

Town of Embden Planning Board

The purpose of this Planning Board is to grant or deny an application **based on the information provided.**

The Planning Board meets once a month on the 2nd Thursday of each month at 6:30pm at the Embden Town Office. You do not need to be present for your application to be considered, however all meetings are open to the public if you wish to attend.

Please submit completed application, with 7 additional copies (8 copies total), and the application fee (SEE ATTACHED FEE SCHEDULE) to the Embden Town Office no later than 3pm on the last Thursday of the month to be placed on the next month's agenda. Incomplete applications, applications received after the deadline, or those received without payment will not be considered.

Applications may be submitted to the Town Clerk in person during business hours or by mail to: 809 Embden Pond Road, Embden ME 04958.

The Code Enforcement Officer holds office hours most Thursday afternoons from 1-4pm. An appointment is not required, but may be scheduled in advance by calling (207) 566-5551 x 3.

-Embden Planning Board

BUILDING PERMIT FEES
Effective April 1, 2024

Rural and Shoreland Residential Permits

(includes dwelling, garages, additions, sheds, carports, decks and porches, and mobile homes. Any construction over 200 square feet)

Min. Fee \$100.00 or \$0.25 per square foot.

Subdivisions

Initial Applications

\$100.00

Preliminary Plan

\$50.00 per lot

Rest of fees set out in subdivision ordinance for minor and major subdivisions

Commercial

All buildings

Min. Fee \$500 or \$0.25 per square foot

Cellular Tower Permit

\$2,500.00

Additions to Tower

\$250.00

Addressing Fee

\$0.00

New Entrance Fee

\$50.00

New driveway off public road

Solar Facility

Min. \$2,500.00 plus \$0.10 per square Foot of panel area

Appeals

\$250.00

Other fees: Applicant pays the cost of legal notices, mailings, copying, and any other costs associated with the permit review process.

TOWN OF EMBDEN

For Office Use Only

APPLICATION FOR A PERMIT

The undersigned applied for a permit for the following Use, said permit to be issued on the basis of the information contained within this application. The applicant hereby certifies that all information and attachments to this application are true and correct.

NOTE: Check only those items which apply to your Application. Completed application required by CEO with required attachments shall be reviewed on site and approved by CEO prior to submission to the Planning Board.

Physical Address:

Map# _____ Lot# _____

Permit # _____

Date: _____ Fee: _____

Property Zoned As: _____

Site Review CEO: _____

% of lot occ. By it: _____

Subdivision: Yes No
(Name: _____)

Entrance Permit # _____

Subsurface Permit # _____

Internal Permit # _____

1. Applicant:

Name: _____

Mailing Address: _____

Town, State and Zip Code: _____

Telephone: (_____) _____

2. Owner:

☐ Please Check Here if Same

Name: _____

Mailing Address: _____

Town, State and Zip Code: _____

Telephone: (_____) _____

3. Contractor:

Name: _____

Mailing Address: _____

Town, State and Zip Code: _____

Telephone: (_____) _____

4. Describe location of property including E-911 address: _____

5. Existing use of property: ☐ Seasonal ☐ Year Round

☐ Residential ☐ Undeveloped Land ☐ Tree ☐ Commercial ☐ Home Business

6. Is property part of a subdivision? ☐ Yes (Name of Subdivision: _____)
☐ No

7. Lot Dimensions: _____ Total Area: _____

8. Type of sewage disposal: (Existing _____ Proposed _____)

Note: Please Include copy of plumbing permit Plumbing Permit # _____

9. Existing structures – Exterior dimensions (length and width)

a. Residence: _____ by _____ Number of Stories _____ Height _____

Type of foundation: _____ Full _____ Concrete Slab _____ Frost Wall _____ Posts

b. Garage: _____ by _____ Number of Stories _____ Height _____

Type of foundation: _____ Full _____ Concrete Slab _____ Frost Wall _____ Posts

c. Other: _____ by _____ Number of Stories _____ Height _____

Type of foundation: _____ Full _____ Concrete Slab _____ Frost Wall _____ Posts

d. Deck: (Porch, Piazza, Veranda) _____ by _____

Type of foundation: _____ Posts _____ Frost Wall Other (Describe): _____

e. Other: _____

10. Requested Permit For: ☐ New Construction ☐ Rehabilitation ☐ Removal ☐ Emplacement

DETAILED DESCRIPTION OF PROJECT (NEW CONSTRUCTION OR ADDITION TO EXISTING STRUCTURES)

a. Residence: _____ by _____ Number of Stories _____ Height _____

Type of foundation: _____ Full _____ Concrete Slab _____ Frost Wall _____ Posts

b. Garage: _____ by _____ Number of Stories _____ Height _____

Type of foundation: _____ Full _____ Concrete Slab _____ Frost Wall _____ Posts

c. Accessory Building: _____ by _____ Number of Stories _____ Height _____

Type of foundation: _____ Full _____ Concrete Slab _____ Frost Wall _____ Posts

d. Deck: (Porch, Piazza, Veranda) _____ by _____

Type of foundation: _____ Posts _____ Frost Wall Other (Describe): _____

11. Shore Land Zoning (Please circle):	Yes	No
Is Property Located within 75' of a river or stream:	Yes	No
Is Property Located within 250' of a lake or pond:	Yes	No
Is Property Located in the Flood Zone:	Yes	No
Distance from Normal HWM: Residence: (____ft.) Garage: (____ft.) Other: (____ft.)		

12. The following Attachments/Checklist are required for review of application:

- a. If you have owned your property for less than one year, please attach a copy of the deed that contains the recording data from the Somerset County Registry of Deeds.
- b. Copy of Plumbing Permit(s):
 - Indoor Plumbing Permit # _____ Date: _____
 - Septic System Permit # _____ Date: _____
- c. Attach Photographs of existing site conditions
- d. Soil erosion control plan
- e. Attach a copy of any official decisions of other Federal, State or Local agencies regarding the use of this property (*Documents include but are not limited to the following: site location permit, minimum lot size waiver, subdivision approval, great ponds permit, DEP Permit-By-Rule, etc.*)
- f. On a separate sheet attach any supplemental information, or explain any points you feel need clarification.
- g. Town of Embden Permit Fee: \$ _____
- h. EIGHT COPIES OF THIS APPLICATION AND ALL SUPPORTING DOCUMENTS

I have carefully read this application and the same is true and correct to the best of my knowledge and belief. In doing this work, all ordinances and codes of the Town of Embden and the laws of the State of Maine will be complied with, whether specified or not. I will notify the Code Enforcement Officer when I am ready for the site visits and inspections. No work will be concealed until approved. Consent is given for the entry of authorized inspections until the job has received a final Inspection for Occupancy.

SIGNATURE: _____ DATE: _____

(For Official Use Only)

To be maintained as a permanent record

Date Received: _____

Fee Paid: \$ _____

Date of Action on Application: _____

Approved **Denied**

If application was denied, reason for denial: _____

If approved, the following conditions and safeguards were prescribed: _____

Planning Board (Signatures)

◆..... (For Use By CEO)◆

1. Lot Size in Sq. Ft.: _____

2. Number of Buildings on Lot: _____

3. Sq. Footage and Volume of Existing Building: _____

4. Sq. Footage and Volume of Proposed Buildings and/or Additions: _____

5. Percentage of Lot Coverage (Buildings, etc.): _____

6. Distance from HWM of all Structures: _____

7. Percentage of Expansion of Structure: _____

8. Height of Existing Dwelling: _____

9. Flood Zone Elevation Information: _____

Note: This checklist is intended to assist the CEO in tracking a Shore Land Zoning Permit through the review process.

Shore Land Zoning Permit Checklist

CHECK OFF FOR ALL STRUCTURES:

- ☐ Complete Shore Land Zoning Permit Application
- ☐ Paid Appropriate Fee
- ☐ Lot Area
- ☐ % of Lot Covered by Non-Vegetated Surfaces
- ☐ Height of Structure
- ☐ Setback from High Water Mark
- ☐ Setback from Side & Rear Lot Lines
- ☐ % of Increase of Expansions of Portion of Structure which is less than required setback
- ☐ Copy of Interior & Exterior Plumbing Permits
- ☐ Copy of Deed (Recording Date on Deed)
- ☐ Elevation of Lowest Floor to 100 Year Flood Elevation
- ☐ Copy of Additional Permit(s) as Required

CHECK OFF FOR FURTHER REVIEW:

- ☐ Copy of file to Board of Appeals if Variance or Special Exception is Required

CHECK OFF FOR SITE VISITS BY CEO:

- | | | |
|-----------------------------------------------------------|-------------|-----------------|
| <input type="checkbox"/> Preliminary Site Visit | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Prior to Clearing and Excavation | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Stake Position Check | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Footing Check | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Foundation Check | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Framing Inspection | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Plumbing Inspection | Date: _____ | Initials: _____ |
| <input type="checkbox"/> Final Inspection for Occupancy | Date: _____ | Initials: _____ |