

Town of Portage Lake Procedure for Building Permit

1. Obtain a permit application from Portage Lake Town Office.
2. Complete and return application to Portage Lake Town Office, PO Box 255, where it will be processed by the CEO
3. CEO reviews application, either issues with conditions, denies, or forwards to Planning Board
4. Applications for Planning Board must be received by Chair, Vice Chair or Secretary a minimum of **2 Weeks** prior to the next regularly scheduled meeting. Applications must come to the Board through CEO. **The Planning Board will accept applications only from the town CEO.**
5. Planning Board will review application and will either issue, issue with conditions, or deny permit
6. Applicant can appeal to the Board of Appeals the decision made by either the CEO or the Planning Board.
7. Board of Appeals reviews application and either issues a variance or denies.
8. Applicant can then take case to court and allow court systems to render final decisions.

Town of Portage Lake Building Permit Application

For Office Use Only:

Permit #: _____
 Date Town Rec'd.: _____
 Date CEO Rec'd.: _____
 Date P.B. Rec'd.: _____
 Issue Date: _____
 Fee Amt.: _____

In order that your permit application can be processed as quickly as possible, please be sure to answer every question. If the question does not apply, record N/A in the space. Applications that are incomplete can not be processed. Applications for the Planning Board must be in a minimum of two (2) weeks prior to the next regularly scheduled meeting.

1. Applicant	2. Address	3. Home Tel. # Work #: Cell #:
4. Property Owner	5. Owner's address	6. Owner's Home tel. # Work #: Cell #
7. Contractor	8. Contractor's address	9. Contractor's tel. # Work #: Cell #
10. Location/address of Property	11. Tax map/ lot #	12. Zoning District: 1. SHORELAND <input type="checkbox"/> Limited Residential <input type="checkbox"/> Stream Protection <input type="checkbox"/> Resource Protection 2. NON-SHORELAND <input type="checkbox"/> Village <input type="checkbox"/> Growth <input type="checkbox"/> Rural <input type="checkbox"/> Industrial

13. Description of Property, including a description of all proposed construction, e.g. land clearing, road building, septic systems, and wells. A site plan sketch is required on page 4.

14. Sq. Ft. of project	15. Cost of construction
16. Lot Area	17. Frontage on road (ft)
18. Sq. Ft. of lot to be covered by non-vegetated surfaces	19. Elevation above 100 yr. flood
20. Frontage on water body (lake or stream)	21. Height of proposed structure
22. Existing use of property	23. Proposed used of Property

Note: Questions 24 & 25 apply only to expansions of portions of existing structures which are less than the required setback.

24a. Sq. Ft. of portion of structure which is less than required setback as of 1/1/89	25a. Cubic ft. of portion of structure which is less than required setback as of 1/1/89
b. Sq. Ft. of expansion of portion of structure which is less than required setback from 1/1/89 to present	b. Cubic ft. of expansions of portion of structure which is less than required setback from 1/1/89 to present
c. Sq. Ft. of proposed expansion of portion of structure which is less than required setback	c. Cubic ft. of proposed expansion of portion of structure which is less than required setback
d. % increase of sq. ft. of actual and proposed expansions of portion of structure which is less than required setback since 1/1/89 (% increase = $[b+c]/a \times 100$)	% increase of cubic ft. of actual and proposed expansions of portion of structure which is less than required setback since 1/1/89 (% increase = $(b+c)/a \times 100$)

Note: Answer question 26 through 30 only if you are proposing a home occupation in the shore land zone.

26. Describe the type of home occupation

27. # of people outside of those living in the home you will employ	28. Hours of business
29. Amt. of traffic expected on a peak day	30. # of parking spaces available

31. Type of driveway surface (gravel, ledge, hot top, etc.)	32. Number of yards of fill
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33. Describe any storm water and erosion control methods to be used (i.e. ditch turn-outs, hay bales, etc.)

If in the Shoreland, Please list the Maine DEP Certified Contrator _____

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 for graded. If the proposal is for the expansion of an existing structure, please distinguish between the existing structures and the proposed expansion.

Scale?: _____ = _____ feet

Please sketch what the existing building and the proposed building will look like with dimensions
Front View with elevations

Existing

Proposed

Side View with elevations

Existing

Proposed

NOTE: Applicant is advised to consult with the Code Enforcement Officer and appropriate state and federal agencies to determine whether additional permits, approvals and reviews are required, such as:

- Planning Board review approval*
- Board of Appeals review approval*
- Flood Hazard development permits*
- Septic plumbing permit*
- Interior plumbing permit*
- DEP Permit*

I certify that all information given in this application is accurate. All proposed uses shall be in conformance with this application and the Town of Portage Lake shore land zoning and land use ordinances. I agree to further inspections by the Code Enforcement Office at reasonable hours.

Applicant's Signature

Date

Agent's Signature (if applicable)

Date

For Official use only:

Date Rec'd.: _____

Fee Paid: _____

Action on Application:

Date: _____

Approved

Approved with conditions _____

Denied Reason for denial: _____

Forwarded to Planning Board Date Forwarded: _____
Reason forwarded: _____

Code Enforcement Officer Signature: _____

Planning Board Action

Date Rec'd. by Planning Board: _____

Date of action on application: _____

Approved

Approved with Conditions: _____

Denied Reason for Denial: _____

Signatures of Planning Board Members:

_____	_____
_____	_____
_____	_____
_____	_____
