

# LAND/USE PERMIT APPLICATION

TOWN OF HARTFORD  
1196 MAIN ST.  
HARTFORD, ME 04220  
207 388-2674 FAX # 207 388-2388

## BUILDING PERMIT FEES FEE \$100.00 FOR DWELLINGS FEE \$50.00 FOR OTHER CONSTRUCTION

The following steps must be completed in order to meet the  
Town of Hartford's requirements for a dwelling permit:

1. You will also need the following permits [copies of permits or permit #'s are required with this application]:
  - Driveway permit/issued by Road Commissioner (undeveloped lots)  
Contact Alan McNeil at 207-740-2750
  - IF** property located on a State Road, (Routes 219 or 140), a State Driveway Permit is also **REQUIRED**  
Contact Maine Department of Transportation
  - Exterior plumbing permit, Interior Plumbing Permits AND INSPECTIONS issued by Licensed Plumbing Inspector  
Contact **Scott Mills at 207-415-4381**
  - For** expansion of existing building within 100' of the high water mark of a pond/lake, SLZ Permit from the Planning Board is required. Planning Board meets the 1<sup>st</sup> Monday of each month. Applications must be received at least one week before the stated meeting date.
2. Building Permit Application must include:  
[Contact Code Enforcement Officer, **Scott Mills at 207-415-4381**
  - Completed application
  - E911 Address for new construction – Including mobile home installations, Contact Addressing Agent, at the Town Office.
  - Copy of your tax map/lot showing any wetlands, streams, or ponds; driveway to existing road; and location of proposed construction on the lot (attach to application)
  - Proof of ownership of property (attach a copy of your deed)
  - Permit approvals (top of page 2 of this application)
  - Sketch or picture of proposed building (attach 8 ½" x 11" picture or sketch)
3. Return the completed application with the appropriate fee to the Town Office

If requesting a building permit for a mobile home, the Town of Hartford adopted a "Mobile Home Park and Mobile Home Ordinance". Please obtain a copy for your information.

All ordinances are available on the town of Hartford website: [www.hartfordmaine.weebly.com](http://www.hartfordmaine.weebly.com)

**PERMIT EXPIRES ONE YEAR FROM DATE ISSUED**

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Land Use/Building  
Permit Application

For Office Use Only

Permit # \_\_\_\_\_

Date issued \_\_\_\_\_

Fee Amount \$ \_\_\_\_\_

Paid/Cash/Check \_\_\_\_\_

Approved By \_\_\_\_\_

## PERMIT EXPIRES AFTER ONE YEAR FROM DATE ISSUED

This approval represents a finding by the CEO that the application satisfies the requirements of the Building Permit ordinance. The applicant has the burden of procuring all other required approvals and ensuring that it has a legal right to use the property. Approval of this permit in no way relieves the applicant of this burden. Nor does this approval constitute a resolution in favor of the applicant of any private issues regarding the property ownership, right to develop, access rights, boundaries or similar title issues.

1. Property Owner's Name

2. Phone Number

3. E911 Property Address/Location

4. Map and Lot #

Existing lot  
NEW lot needed  
Circle One

5. Owners' Mailing Address

6. Contractor

7. Contractor's Phone #

8. Contractor's Address

### PROJECT DESCRIPTION/NEW BUILDING/ADDITION/ETC.

#### SPECIAL ZONES

- Shoreland Zoning
- Flood Zone
- Wetlands
- Tree Growth: Acres in \_\_\_\_\_ Acres out \_\_\_\_\_

**Note: tree growth penalty must be paid if building on land enrolled in the tree growth program.**

#### PERMIT TYPES

- Year-round dwelling [used more than 6 mo. per year]
- Seasonal dwelling [limited to 6 mo. or less use a year]
- Other Construction [expansion of 100sf or more to dwelling or other bldg. 200sf or more]

**Note: All construction in Shoreland Zone requires a Bldg permit**

**PERMITS ISSUED/PERMIT NUMBERS**

Driveway Permit # _____	Plumbing Permits # _____	Approved By: _____
Approved by: _____	_____	_____

**ADDITIONAL PERMITS APPROVALS AND INSPECTIONS REQUIRED**

Plumbing _____	Septic/HH200 _____	Planning Board _____	Army Corp Eng. _____
D.E.P. _____	F.P.A. _____	Board Selectmen _____	Other _____

Building permits do not include plumbing permits, septic or commercial electrical work. Building permits are valid for one year. Any false information may invalidate this permit and stop all work. The Town of Hartford has no obligation to maintain or upgrade abandoned, discontinued, or non-accepted roads or rights of way, regardless of whether they have public easements. This includes but is not limited to winter plowing. Solid waste disposal will either be provided by the access to a transfer station, dumpster, or curbside pickup at the nearest Town or State road to the point of said access road or right of way.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

***PLEASE DRAW/SKETCH  
PROPERTY LINES, EXISTING BUILDINGS, AND NEW BUILDINGS OR ADDITIONS-BELOW***

**PROPERTY INFORMATION**

Road Frontage \_\_\_\_\_ Feet      Setbacks: Front \_\_\_\_\_ Side \_\_\_\_\_ Back \_\_\_\_\_