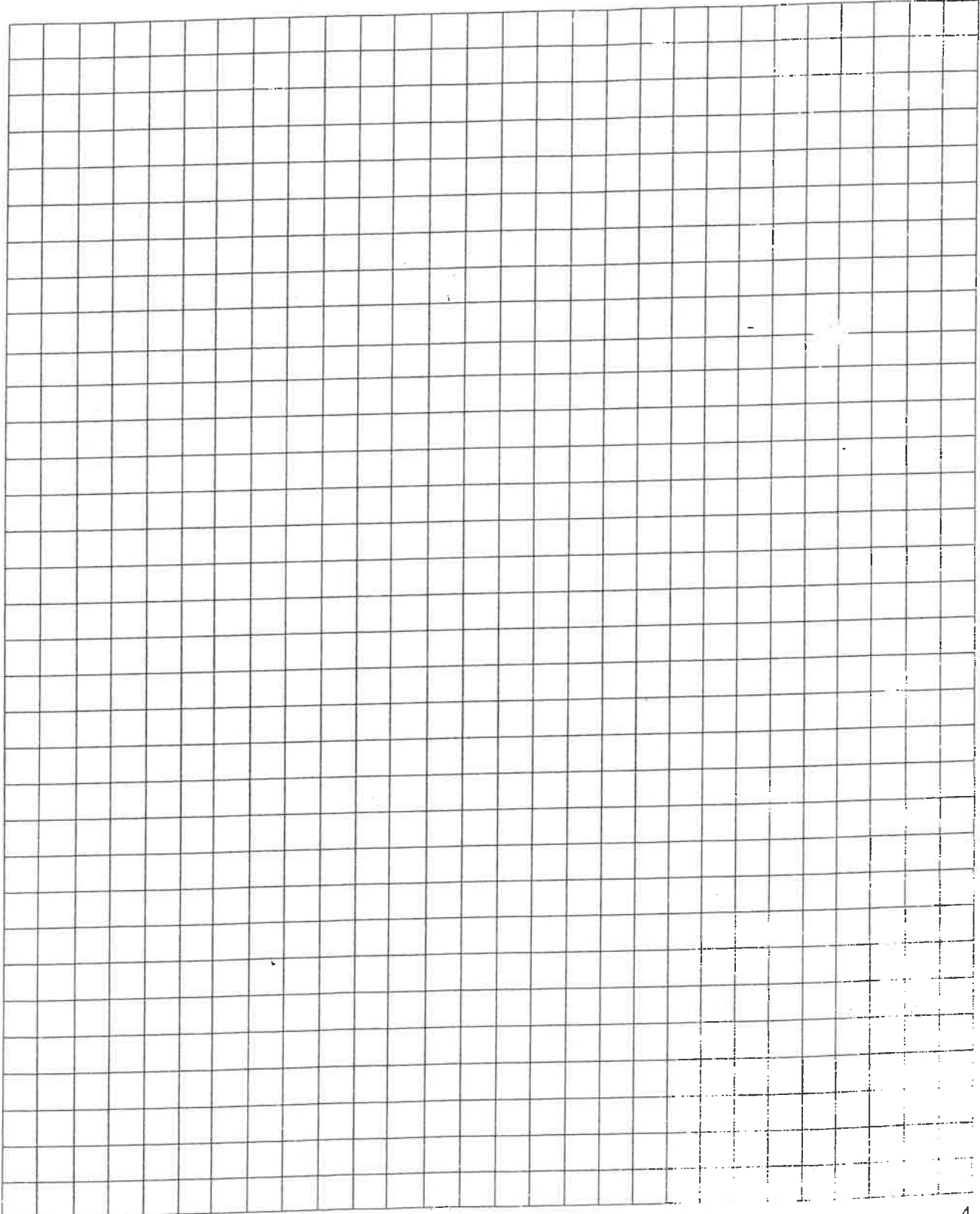
\_\_\_\_\_  
Conditions of Approval:

\_\_\_\_\_  
Code Enforcement Officer

\_\_\_\_\_  
Planning Board Chair Person

# Site Plan

Please include: Lot lines, area to be cleared of trees and other vegetation; the exact position of proposed structures, including decks, porches and out buildings with accurate setback distances from the shoreline, side and rear property lines, the location of proposed wells, septic systems and driveways and areas and amounts to be filled or graded. If the proposal is for the expansion of an existing structure, please distinguish between the existing structure and the proposed changes.



Indicate North on Drawing

Scale

=

ft.

4