

**APPLICATION FOR RESIDENTIAL STRUCTURES, DEMO, OR LAND USE
TO THE PLANNING BOARD OF VINALHAVEN MAINE**

PAGE 1 OF 3

ENSURE ALL APPLICABLE BOXES IN THIS APPLICATION ARE FILLED OUT.
SEE PAGE 3 FOR ADDITIONAL INFORMATION REQUIRED FOR APPROVAL.

19 Washington School Rd
Vinalhaven, ME 04863
(207) 863-2168
vhceo@townofvinalhaven.org

OWNER'S NAME		OWNER'S ADDRESS	
PHONE:	EMAIL:		
APPLICANT'S NAME (IF DIFFERENT)⁽¹⁾		APPLICANT'S ADDRESS	
PHONE:	EMAIL:		
PROPERTY ADDRESS	ZONING DIST⁽²⁾	MAP/LOT	SHORELAND ZONE⁽³⁾ YES / NO
FLOOD HAZARD ZONE⁽⁴⁾ YES / NO	ANY EASEMENTS OR DEED RESTRICTIONS ON THE LOT?⁽⁵⁾		
LOT SIZE	SQ FT COVERED BY EXISTING STRUCTURES		
LOT FRONTAGE ON ROAD/TRAVELED WAY	LOT FRONTAGE ON WATER		

DETAILS OF REQUESTED CHANGE (ONE PERMIT PER IMPROVEMENT)

TYPE OF IMPROVEMENT:			PROPOSED USE:	
<input type="checkbox"/> ROAD OR DRIVEWAY CONSTRUCTION			<input type="checkbox"/> SINGLE FAMILY DWELLING	
<input type="checkbox"/> DEMOLITION OF A STRUCTURE			<input type="checkbox"/> MULTI-FAMILY DWELLING # OF UNITS:	
<input type="checkbox"/> NEW BUILDING OR STRUCTURE			<input type="checkbox"/> LODGING FACILITY 1 2 3 4 # OF UNITS:	
<input type="checkbox"/> ADDITION TO AN EXISTING STRUCTURE			<input type="checkbox"/> ACCESSORY STRUCTURE (GARAGE, STUDIO, WORKSHOP, ETC)	
<input type="checkbox"/> MOVING AN EXISTING STRUCTURE			<input type="checkbox"/> ACCESSORY DWELLING (GUESTHOUSE, SLEEPING CABIN, ETC)	
<input type="checkbox"/> PLACING A MOBILE/MODULAR HOME			<input type="checkbox"/> CHANGE OF USE - DESCRIBE BELOW	
<input type="checkbox"/> DECK OR PORCH			<input type="checkbox"/> HOME OCCUPATION	
<input type="checkbox"/> PIER, WHARF, RAMP, OR FLOAT			<input type="checkbox"/> OTHER: (FOR COMMERCIAL USES USE COMMERCIAL APPLICATION)	
<input type="checkbox"/> OTHER:				
STRUCTURE SIZE: W L H			# OF BEDROOMS	# OF FLOORS
DISTANCE FROM:	SIDE LOT LINE 1	SIDE LOT LINE 2	FRONT LOT LINE	REAR LOT LINE
	TRAVELLED WAY	HIGH WATER LINE	NEAREST WELL	SEPTIC SYSTEM
	STREAMS	WETLAND		
TYPE OF WATER SUPPLY			EXISTING	PROPOSED
TYPE OF SEWAGE DISPOSAL			EXISTING	PROPOSED
			PERMIT #	
			PERMIT #	

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED ON THIS AND ON THE ATTACHED PAGES IS TRUE, ACCURATE, AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND THAT I AM EITHER THE OWNER OF THE PROPERTY DESCRIBED ABOVE OR THAT I HAVE BEEN AUTHORIZED BY THE OWNER OF THE PROPERTY TO ACT ON THE OWNER'S BEHALF. **AUTHORIZATION MUST BE ATTACHED IF NOT SIGNED BY THE PROPERTY OWNER.**

DATE _____ SIGNATURE OF APPLICANT/OWNER _____

FOR OFFICE USE ONLY		DATE APPLICATION RECEIVED		PERMIT NUMBER	
APPLICATION FEE \$	DATE PAID	PAID BY		RECEIPT #	
PERMIT FEE \$	DATE PAID	PAID BY		RECEIPT #	

(MULTIPLE SHEETS OF PAPER MAY BE NEEDED. THE PLANNING BOARD CAN REQUIRE MORE DRAWINGS OR A SURVEY.)

- HIGH TIDE LINE, STREAMS, & WETLAND
- ANY RIGHT OF WAY OR ROAD
- SIDE PROPERTY LINES
- REAR PROPERTY LINE
- NEAREST WELL
- SEWAGE DISPOSAL SYSTEM

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin gray lines. The paper has a white background and is framed by a black border. There are no markings, text, or drawings on the grid.

ACTION BY PLANNING BOARD/CEO		DATE ACTION TAKEN
APPLICATION IS APPROVED	APPLICATION IS DENIED	
CONDITIONS/EXPLANATION		

NOTE: PERMITS ARE NOT VALID UNTIL ALL FEES HAVE BEEN PAID
ALL PERMITS ARE SUBJECT TO APPEAL FOR A PERIOD OF 35 DAYS AFTER ISSUANCE

KEEP THIS PAGE FOR YOUR INFORMATION

NOTES FROM PAGE 1

- (1) If the person signing the application is not the owner of the property, written proof of authorization from the owner is required.
- (2) Zoning district map is available on the Town website: www.townofvinalhaven.org
- (3) Shoreland/Wetland zones are 250 ft. from Normal High Water or 250 ft. from unforested freshwater wetland over 10 acres or 75 ft of a stream that is below the confluence of two perennial streams shown on USGS topographical map and fall under State of Main land use restrictions.
- (4) Flood hazard maps and information are available from the Code Enforcement Officer.
- (5) Copies of any easements or deed restrictions concerning this activity or structure must be included with this application.

INFORMATION FOR APPLICANTS

- Submit this application to the Code Enforcement Officer with required plot plan, dimensions, setback distances, other permits and fees, and any other information requested 2 weeks prior to the regularly scheduled Planning Board meeting on first Wednesday of every month. Applications that only require CEO action may be submitted at any time. See Section 14. Table of Land Uses in the Land Use Ordinance for which permits require Planning Board approval.
- The application is not considered complete until all required copies of permits have been submitted, and the Non-Refundable application fee has been paid. Any action is conditional on receipt, review and approval of these submissions.
- If the property is not served by a public sewer, a valid plumbing permit or a completed application for a plumbing permit, including the site evaluation approved by the Plumbing Inspector, shall be submitted whenever the nature of the proposed structure would require the installation of a subsurface sewage disposal system (Section 17.D.4. of Land Use Ordinance).
- Please contact the Code Enforcement Officer if you need assistance in obtaining the information needed to complete this application.
- The **non-refundable application fee is \$25.00** and building permits fees are \$.15 per square foot of all floors and decks including living space of basements and attics, or \$.25 per linear foot in the case of roads and driveways. Minimum fee is \$20.00. Please contact the Code Enforcement Officer for an accurate calculation of fee (863-2168). Checks should be made out to the **Town of Vinalhaven**.
- All applications shall be signed by the owner or owners of the property or other person authorizing the work, certifying that the information in the application is complete and correct. (Authorization must be attached if not signed by property owner)
- The approved/disapproved application will be given to the applicant and a copy will be retained at the CEO's office.

AFTER THE APPLICATION HAS BEEN APPROVED

- You must pick up an Official Notice of Permit at the CEO office located at the Town Clerk's office. This Notice must be posted on site before starting work for which the permit is granted.
- The permit will expire after two years unless the exterior of the structure is finished by that time. (Sec 17. F. of the Land Use Ordinance)
- The permit is subject to appeal for a period of 35 days after issuance.
- There shall be no construction above the foundation of any structure until such time as the CEO inspects and approves the foundation for conformance with the provisions of the ordinance and the building permit (Section 17.D.6. of the Land Use Ordinance). It is suggested that you contact the CEO after the foundation has been staked out but before the foundation is constructed.