

**APPLICATION FOR BUILDING AND/OR LAND USE PERMIT
TO THE PLANNING BOARD OF VINALHAVEN, MAINE**

Permit No.:		Page 1
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Application is hereby made for a permit to construct, move, add to or change the use of a building or structure, to place a modular or mobile home, or to construct a road. This application includes:

- **This application (pages 1 & 2)**
- **Copies of any other applicable permits (e.g. DEP, Army Corps of Engineers)**
- **Plumbing, well, and wastewater disposal permits**
- **\$25.00 - NON – REFUNDABLE APPLICATION FEE**

Applicant/Contractor:		Address & Telephone Number:	
Property Owner:		Address & Telephone Number:	
Description of property:			
Location of Property		Tax Map:	Lot:
Zoning District:	Flood Hazard Zone (Yes/No):		
In Approved Subdivision:	Shoreland Zone (Yes/No):		
Lot Size:	Sq. Ft. covered by existing structures:		
Frontage on Road/Traveled Way:	Frontage on Water:		
Details of Requested Change: (ONE PERMIT PER IMPROVEMENT)			
Type of Improvement: <input type="checkbox"/> Road or Driveway construction <input type="checkbox"/> New building or structure <input type="checkbox"/> Addition to existing structure <input type="checkbox"/> Moving an existing structure <input type="checkbox"/> Placing a mobile/modular home <input type="checkbox"/> Deck or Porch <input type="checkbox"/> Pier, wharf, ramp or float <input type="checkbox"/> Excavation, filling or mineral exploration <input type="checkbox"/> Other: describe below		Proposed Use (complete where applicable): <input type="checkbox"/> Single family <input type="checkbox"/> Multi-family: # of units: <input type="checkbox"/> Lodging facility: # of units: <input type="checkbox"/> Accessory structure (garage, studio, workshop etc.) <input type="checkbox"/> Bunkhouse, guesthouse, sleeping cabin etc. <input type="checkbox"/> Home occupation (Business): describe below <input type="checkbox"/> Change of Use: describe below <input type="checkbox"/> Other: describe below	
Structure Size: W L H		# Bedrooms:	# Floors:
Distance from:	Sewage Disposal System:	Wetland:	
Traveled Way:	High Water Line:	Nearest Well:	
Side Property Line:	Rear Property Line:	Front Property Line:	
Type of water supply:	Existing:	Proposed:	Permit No.:
Type of Sewage Disposal:			Permit No.:

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. I further agree that the Planning Board will approve any changes in the information provided prior to being made at the site.

I also state 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 attached if not signed by property owner).

Date:	Signature of Applicant or Property Owner:
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Permit No.: **Page 2**

Provide a sketch showing the following information (either below or on a separate piece of paper):

- Sketch of property boundaries
- Location of proposed work
- Dimensions of proposed work
- Shortest distance between proposed work and:
 - Right of way
 - Side property lines
 - Nearest Well
 - High water line or wetland
 - Rear property line
 - Sewage disposal system

Action by Planning Board/CEO:		
Date Application Received:	Date Action Taken:	
	Application is Approved	Application is Denied
Date \$25.00 Non-Refundable Application Fee Paid:		
Amount of Permit Fee:		
Date Permit Fee Paid:		
Conditions/Explanation:		
<p align="center">NOTE: PERMITS ARE NOT VALID UNTIL ALL FEES HAVE BEEN PAID AND ALL PERMITS ARE SUBJECT TO APPEAL FOR A PERIOD OF 35 DAYS AFTER ISSUANCE</p>		

Information for applicants:

(KEEP THIS PAGE FOR YOUR INFORMATION)

1. Submit this application to the Code Enforcement Officer with required sketch, other permits and fees, and any other information requested 2 weeks prior (Last Wednesday of the month before) to the regularly scheduled Planning Board meeting at which you want action taken (Section 17.D.1). Applications that only require action by the CEO may be submitted at any time.
2. 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.
3. 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.6).
4. In the Shoreland Zone, proof of an adequate fresh water source shall be submitted whenever the plans for the proposed structure call for the installation of plumbing fixtures (Section 17.D.7).
5. Please contact the Code Enforcement Officer if you need assistance in obtaining the information needed to complete this application.
6. 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. (Section 17.C.1) Please contact the Code Enforcement Officer for an accurate calculation of fee. Checks should be made out to the **Town of Vinalhaven**.
7. 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. If the person signing the application is not the owner or lessee of the property, then that person shall submit proof of authorization from the owner or lessee (Section 17.D.4)
8. 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:

1. You must pick up an Official Notice of Permit at the CEO office located at the Town Clerk's office. This permit must be posted on site before starting work for which the permit is granted.
2. The permit is valid for one year; substantial work must be completed within one year after the date the permit was approved, or the permit becomes invalid.
3. The permit is subject to appeal for a period of 35 days after issuance.
4. 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.9). It is suggested that you contact the CEO after the foundation has been staked out but before the foundation is constructed.

(KEEP THIS PAGE FOR YOUR INFORMATION)