

# Town of Mount Desert

PO Box 248, Northeast Harbor, ME 04662  
LAND USE & BUILDING PERMIT APPLICATION

COMPLETE AND RETURN  
ALL COPIES TO THE  
CODE ENFORCEMENT  
DEPARTMENT

<b>I. LOCATION</b> NO. & STREET _____		MAP ---LOT---SUB _____		
<b>II. TYPE OF IMPROVEMENT</b> <input type="checkbox"/> Renovation <input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Repairs <input type="checkbox"/> Moving <input type="checkbox"/> Fnd'n Only <input type="checkbox"/> Fence <input type="checkbox"/> Signage <input type="checkbox"/> Other	<b>N-S-E-W- SIDE OF THE STREET</b>			
	<b>III TOTAL COST OF IMPROVEMENTS (OMIT CENTS) \$</b>			
		<b>IV. PROPOSED USE -</b>		
		<b>RESIDENTIAL</b> <input type="checkbox"/> One Family <input type="checkbox"/> Garage <input type="checkbox"/> Other (specify) _____  other Building on same lot _____	<b>NONRESIDENTIAL</b> Describe in detail _____ _____ _____	
<b>V. DETAILS OF NEW WORK</b>				
<b>TYPE OF WATER SUPPLY</b> <input type="checkbox"/> Public <input type="checkbox"/> Individual (Well, etc.) <input type="checkbox"/> None	<b>TYPE OF SEWAGE DISPOSAL</b> <input type="checkbox"/> Public Town Sewer Permit # _____ <input type="checkbox"/> Private Soil Test Cert. # _____ <input type="checkbox"/> None DEP Licence <input type="checkbox"/>		<b>HEATING FUEL</b> <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Other <input type="checkbox"/> None	
Dimensions of new building _____ of addition _____ No. Stories _____				
Foundation Type <input type="checkbox"/> Slab <input type="checkbox"/> Pilings <input type="checkbox"/> Frost Wall <input type="checkbox"/> Cellar Thickness _____				
Type of Frame <input type="checkbox"/> Wood Style Roof- _____ Roofing- _____				
If Garage <input type="checkbox"/> attached <input type="checkbox"/> seperate No. of off street parking spaces _____				
If Dwelling- _____ No. Rooms to be Finished _____ No. Baths _____ No. Bedrooms _____ Sq. Ft. Floor Area _____				
Fireplaces: Yes <input type="checkbox"/> No <input type="checkbox"/> # _____ Wood Stove: Yes <input type="checkbox"/> No <input type="checkbox"/> _____				
<b>General description of work -</b>		Detailed Construction Drawings submitted _____ Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Stormwater Management Plan - Post-Project vs. Pre-Project (plan provided)</b>				
<b>VI. IDENTIFICATION</b>				
Owner		Address	Zip	Tel.
Contractor				
Electrician				
Architect				
Plumber				
<b>THE OWNER OF THIS BUILDING AND THE UNDERSIGNED AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE TOWN OF MOUNT DESERT</b>				
SIGNATURE OF APPLICANT / AGENT		Address	Date	
Do Not Write in this Space				
Certificate of Occupancy Required <input type="checkbox"/> Yes <input type="checkbox"/> No				
Approved by--	Permit No.	Date Permit Issued	Permit Fee	

**VII. SITE OR PLOT PLAN TO SCALE**

You are responsible for knowing where your applicable property lines are and for meeting the zoning requirements as to setbacks and similar criteria.

**For Office Use: VIII. ZONING ---**

Use -	SETBACKS --	Public Rd.	Private Rd.	HEIGHT --
Notes-	FRONT YARD --	<u>FROM MEAN ORIGINAL GRADE</u>		
Floodplain -	SIDE YARD --	NOT TO EXCEED <u>40 Feet (INLAND)</u>		
Y/N	REAR YARD	NOT TO EXCEED <u>35 Feet (SHORELAND)</u>		
Is the lot within an approved Subdivision	Y/N			

**INSPECTION NOTES ----**

**Additional items to submit with the Land Use & Building Permit Application(s) for all Dwelling Units (Single-Family, Two-Family etc.), Guest Houses, Accessory Structures, Additions, Renovations etc.**

- 1.) Detailed Floor Plans (labeling every room), Elevations and Foundation Plan with all scaled dimensions.
- 2.) Window schedule for secondary means of escape requirements.  
**5.7 sq. ft.** is the clear opening requirement meeting egress.
- 3.) Door schedule.
- 4.) Internal plumbing plans.
- 5.) Smoke Detector(s) locations on an electrical plan(s).
- 6.) Exterior lighting details outlined in Section 6A.6 “Lighting – Outdoors” of the Land Use Zoning Ordinance for the Town of Mount Desert shall be provided.

**6A.6 Lighting – Outdoor**

- 1. Purpose.** To establish minimum requirements for outdoor lighting that enhances visibility and public safety by preventing uncontrolled intrusion into adjacent properties and the natural environment. Voluntary best practices are recommended to promote energy conservation and preserve the Town’s night sky, which is an important part of the Town’s character.
- 2. Standards.** All public and private outdoor lighting installed in the Town of Mount Desert shall be in conformance with the standards established by this ordinance.
  - a. Full Cutoff.**
    - i.** Any luminaire with a lamp or lamps rated at a total of more than 1800 lumens shall not emit any direct light above a horizontal plane through the lowest direct light-emitting part of the luminaire.

- ii. Any Floodlight or Spotlight luminaires with a lamp or lamps rated at a total of more than 900 lumens shall not emit any direct light above a horizontal plane through the lowest direct light emitting part of the luminaire.

**b. Light Trespass.** All light shall be installed so as to minimally illuminate adjacent properties ( $<0.1$  FC or  $<1$  LUX).

Light from fixtures may be visible beyond the property line but brightness must be significantly attenuated to non-distracting levels by the use of shields, diffusers, indirect non-specular reflectors, or other special optical designs. The images of lamps, arc tubes and LED dies shall not be directly visible.

**LED Lighting:** A solid state light source that emits light from a semiconductor, light emitting diode junction (die) when voltage and current are applied. [Note: Current white LEDs utilize a high efficiency blue LED ( $>10,000$ K) in combination with phosphors that absorb blue spectra and re-radiate light energy into the green-yellow-red portions of the visible spectrum.]

**Lumen:** A unit of source light. One Foot-Candle is one lumen per square foot. A 100-watt incandescent, 26-watt CFL (compact fluorescent) and 17-watt LED lamp produce up to 1800 lumens. (See manufacturer's lamp packaging for the lamp's published lumen output).

7.) In accordance with Section 6A.2, an Erosion and Sedimentation Control plan shall be provided.

#### **6A.2 Erosion and Sedimentation Control**

1. Soil erosion plan for unstabilized soil. All activities which involve filling, grading, excavation, or other similar activities which result in unstabilized soil conditions, and which require a permit shall also require a written soil erosion and sedimentation control plan. The plan shall be submitted to the permitting authority for approval and shall include, where applicable, provisions for:

1. Mulching and revegetation of disturbed soil.
  2. Temporary runoff control features such as hay bales, silt fencing or diversion ditches.
  3. Permanent stabilization structures such as retaining walls or riprap.
2. Development to fit topography. In order to create the least potential for erosion, development shall be designed to fit with the topography and soils of the site. Areas of steep slopes where high cuts and fills may be required shall be avoided wherever possible, and natural contours shall be followed as closely as possible.
  3. Erosion control measures. Erosion and sedimentation control measures shall apply to all aspects of the proposed project involving land disturbance and shall be in operation during all stages of the activity. The amount of exposed soil at every phase of construction shall be minimized to reduce the potential for erosion.
  4. Stabilization of bare ground. Any exposed ground area shall be temporarily or permanently stabilized within one (1) week from the time it was last actively worked, by use of riprap, sod, seed, and mulch, or other effective measures.

8.) In accordance with Section 6A.7, a Stormwater Management Plan shall be provided.

#### **6A.7 Stormwater**

1. **Purpose.** The direct discharge of stormwater from ditches, swales and developed sites to streams and lakes can contribute to water pollution because stormwater can contain sediment, nutrients, hydrocarbons, and other harmful substances. Stormwater can also damage roads, ditches, culverts, and other drainage structures that are not designed or sized to accommodate storm flows. These problems can worsen when an undeveloped woody site is cleared for development since stormwater that was previously intercepted by vegetation and absorbed into the ground is allowed to flow more freely across and off of the site.

The closer post-project stormwater flows are kept to pre-project conditions in terms of volume, rate, timing, and pollutant load, the less likely that stormwater will damage the site or public or private property or cause harm to water bodies.

Special care needs to be taken on lots that are within 75 feet of a water body or wetland and where drainage is towards the water body or wetland or on slopes of 25% or greater, or drain to a Town, State or Local roadway drainage system.

2. **Applicability.** In any district all new construction, development or other alteration of a lot must be designed to minimize stormwater runoff from the site in excess of the natural predevelopment conditions.
3. **Stormwater plan required.** For development on all lots the applicant shall submit a Stormwater Management Plan which demonstrates to the satisfaction of the Code Enforcement Officer that stormwater runoff has been minimized and will not excessively exceed natural predevelopment conditions.

In the event that the proposed project includes on-site stormwater conveyance structures, evidence will be provided that ensures that these structures have been sized properly and can handle anticipated flows. In the event that a development discharges storm flows into any off-site conveyance and/or control system, evidence will be provided that the off-site systems can handle the anticipated flows without resulting in any adverse conditions.

- 9.) A plan in accordance with Title 25 §2468 of the Maine Revised Statutes indicating Carbon Monoxide Detector(s) locations.
- 10.) Stair, guards & handrail details. **Residential** – 10” Minimum Tread Depth. 7 ¾” Maximum Riser height & 36” Clear width, measured above or below handrail height. Handrail – 34” height Minimum to 38” height Maximum measured from leading edge of tread. Handrail shall be continuous on inside stairways.

New handrails that are not continuous between flights shall extend horizontally, at the required height, not less than 12" beyond the top riser and continue to slope for a depth of one run beyond the bottom riser. Circular handrails shall have a diameter of not less than 1¼" and not more than 2". Shape that is other than circular with a perimeter dimension of not less than 4", but not more than 6¼" and with the largest cross-sectional dimension not more than 2¼", provided that graspable edges are rounded so as to provide a radius of not less than 1/8". New handrails shall be installed to provide a clearance of not less than 2¼" between the handrail and the wall to which it is fastened. New handrail ends shall be returned to the wall or floor or shall terminate at newel posts. Where new intermediate handrails are provided in accordance with 7.2.2.4.1.2, the minimum clear width between handrails shall be 20 in.

**Commercial** – 11" Minimum Tread Depth. 7" Riser height. Handrails on both side of stairs, 34" height minimum to 38" height maximum measured from leading edge of tread. Guards – 42" height.

- 11.) Fire rated plan(s) (where required) for proper fire separation(s).
- 12.) Photographic record required. Permit applications for development within the Shoreland Zone shall provide preconstruction photographs as part of the application materials and no later than 20 days after completion of the development, postconstruction photographs of the shoreline vegetation and development site. The photographs must be sent with a copy of the notification form or labeled with the applicant's name and the location in which the activity took place.
- 13.) Added Bedroom(s) – If on Septic System, check to see if current septic design is large enough to accommodate additional bedroom(s). If not, you need to contact a site evaluator to evaluate the current system, and possibly upgrade existing system. If on Town Sewer, a Sewer Impact Fee will be charged.
- 14.) All applications shall be signed by an owner of the property or individual who can show evidence of right, title, or interest in the property, or the owner's legal agent, representative, tenant or

contractor of the owner with authorization from the owner to apply for a permit hereunder, certifying that the information on it is complete and accurate. If the person signing the application is not the owner or lessee of the property, then that person shall submit a letter of authorization from the owner or lessee.

- 15.) Fireplace, woodstove, etc. details/specifications.

*The Fire Chief must inspect each phase of construction.*

**The Code Enforcement Officer may ask for additional information.**



## **New Permit Fee Schedule - Effective 5-16-11**

### **MOUNT DESERT BUILDING PERMITS**

#### **Repair or Renovation to Existing Footprint**

Per \$1,000.00 dollars of improvements	\$1.00
Minimum Permit Fee	\$25.00

#### **New Construction:**

Unfinished areas: (includes decks, open porches, sheds, garages, etc.)	\$0.10 Sq. Ft.
Finished areas: Unfinished Basements are exempt from fee)	\$0.20 Sq. Ft.
Manufactured/Modular Homes	\$0.20 Sq. Ft.

Signage:	\$5.00
Fences (Per Linear Foot)	\$1.00

After the Fact Permit	Dbl. the Normal Fee
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### **PLUMBING PERMITS**

#### **Town Sewer Hook Up: (Residential)**

Up to 3 - Bedrooms	\$500.00
Additional Bedrooms beyond 3	\$900.00 Each

Commercial is calculated by floor area, employees etc.

1 - 4 Fixtures Minimum Permit Fee	\$80.00
Each Additional Fixture	\$20.00
Re-inspection Fee	\$20.00

### **SUBSURFACE WASTEWATER DISPOSAL**

#### **Complete System**

Non-Engineered System	\$350.00
Primitive system (includes one alternative toilet)	\$100.00
Engineered System	\$200.00
Separate Laundry System	\$35.00
Seasonal Conversion System	\$50.00
Variance (ADD)	\$20.00

#### **Individual Components**

Disposal Field (Non-Engineered)	\$150.00
Disposal Field (Engineered)	\$150.00
Treatment Tank (Non-Engineered)	\$100.00
Treatment Tank (Engineered)	\$80.00
Holding Tank	\$100.00
Variance (State or Local for septic systems ADD)	\$20.00
Other System Component (complete pump station, piping)	\$30.00

## OTHER PERMITS

<b>Conditional Use Permit</b>	\$25.00
<b>Subdivision:</b>	
Application	\$100.00
Plus Per Lot (or unit)	\$50.00

## OTHER FEES

<b>Land Use Zoning Ordinance (LUZO)</b>	\$8.00
<b>Subdivision Ordinance</b>	\$5.00
<b>Comprehensive Plan</b>	\$3.00
<b>Building Code</b>	\$1.00
To have any of above mailed add	\$1.75