

**T O B E C O M P L E T E D B Y T H E P L A N N I N G B O A R D**

COPY FOR  PLANNING BOARD  ASSESSORS  
 CEO  APPLICANT  TOWN CLERK - ORIGINAL

Date Received  
at Town Hall

Permit Number

**T O W N O F R O Q U E B L U F F S , M A I N E**  
**Application to the Planning Board for a Permit**

**Applicant** Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

**Owner / Lessee** (If different than Applicant) \_\_\_\_\_

Letter signed by Owner / Lessee authorizing Applicant to act on his / her behalf accompanies this application.  YES  NO  
(Note: Owners or their representatives should attend Planning Board meeting when permit is discussed, otherwise action may be delayed.)

**Address of Property** \_\_\_\_\_ / Roque Bluffs, ME

**Town Tax ID** (Not Registry of Deeds Number) Map \_\_\_\_\_ Lot \_\_\_\_\_

**This Property** Is in a Flood plain?  YES  NO Is under lien for non-payment of taxes?  YES  NO  
Under Tree Growth Abatement?  YES  NO Includes Significant Wildlife Habitat?  YES  NO  
Has a non-conforming structure?  YES  NO Is a non-conforming Lot?  YES  NO

**District Designation** (Check only one box in either the Inland or the Shoreland Area)

<b>AREA ONE</b>	<input type="checkbox"/> Limited Residential (LR)	<input type="checkbox"/> Commercial Fisheries/Maritime Activities (CFMA)
<b>SHORELAND</b>	<input type="checkbox"/> Resource Protection (RP)	<input type="checkbox"/> Stream/Freshwater Wetland Protection (SFWP)
<b>AREA TWO - INLAND</b>	<input type="checkbox"/> Village Residential (VR)	<input type="checkbox"/> Growth Residential (GR) <input type="checkbox"/> Rural Residential (RR)

**Permit For**  Building  Subdivision  Other \_\_\_\_\_  
 Change in Use Existing Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

**For Building Permits**

- **Type**  New Construction  Relocation  Addition / Expansion  Other \_\_\_\_\_  
- **Purpose of Building**  Dwelling  Accessory  Other \_\_\_\_\_  
- **Building Dimensions** \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_  
- **Lot Dimensions** Water Frontage \_\_\_\_\_ ft Depth \_\_\_\_\_ ft Area \_\_\_\_\_ ft<sup>2</sup> Road Front \_\_\_\_\_ ft  
- **Set Backs** Shorefront \_\_\_\_\_ ft Road \_\_\_\_\_ ft Side Lot \_\_\_\_\_ ft  
- **Water Supply**  Not Applicable  Drilled Well  Other \_\_\_\_\_  
- **Sewage Disposal**  Not Applicable  Existing  New Type \_\_\_\_\_

**Form HHE-200** Attach Form HHE-200 completed by a licensed site evaluator and an External Plumbing Permit signed by the Local Plumbing Inspector. (Required if building, replacing or expanding a subsurface septic disposal system.)

**Drawing** Attach drawing showing: 1.) Lot Dimensions including Road & Shore Frontage 2.) Location of water supply & sewage disposal system 3.) Size and location of existing and/or proposed buildings or additions 4.) Names of abutting property owners.



**For Permits Other Than Building Permits** Provide complete details: use additional pages if needed. \_\_\_\_\_

**To be completed by the Applicant**

**SIGNATURE** To the best of my knowledge, all information submitted on or with this application is correct.

Signature of Applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

**AFFIDAVIT** By signing below the applicant(s) acknowledges that he or she has read the following:

1. Adherence to the permit, including setbacks, size of building, etc. is the responsibility of the owner and/or the person who is building the structure. The Town of Roque Bluffs Code Enforcement Officer (CEO) may inspect at any time. Stop Work Orders will be issued for permit violations. Uncorrected violations may result in legal action.
2. In accordance with Title 30 Maine Revised Statutes Annotated, Section 4452, if the Town of Roque Bluffs is forced to prosecute you for violation(s) of this permit or to enforce ordinances and the town prevails, you will be ordered by the court to pay attorney fees and costs as well as civil penalties.
3. In the course of considering this application, the Planning Board may visit the site.
4. If indicated below, you **MUST** schedule CEO site visit to approve final placement of structure before proceeding.
5. The Town of Roque Bluffs does not have responsibility for repair, maintenance or plowing of private roads.
6. Permits are valid for 1 year. Permits for dwellings or buildings will remain valid until job completion provided that a substantial start (completion of driveway, foundation and, if planned, well and septic system) occurs within one year.
7. Changes to a permit (number of bedrooms, footprint, location of structure on lot, etc.) require Planning Board approval.
8. The owner is responsible for acquiring necessary internal plumbing permits (For sinks, flushes, etc.) from the LPI.

Acknowledged by \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by the Planning Board**

Date Acted Upon \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_

**DENIED** Reason for denial \_\_\_\_\_

**APPROVED**  **CEO on site inspection required prior to pouring foundation / slab**

**APPROVED CONDITIONAL – MUST GET NRPA PERMIT FOR** \_\_\_\_\_

**AND FILE A COPY WITH TOWN**

**APPROVED WITH CONDITIONS - Safeguards and/or conditions prescribed for approval:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

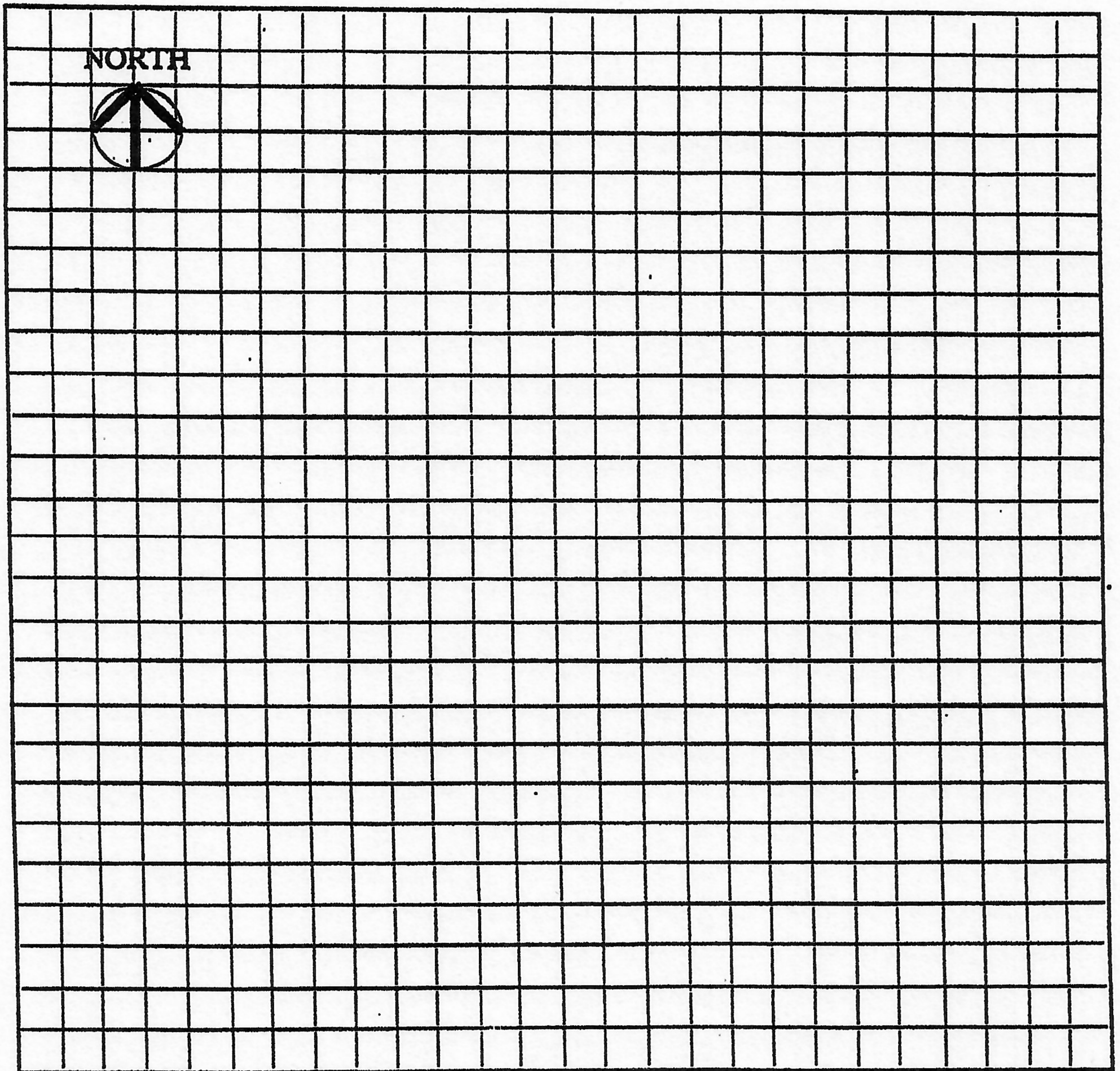
**Planning Board Signatures (Must be signed by at least 3 members whether approved or denied)**

\_\_\_\_\_  
\_\_\_\_\_



# SITE PLAN

**PLEASE INCLUDE: LOT LINES; AREA TO BE CLEARED OF TREES AND OTHER VEGETATION; THE EXACT POSITION OF PROPOSED STRUCTURES, INCLUDING DECKS, PORCHES, AND OUT BUILDINGS WITH ACCURATE SETBACK DISTANCES FROM THE SHORELINE, SIDE AND REAR PROPERTY LINES; THE LOCATION OF PROPOSED WELLS, SEPTIC SYSTEMS, AND DRIVEWAYS; AND AREAS AND AMOUNTS TO BE FILLED OR GRADED. IF THE PROPOSAL IS FOR THE EXPANSION OF AN EXISTING STRUCTURE, PLEASE DISTINGUISH BETWEEN THE EXISTING STRUCTURE AND THE PROPOSED EXPANSION.**



SCALE: \_\_\_\_\_ = \_\_\_\_\_ FT.



# Town of Roque Bluffs

## Building Permit Fees:

Dwelling.....	\$45.00
Dwelling w/ attached garage.....	\$55.00
Additions to dwelling.....	\$20.00
Outbuildings (garage, barn, etc).....	\$35.00
Outbuildings less than 100 sq ft.....	No fee/permit required
Private Wharf.....	\$50.00
Shore Access Stairs.....	\$20.00

## Subdivision Permits:

- 3 to 5 lots..... \$40.00/lot
- 6 or more lots ..... \$200.00 plus \$40.00/lot

## Other:

Comprehensive Zoning Ordinance .....	\$20.00
Comprehensive Plan .....	\$25.00
Tax Map Sets .....	\$10.00
Map/Lot Index .....	\$50.00
Commitment Book.....	\$75.00