TOWN OF ARUNDEL

PERMIT NUMBER 2024-_____ DATE_____ZONE_____MAP____LOT_____

Application for Site Development Permit

Code Enforcement Officer – James Nagle : 985-4201
The Code Enforcement Officer is in the town office at the following times.
Monday – Thursday 7:00 to 3:30
Inspections can be arranged at other times by calling 985-4201, EXT. 107, *24 hours* in advance.
It is recommended that you meet with the Code Enforcement Officer prior to completing the application.
He will explain the process to you and advise you of any additional local, state, or federal permits required.

Permits shall not be issued at time application is submitted unless all submissions and approvals are complete.

All new accesses and/or road openings onto a Town road shall require a Road Opening Permit signed by Arundel's Road Forman (information is available about this requirement at the Arundel Town Hall).

This permit application is to be used only for site development such as clearing, timber harvesting, filling, and driveway construction. If any buildings or structures are to be built, an application for a building permit must be submitted

1. Owner of Record: _____
2. Book/Page, date of recorded Deed _____
3. Address & Telephone: _____
4. Applicant (if other than owner): _____
5. Address & Telephone: _____

   _____
6. Property Location: _____
7. Zoning District: (check all that apply) ☐ R-1 ☐R-2 ☐R-3 ☐R-4 ☐AR ☐GW ☐NRC☐ BI ☐ DB1 ☐ DB2 ☐ TC

   ☐Shoreland ☐Resource Protection ☐Flood Hazard ☐Telecom Tower Overlay Zone
   ☐Mobile Home Park Overlay Zone ☐Aquifer Protection Overlay Zone
8. Type of permit requested:
   ☐Residential ☐Commercial ☐Other (explain) _____
   Check all that apply:
   ☐Clearing ☐Man-made pond ☐Curb cut & site work
   ☐Site work with no curb cut ☐Other; (Describe)_____
   ☐Fill & earth removal that is not incidental to residential construction _____
   (amount of fill)
9. Complete Description of the Project _____

   _____

   _____
10. Dimensions of Lot: Lot width _____ Lot depth _____

    Lot area _____ Lot frontage _____

    Name of street on which lot has frontage _____
    Is street ☐Private or ☐Public
11. **VALUE OF WORK**: _____ (provide estimate)
12. Was this lot split off from another lot within the past five years? ☐YES ☐NO

13. Has any part of this lot been split off in the past five years? ☐YES ☐NO
14. Is the property part of a recorded subdivision? ☐YES ☐NO

    If yes, Name of Subdivision:_____

15. Name of General Contractor:_____

    Address: _____

    Telephone: _____

16. Explain the use of all structures existing on the property: _____

    _____

17. Is there more than one use existing on the property? _____
    (Describe)

18. Are there any deed restrictions on the property? ☐YES ☐NO If yes, attach a copy.

NOTICE TO APPLICANT

READ AND SIGN BELOW

By signing below, you agree that:

1. I will notify the Code Enforcement Officer of any changes in any of the information, plans, or project specifications.
2. I will not erect, alter, or expand any structure or building on the lot without applying for and receiving a building permit from the Town of Arundel.
3. I will call for all required inspections as indicated on the permit card.
4. I will obtain a Certificate of Occupancy from the Code Enforcement Officer prior to occupying or using the property.
5. I will abide by the existing ordinances of the Town of Arundel and the laws and regulations of the State of Maine which authorize the issuance of this permit.

I hereby certify that all of the information provided on this application, and that, to the best of my knowledge, it is accurate.

_____ _____
Signature of Contractor Signature of Owner

Arundel Permit Fee for site work $5/$1,000 of estimated value of work for residential;

$8/$,1000 for Commercial

Note: if construction has commenced before issuance of the permit, the fee shall be doubled or a penalty of $250, whichever is more.

ACTION OF THE CODE ENFORCEMENT OFFICER:

Date Received: _____/ _____/ _____ **Fee Computed $_____**

Approved: _____/ _____/ _____ **Denied: _____/ _____/ _____**

Reason for denial: _____

_____

_____ **Permit Number**: **2024-_____**
Signature of Code Enforcement Officer

NOTICE: This permit may be appealed by any aggrieved party within 30 days following issuance of the permit. Commencement of construction during this appeal period is at the applicant's own risk.

Use this grid or a separate sheet of paper to prepare a site plan showing property lines, and the locations of existing structures, existing and proposed parking areas, driveways and waterbodies or wetlands.

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Do not submit this page with your application.

CHECKLIST OF SUBMISSIONS

This checklist is provided to assist the applicant prepare a complete application. Failure to submit a complete application will result in return of the application for submission of missing information.

Applicant must complete and submit the following, as applicable:

☐ 1. completed permit application.

☐ 2. A copy of a Highway Entrance permit from the Road Foreman.

☐ 3. A site plan showing the location of lot lines, driveways and parking areas, streams, and wetlands. The area of tree clearing shall also be indicated. Failure to submit a complete site plan shall result in return of application as incomplete. Inquire first with the CEO prior to any cutting in the area of the front setback and along streams, rivers, and wetlands.)

☐ 4. A copy of the recorded deed and other recorded instruments affecting the property. (Required only for a permit on a lot created in the previous eighteen months.)

☐ 5. A copy of DEP or Army Corps permit(s) if required.

☐ 6. Evidence of right, title, or interest if applicant is not owner. Written authorization from the owner to act as agent for applicant.

☐ 7. Written Erosion Control and Sedimentation Plan (required in shoreland zone).

Do not submit this page with your application.