

Town of Portage Lake Procedure for Building Permit

1. Obtain a permit application from Portage Lake Town Office or www.townofportage.org.
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 a permit, 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.
9. No Construction or Demolition is to be started without review by CEO and/or the Planning Board.

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	
b. Sq. Ft. of expansion 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	
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 = $[b+c]/a \times 100$)	

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

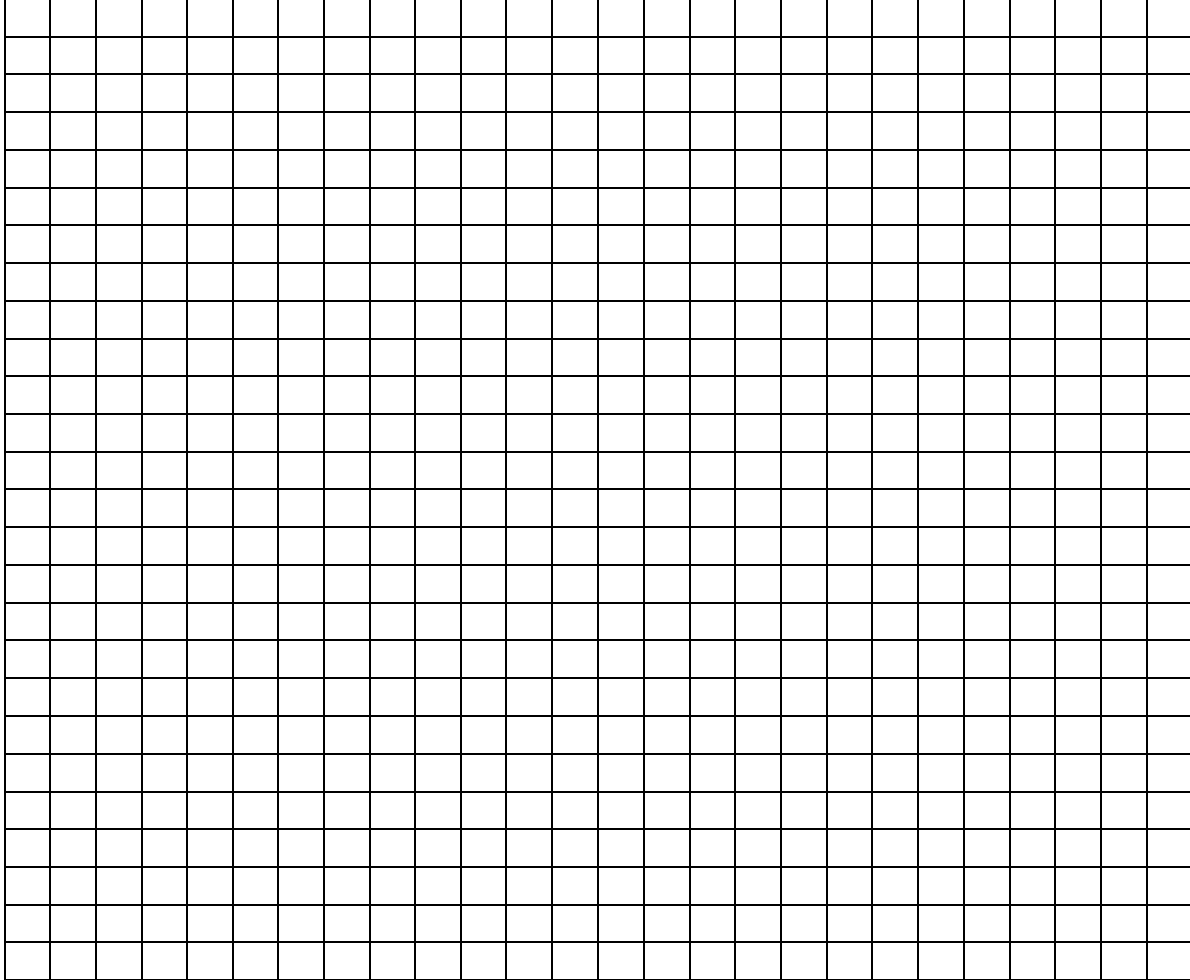
33. Describe any storm water and erosion control methods to be used (i.e. ditch turn-outs, hay bales, etc.)

34. If in the Shoreland, please list the Maine DEP Certified Contractor:

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 or attach a drawing of 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.

Property Owner's Signature (Required)

Date

Applicant's Signature (If different from Property Owner)

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: _____

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:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____