

Town of Amherst
Building-Land Use Permit Application

Application Date: ____/____/20____ **Questions about this Application? Contact the Code Enforcement Officer, see contact information on page 5.**

Permit Type Requested:

- New Construction Expansion Accessory Building Reconstruction Earth Moving
 Dock/Deck Fence Foundation Road/Driveway Other _____

General Information

Applicants Name: _____ **Telephone Numbers:**
Mailing Address: _____ Days: _____
_____ Nights: _____
_____ Cell: _____

Is the applicant also the property owner? Yes No (if no, complete owner info below and a letter of authorization must be attached)

Owner(s) Name: _____ **Telephone Numbers:**
Mailing Address: _____ Days: _____
_____ Nights: _____
_____ Cell: _____

Contractor Name: _____ **Telephone Numbers:**
Mailing Address: _____ Days: _____
_____ Nights: _____
_____ Cell: _____

Property Information

Road Number and Name: _____

Map: _____ **Lot:** _____ **Lot Area:** _____ acres square Feet

Zoning District(s): RP (Resource Protection) SR (Shoreland Residential) RR (Rural Residential)

Existing Use: _____

Proposed Use: _____

Is this Permit for Commercial Use? Yes _____ No _____

Lot Coverage (in percent): Present _____% Proposed _____%

Structure Setbacks (feet); Front Line: _____ Sideline: _____

 Rear Line: _____ Normal High-Water Line: _____

Structure Dimensions L _____ W _____ Square Feet per Story _____

Structure Height H _____ # of Stories _____

Proposed Project Description:

Describe your proposed activity, type of construction, vegetation removal, or proposed used.

Example: "Construction of a 2 story, 3-bedroom colonial home on a walk out basement, with a well and septic system and driveway/parking area and lawn area". **Please be thorough.**

Feel free to attach more information if needed.

Proposed Structure Dimensions

Foundation L _____ W _____ Sq Ft _____

Structure L _____ W _____ # Stories _____ Sq Ft _____

Accessory L _____ W _____ # Stories _____ Sq Ft _____

I hereby certify that the above information is correct to the best of my knowledge, and that the proposed work is authorized by the owner and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction. I hereby agree to all inspection that the Code Enforcement Office deems necessary during reasonable hours.

Applicants Signature _____ Date: _____

Owners Signature _____ Date: _____

PLOT PLAN

Please be as detailed as possible. Please include all present and proposed structures, wells, septic systems, driveways, and edge of clearing. Also include setbacks of structures to each other and to lot and water lines.

I hereby attest the above drawing and dimensions are correct to the best of my knowledge.

Applicant's Signature: _____

Date: _____

Owner's Signature: _____

Date: _____

Erosion Control Plan

Before any soil is disturbed, I will properly install and maintain an erosion control barrier. This barrier will be adequate to prevent soil erosion that may take place due to the construction project. The barrier shall remain in place until construction is complete and any disturbed area is re-vegetated and stabilized.

I have marked clearing limits on the site to keep equipment out of areas within setbacks.

I will preserve buffers between the work area and any downstream surface water and wetlands.

By signing this form, I agree to follow all erosion control measures and Best Management Practices as defined by the Department of Environmental Protection.

Applicant's Signature: _____

Date: _____

Owner's Signature: _____

Date: _____

Checklist for Applicant and Code Enforcement Officer

Check all that apply:

Check off for all Projects where Applicable:

<input type="checkbox"/> Code Enforcement Approval	<input type="checkbox"/> Complete Application
<input type="checkbox"/> Planning Board Approval	<input type="checkbox"/> Paid appropriate Fee
<input type="checkbox"/> Board of Appeals Approval	<input type="checkbox"/> Lot Area
<input type="checkbox"/> Flood Hazard Development Permit	<input type="checkbox"/> % Lot Coverage
<input type="checkbox"/> HHE-200 Permit	<input type="checkbox"/> Height of Structure
<input type="checkbox"/> Internal Plumbing Permit	<input type="checkbox"/> Setbacks from water lines
<input type="checkbox"/> DEP Permit (Site, Storm, NRPA)	<input type="checkbox"/> Setbacks from parcel lines
<input type="checkbox"/> Army Corps of Engineers Permit	<input type="checkbox"/> Expansion calculations for non-conforming structures
<input type="checkbox"/> Pictures taken before modifications to Shoreline Areas	<input type="checkbox"/> Planting Plan for Special Expansion Allowance
<input type="checkbox"/> Pictures taken after modifications to Shoreline Areas	<input type="checkbox"/> Copy of Right, Title or Interest and/or Deed
<input type="checkbox"/>	<input type="checkbox"/> Elevation of the lowest floor
<input type="checkbox"/>	<input type="checkbox"/> Soil Erosion Control Plan

Inspections (List for Code Enforcement):

Completed?	Notes:
<input type="checkbox"/> Prior to Clearing and Excavation	
<input type="checkbox"/> Foundation	
<input type="checkbox"/> Prior to Landscaping	
<input type="checkbox"/> Prior to Occupancy	

Send form to Amherst Code Enforcement Officer:

Rebecca Albright
382 Point Road
Otis, ME 04605
Tel. 207-537-3263

Copies of approved/denied plan should be sent to:

Amherst Town Office
Amherst Planning Board

Approval or Denial of Application

Permit Fee: _____

Permit #: _____

Date: _____

This Application is: [] Approved

[] Denied

If approved, the following conditions apply:

If denied, reasons for denial:

Code Enforcement Officer

Date

SECTION XVII: SCHEDULE OF FEES

Fee Schedule

Building	Permits	Minimum Fee	Fee	Comments
Residential		\$25.00	\$.15 per square foot	Includes full basement
Commercial/Industrial		\$50.00	\$.20 per square foot	Requires Planning Board approval
Accessory		\$20.00	\$.10 per square foot	No permit required for unattached structures of 120 square feet or less
Shoreland			Permit fee +\$25.00	
All other permits required by the Land Use Ordinance			\$25.00	
Starting without permit			Triple fee	
Appeals Board			\$100.00	Plus cost of advertising/may require additional fee for expert assistance
Fees for Subdivisions are provided for in the Subdivision Standards				