

# TOWN OF ROBBINSTON

## BUILDING PERMIT APPLICATION

### PLANNING BOARD MEETINGS

WHEN: THIRD THURSDAY OF EVERY MONTH AT 6:00 P.M.

WHERE: ROBBINSTON TOWN OFFICE

(NO MEETINGS IN NOVEMBER & DECEMBER DUE TO THE HOLIDAYS)

**AS OF 4/20/2023 THERE WILL BE A MINIMUM OF 10 DAYS FOR THE PLANNING BOARD AND CODE ENFORCEMENT OFFICER TO REVIEW ANY SUBMITTED APPLICATION(S) BEFORE A BUILDING PERMIT IS ISSUED. PLEASE TAKE THIS INTO CONSIDERATION WHEN SCHEDULING CONTRACTORS AND SERVICES. NO WORK IS TO BEGIN WITHOUT AN APPROVED BUILDING PERMIT APPLICATION.**

### IMPORTANT INFORMATION

- You must be present when your application is presented to the board. Please do not ask a board member to submit your application for you.
- **NO APPLICATIONS WILL BE APPROVED WITHOUT PROPER INTERIOR AND EXTERIOR PLUMBING PERMITS.**
- Applicant must sign all yellow highlighted areas (Pages 1 and 5).

### CONTACT INFO

- Chad Allen – Planning Board Secretary – 207-904-8649
- Doug Diffin – Planning Board Chairman – 207-671-4340
- Andrew Snowman – Code Enforcement Officer – 207-214-6300
- Steven Cox – Licensed Plumbing Inspector – 207-263-6887
  - Dana Altvater – Site Evaluator – 207-853-2462

### PAYMENTS AND FEES

- We only accept CHECKS and CASH
  - If paying by check, please make payable to: TOWN OF ROBBINSTON
- Application fee is \$50.00 per application (FEE STILL APPLIES TO DENIED APPLICATIONS)
- Square footage fee is \$0.08 per square foot (EX. 1,200 SQ. FT. HOME IS: 1,200x\$0.08=\$96.00)
  - PAYMENT IS DUE UPON APPROVAL OF YOUR APPLICATION

# TOWN OF ROBBINSTON BUILDING PERMIT APPLICATION

I AM APPLYING FOR A: \_\_\_ SHORELAND ZONE PERMIT \_\_\_ LAND USE PERMIT

### APPLICANT INFORMATION

Applicant Name:		
Applicant Phone #:	Home:	Cell:
Applicant Address:		

### PROPERTY INFORMATION

Property Address/Location:		
Tax Map/Page & Lot #:		
Zoning District: (check one) <input type="checkbox"/> Residential <input type="checkbox"/> Commercial		
Property Owner Name:		
Property Owner Phone #:	Home:	Cell:

Please check all that apply:

\_\_\_ New Construction    \_\_\_ Alteration    \_\_\_ Commercial    \_\_\_ Residence    \_\_\_ Year-Round    \_\_\_ Seasonal

Existing Use of Property:

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Describe Intended Use of Property:

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### CONSTRUCTION INFORMATION

Please provide the square footage of each:

\_\_\_ Slab    \_\_\_ Basement    \_\_\_ 1<sup>st</sup> Floor    \_\_\_ 2<sup>nd</sup> Floor    \_\_\_ Garage    \_\_\_ Other

Mobile Home Make and Model:
Year:
Width & Length:
Estimated Cost of Construction:
Contractor Name:
Contractor Phone #:

### LAND INFORMATION

Describe Land Alteration:

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Please provide the square footage of each:

\_\_\_ Gravel    \_\_\_ General Fill    \_\_\_ Sand    \_\_\_ Loam    \_\_\_ Rocks    \_\_\_ Rip-Rap

Footage on Road:
Footage Covered by Vegetation Surfaces:

**Projects requiring septic systems must have a design by a licensed soil evaluator. If a closed vault, a plumbing permit is also required. It is the responsibility of the applicant to obtain all required permits: local, federal, and state and to pay all required fees before work begins. The undersigned agrees to comply with all municipal, state, and federal laws and regulations.**

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# TOWN OF ROBBINSTON

## BUILDING PERMIT APPLICATION

Please include:

- Lot boundaries with abutting properties.
- Area to be cleared of trees and vegetation.
- Exact position of proposed structures - including decks.
- Out buildings with accurate setback distances from the shoreline.
- Side and rear property lines.
- Location of proposed wells, septic systems, driveways.
- Area and amounts to be filled or graded.

**\*\*\*If this is an expansion of an existing structure, please distinguish between the existing structure and the proposed expansion.**


PERMIT # \_\_\_\_\_

# TOWN OF ROBBINSON

## BUILDING PERMIT APPLICATION

### SITE PLAN

#### FRONT AND REAR EVALUATION


#### SIDE EVALUATION


# TOWN OF ROBBINSTON

## BUILDING PERMIT APPLICATION

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THIS APPLICATION IS: \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

IF APPROVED, THE FOLLOWING CONDITIONS ARE PRESCRIBED:

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IF DENIED, THE REASON FOR DENIAL IS:

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**NOTE: IF APPROVING A SHORELAND ZONING PERMIT, THE PROPOSED SHALL COMPLY WITH INFORMATION IN THIS APPLICATION AND REQUIREMENTS OF THE SHORELAND ZONING ORDINANCE FOR THE TOWN OF ROBBINSTON AND THE STATE OF MAINE.**

\_\_\_\_\_  
CODE ENFORCEMENT OFFICER SIGNATURE

\_\_\_\_\_  
DATE

# TOWN OF ROBBINSTON

## BUILDING PERMIT APPLICATION

### ADDITIONAL PERMITS, APPROVALS AND OR REVIEWS REQUIRED

CHECK IF REQUIRED	GRANTED	DATE	NO.
<input type="checkbox"/> Planning Board Review/Approval	_____	_____	_____
<input type="checkbox"/> Board of Appeals Review/Approval	_____	_____	_____
<input type="checkbox"/> Flood Hazard Development Permit	_____	_____	_____
<input type="checkbox"/> Exterior Plumbing Permit <small>(approved HHE 200 App. Form)</small>	_____	_____	_____
<input type="checkbox"/> Interior Plumbing Permit	_____	_____	_____
<input type="checkbox"/> DEP Permit (Site Location, Natural Resource Act)	_____	_____	_____
<input type="checkbox"/> Army Corps Engineers Permit	_____	_____	_____
<input type="checkbox"/> Electrical Permit	_____	_____	_____
<input type="checkbox"/> D.O.T. Permit	_____	_____	_____
<input type="checkbox"/> Borrow Pit	_____	_____	_____
<input type="checkbox"/> E.P.A.	_____	_____	_____
<input type="checkbox"/> Town Road Review	_____	_____	_____

Note: Applicant is advised to consult with the Code Enforcement Office and appropriate State and Federal agencies to determine whether additional permits, approvals and reviews are required. I certify that all the information given in this application is accurate. All proposed use shall be in conformance with this application and the Town of Robbinston Shoreland Zoning ordinances. I agree to future inspections by the Code Enforcement office at reasonable hours.

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
 CHAIRMAN SIGNATURE

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 MEMBER SIGNATURE

\_\_\_\_\_  
 DATE

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 MEMBER SIGNATURE

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 MEMBER SIGNATURE

\_\_\_\_\_  
 DATE

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**PAYMENT INFO**

PERMIT # \_\_\_\_\_

# TOWN OF ROBBINSTON BUILDING PERMIT APPLICATION

APPLICATION FEE \_\_\_\_\_ SQ. FT. FEE \_\_\_\_\_ TOTAL  
DUE \_\_\_\_\_

PAYMENT TYPE: CASH \_\_\_\_\_ CHECK \_\_\_\_\_