

# TOWN OF MT. VERNON

## BUILDING & USE PERMIT APPLICATION

Code Enforcement Officer: Andrew Marble

1997 North Pond Rd, Mount Vernon, ME 04352 Phone: 207-293-2636

Email: [MtVernonCEO@gmail.com](mailto:MtVernonCEO@gmail.com)

Office Hours: Tuesday 8:00-4:00

For Office Use Only
Fee Amount: _____
Received On: _____
Received By: _____

1) Date: \_\_\_\_\_ 2) Map \_\_\_\_\_ Lot \_\_\_\_\_ 3) Zoning District \_\_\_\_\_

4) Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

5) Property Address: \_\_\_\_\_

6) Owners Address (if different): \_\_\_\_\_

7) Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

8) Contractors Address: \_\_\_\_\_

9) Size of the parcel: \_\_\_\_\_ ft<sup>2</sup> 10) Road Frontage: \_\_\_\_\_ ft. 11) Number of Existing Dwellings: \_\_\_\_\_

12) Number of Proposed Dwellings: \_\_\_\_\_ 13) Lot created within last 5 years? Yes \_\_\_ No \_\_\_

14) Describe the proposed Structure, Use or Activity: \_\_\_\_\_

\_\_\_\_\_

15) Total Floor area of Proposed Structure: \_\_\_\_\_ ft<sup>2</sup>

16) Is this an addition/renovation? Yes \_\_\_ No \_\_\_ If yes, size of proposed addition/renovation: \_\_\_\_\_ ft<sup>2</sup>

17) Peak Height: \_\_\_\_\_ 18) Foundation type: \_\_\_\_\_ 19) Fill / Earthwork required? Yes \_\_\_ No \_\_\_

20) Start of Construction: \_\_\_\_\_ Estimated completion: \_\_\_\_\_

21) Cost of project (estimated): \_\_\_\_\_ 22) Setback from Centerline of the road: \_\_\_\_\_ ft.

23) Setback from property boundary: Rear \_\_\_\_\_ Sides \_\_\_\_\_ / \_\_\_\_\_

24) Water body setbacks (circle one): Less than 250' More than 250'

25) Number of existing Bedrooms: \_\_\_\_\_ 26) Number of proposed bedrooms: \_\_\_\_\_

27) Does the project require a plumbing permit? Yes \_\_\_ No \_\_\_

\* If adding a bedroom to a residential structure, or increasing the design flow of a non-residential structure by 10% or more, please attach a copy of the existing and/or proposed Subsurface Wastewater System plans.

28) Is the site located in a Flood Hazard Area? Yes \_\_\_ No \_\_\_

# Shoreland Zone Section:

Complete this page only if working within the shoreland zone: Not Applicable \_\_\_\_\_

29) Shore Frontage: \_\_\_\_\_ ft. 30) Are you cutting within 100ft of the water? Yes \_\_\_ No \_\_\_

31) Size of lot within Shoreland zone (size of lot within 250' of resource): \_\_\_\_\_ ft<sup>2</sup>

32) Please list all existing un-vegetated areas within the Shoreland Zone (Houses, camps, decks, patios, sheds, garages, driveways, parking areas, pathways, etc):

Structure/Area:	Footprint (ft <sup>2</sup> )	Waterbody Setback
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Existing:	_____ (ft <sup>2</sup> )	

33) Please list all proposed un-vegetated areas within the Shoreland Zone:

Structure/Area:	Footprint (ft <sup>2</sup> )	Waterbody Setback
_____	_____	_____
_____	_____	_____
Proposed:	_____ (ft <sup>2</sup> )	

34) Existing (ft<sup>2</sup>) + Proposed (ft<sup>2</sup>) = Total Un-Vegetated area = \_\_\_\_\_ ft<sup>2</sup>

35) Percentage of the lot to be un-vegetated ((Total un-vegetated area / Shoreland lot size]\*100): \_\_\_\_\_ %  
((Question 34 / Question 31]\*100)

36) Peak height of the existing structure: \_\_\_\_\_ ft. 37) Height of proposed structure: \_\_\_\_\_ ft.

38) Shore path width and type: \_\_\_\_\_ 39) Amount of fill needed: \_\_\_\_\_ yds<sup>3</sup>

40) Are you adding a dock? Yes \_\_\_ No \_\_\_ If yes, dock width length and type: \_\_\_\_\_

# Non-Conforming Shoreland Zone Section:

Complete this page only if building within 100ft of waterbody:      Not Applicable \_\_\_\_\_

41) Please list the footprint for all existing structures within 100ft of the waterbody (Houses, camps, sheds, garages, decks, patios, etc). The structure footprint should include all eaves and overhangs:

**Footprint between the following waterbody setbacks:**

Structure:	0'-25'	25'-75'	75'-100'
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Total existing area in each setback:</b>	_____ (ft <sup>2</sup> )	_____ (ft <sup>2</sup> )	_____ (ft <sup>2</sup> )

42) Have any of the above structures been expanded since 1989? If yes, explain: \_\_\_\_\_

43) Please list the footprint for all proposed structures / additions within 100ft of the waterbody below:

(If a structure is to be removed, indicate that below and list its footprint in parenthesis)

**Footprint between the following setbacks:**

Structure:	0'-25'	25'-75'	75'-100'
_____	_____	_____	_____
_____	_____	_____	_____
<b>Total proposed area in each setback:</b>	_____ (ft <sup>2</sup> )	_____ (ft <sup>2</sup> )	_____ (ft <sup>2</sup> )

44) Total existing + proposed in each setback: \_\_\_\_\_ (ft<sup>2</sup>)      \_\_\_\_\_ (ft<sup>2</sup>)      \_\_\_\_\_ (ft<sup>2</sup>)

45) Setback from waterbody to peak of roof: \_\_\_\_\_ ft.      46) Year Structure was built: \_\_\_\_\_

Office Use

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

4: \_\_\_\_\_

**Complete applications must include the following:**

1. Proof of Right, Title or Interest (RTI) for the property (deed, etc.)
  - a. If the applicant does not have “RTI”, please include a letter of consent from someone who does.
2. A detailed Site Plan Sketch for both Existing and Proposed development (please see instructions below)
3. An erosion control plan (for soil disturbance projects within the shoreland zone)
4. Photo(s) of the building site prior to construction (for shoreland zone only)

**Site plan sketches should be a scaled aerial view of the property including the following:**

- All structures, including decks, porches, patios, and outbuildings
- All un-vegetated areas such as driveways and walkways
- Septic system and well location
- All setback distances from property boundaries, roads, streets, right of ways, and waterbodies
- All road frontage and shore frontage
- All wetlands and waterbodies
- Setbacks from flood elevations (if applicable)
- For construction within 100’ of a waterbody, please show the 25’, 75’, and 100’ setback distances from the water.

**Building Permits do not include Plumbing or Septic permits!**

The applicant certifies that all the information given in this application is accurate. All proposed uses and work shall be in conformance with this application and the Ordinances and Regulations of the Town of Mount Vernon. The Applicant further agrees to future inspections by the Code Enforcement officer at reasonable hours.

47) Owner / Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_