

**TOWN OF SUMNER**Bisbee-Dyer Municipal Center
Maine, Established 1798**Building Notification**

For Review by the Town of Sumner Planning Board

For Office Use Only

Intake Date:	Doc ID:
Notification Status: <input type="checkbox"/> Approved Date: <input type="checkbox"/> Denied	Exp. Date: Extension Exp. Date:
Meeting Date for Review:	(A) Finished Sq. Ft.: (B) Unfinished Sq. Ft. : *Unfinished refers to Garage/ Shed/ Outbuilding
Required Approved Documents Received: <input type="checkbox"/> Driveway Permit Doc ID: Approval Date: <input type="checkbox"/> External Plumbing Permit (HHE-200) Doc ID: Approval Date:	Application Fee: \$50 (<500 sq. ft. \$25) Shoreland Zoning Fee: \$100.00 Plus Square Footage Calculation: (A) _____ x 0.25 = (B) _____ x 0.15 = Total: <input type="checkbox"/> Paid \$ Date:
Signed Approval:	Additional Requirements: <input type="checkbox"/> Internal Plumbing (HHE-221) <input type="checkbox"/> Other:
Meeting Date for Extension Review:	<input type="checkbox"/> Other:
Signed Extension Approval:	

Applicants:

Please provide the requested information below and attach all required documents.

Property Address:	Map-Lot:
Property Owner:	Phone:
Owner Mailing Address:	
Contact Email Address:	

Please choose from the following and indicate the dimensions. Include a neatly drawn site plan on the back side of this page.

<input type="checkbox"/> New Dwelling <input type="checkbox"/> Primary or <input type="checkbox"/> Seasonal *Mobile Home (MH): <input type="checkbox"/> Yes <input type="checkbox"/> No *Existing MH Onsite: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Expansion or <input type="checkbox"/> Alteration <input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Seasonal Conversion <input type="checkbox"/> Accessory Building _____ <input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Porch or <input type="checkbox"/> Deck <input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Other _____	Dimensions: Total Acreage: Tree Growth (TG) Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No TG Acreage: Within Subdivision: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes: Within 250' of Shoreland: <input type="checkbox"/> Yes <input type="checkbox"/> No Within 100' of Shoreland: <input type="checkbox"/> Yes <input type="checkbox"/> No Proposed Sewage Disposal: <input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Existing <input type="checkbox"/> Not Required Exterior Electrical Shut-Off: <input type="checkbox"/> Yes <input type="checkbox"/> No (Required for all new construction)
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*Notate mobile home dimensions for new, or existing *and* replacement.**** For Residential Solar Panels once approved the Planning Board Secretary will notify the Fire Department**

I hereby certify that I am the Owner of Record of the named property, or that the Owner of Record authorizes the proposed work, and I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all the applicable laws of this jurisdiction. In addition, if this application is approved, I certify that the Code Officials shall have the authority to enter all areas covered by this notification at any reasonable hour to enforce the provisions of the codes applicable to this notification. I understand that if approved the notification will expire within twelve months of the approval date if no construction has started and a new notification will need to be submitted for review.

*Applicant:	*Phone:
*Mailing Address:	

*If different from property owner

Applicant Signature:**Date:**

Site Plan Drawing:

A neatly hand drawn Site Map (does not need to be to scale) with North at the top, showing the following items:

- ☐ Lot shape & dimensions showing boundaries
- ☐ Location of existing & proposed structures on the property, the structure's outside dimensions & distances to the rear lot line
- ☐ Location of septic, leach field, water well & any other utilities, & distances between leach field & water well to buildings & lot lines
- ☐ Parking area & driveways including road access
- ☐ The location of all bodies of water crossing, abutting or existing on the property, & distances from all structures to the high-water mark for each

Town of Sumner
BUILDING PERMIT CHECKLIST

_____ A fully completed Permit application (remember to date, sign and fill out completely) including proposed and present use. If it is a mobile home, serial numbers must be provided.

_____ Driveway opening permit marked and signed by the Road Commissioner or MDOT. If driveway permit has been obtained, a copy must be on file.

_____ HHE-200 subsurface wastewater disposal application (septic) forms by licensed Site Evaluator
(3 signed copies must be provided by Applicant)

_____ Soil erosion control plan.

_____ Plans or drawings of proposed construction –

- A. Foundation w/ cross section
- B. Floor plan
- C. Cross section of building
- D. Side and front elevations

_____ Recorded deed and purchase and sale, or copy of deed, or if recently transferred, a letter of authorization to draw permit is needed to prove interest in property.

_____ **Site plan drawn to scale** – Drawing must show all setbacks and size of all buildings and relationship to other features on – site, ie: outbuildings, utilities, underground or overhead, wetlands, culverts, septic system including tank and field, well, abutters, easements and driveways.

Shoreland zoning must have setback from high water marks.

_____ If commercial power is supplied, (ie. CMP) it will be inspected by the CEO.

_____ Project location (building envelope) identified by means of staking, tree clearing, etc – on site.

_____ House Number and address supplied; must obtain Notification for New Property Owner from Sumner Town Office.

Dimensional requirements are the responsibility of the applicant and/or owner of the property.

Applicant / Owner

Date:

TOWN OF SUMNER

633 Main Street

Sumner, Maine 04292

Ph: (207) 388-2866 / Fax: (207) 388-2862

Email: info@sumnerme.com

Website: www.townofsumner.me

BUILDING NOTIFICATION REQUIREMENTS: INSTRUCTIONAL FORM

REQUIREMENTS:

☐ **Check the boxes when complete. If Not Applicable, place N/A over the box.**

1. ☐ Complete this **Building Notification Requirements Form** with each item checked off and the requested information included in the submission to the Planning Board, unless Not Applicable and so marked (N/A)

2. ☐ Complete a **Building Notification Application** with checklist boxes marked off. The form is available at the Town Office or online at www.townofsumner.me

3. ☐ A neatly hand drawn **Site Map** with North at the top showing the following:

☐ Lot shape and dimensions noting **boundaries** and boundary marker types and locations

☐ Location of existing and proposed **structures** on the property, the structures outside dimensions and distances to center of road(s), lot sidelines and rear lot line

☐ Location of **septic, leach field, and water well**, and distances between these and all structures, and lot lines

☐ **Parking** area and **driveways**, including road access.

☐ The location of all **bodies of water** crossing, abutting or existing on the property and distances from all structures to the high-water mark for each

4. ☐ Relevant **Permits** as necessary:

☐ **Internal Plumbing Permit**

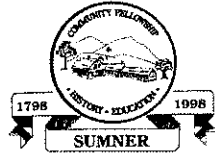
☐ **Septic Design (HHE-200) Approval**

☐ Description of **Shoreland Zoning** or 110-Year Flood Plain issues

☐ Confirmation that any electrician on the project is aware of the requirement for an **exterior electrical shutoff** for any new construction

5. ☐ All materials to be returned to the Town Office with payment

TOWN OF SUMNER



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Building Notification Requirements & Site Plan Instructions

Notifications must be returned to the Sumner Town Office for review no later than 5:30 pm on the Tuesday prior to the Planning Board meeting. Meetings are held on the 1st and 3rd Tuesday of each month at 6:00 pm. If you have questions about what is required, contact the Sumner Town Office. **Note: Any application that is not filled out completely will be returned to the applicant and will not be reviewed by the Planning Board until it is considered complete.**

The building notification must be accompanied by the following approved documents to meet the requirements for an approved building notification.

- ☐ A driveway permit must be approved by DOT if the entrance is located off a state road. A driveway permit must be provided by the Town's Road Commissioner if the entrance is off a town road. These permits need to be approved prior to the issuance of an approved building notification (local: Shawn Corson 207-890-7394 / State DOT: 207-562-4228).
- ☐ A subsurface waste disposal site plan must be designed by a licensed site evaluator and must be approved prior to the issuance of an approved building notification. Three copies of the plan (HHE-200) must be provided. This permit must be paid for prior to approval (Licensed Plumbing Inspector: Fred Collins @ 207-890-6256).
- ☐ A site plan drawing showing all the setbacks from existing structures, utilities, and the front, sides, and rear of the property.

FYI: Minimum Setbacks:

Driveways:

- Minimum 100' from Great Ponds or Rivers
- Minimum 75' from a body of water or wetland

Buildings:

- Minimum of 75' from center of road
- Minimum of 100' from a body of water or wetland
(if within 250' of a body of water or wetland, Shoreland Zoning may apply)

Leach Field:

- Minimum 15' from building without foundation
- Minimum 20' from building with foundation
- Minimum 75' from a body of water or wetland

Wells:

- Minimum of 100' from leach field
- Minimum of 50' from septic

Septic Tank:

- Minimum 8' from any building
- Minimum 50' from well

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Sumner, Maine 04292
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BUILDING NOTIFICATION CONTACT INFORMATION

Office Hours

Tuesday 8:30-5:30
Wednesday 10:00-6:00
Thursday 8:30-4:30
Friday 8:30-4:30
Saturday 9:00-12:00

Code Enforcement Officer/Local Plumbing Inspector:

Calvin Beaumier, CEO/LPI

633 Main St., Sumner, ME

Ph: 207-402-0403

Email: CEO@sumnerme.com

Roads Commissioner:

Shawn Corson

Phone: (207) 890-7394

Email: corsonsx@gmail.com

Copies of this building notification sheet and additional information can be found at www.townofsumner.me or at the Sumner Town Office.

Building notifications submitted before closing (5:30 pm) seven (7) days prior to a meeting will be placed on the agenda. The Sumner Planning Board meets on the 1st and 3rd Tuesdays of each month.