



# BUILDING & USE APPLICATION

TOWN OF CASTINE

P.O. BOX 204 – 67 COURT STREET

CASTINE, MAINE 04421

PHONE (207) 326-4502; FAX (207) 326-9465 EMAIL: [townoffice@castine.me.us](mailto:townoffice@castine.me.us)

CEO Use Only  
**RECEIVED**  
By \_\_\_\_\_  
Date \_\_\_\_\_

**NOTE:** This application is for a Building & Use Permit pursuant to the *Zoning Ordinance of the Town of Castine, Maine*. It is the applicant's responsibility to obtain and submit all material and information required by the Ordinance and to obtain any permits or approvals required by other regulations applicable to this project. **Please note the Code Enforcement Officer and Planning Board can not act on an incomplete application.**  
The applicant and property owner grant the CEO reasonable access to the project site as provided in § 8.3. The applicant and property owner, by submission of this application, acknowledge this notice.

• **PROPERTY OWNER**  CHECK (✓) IF APPLICANT  
NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_  
EMAIL ADDRESS (IF APPLICANT): \_\_\_\_\_

• **ARCHITECT, ENGINEER OR CONTRACTOR**  CHECK (✓) IF APPLICANT  
NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_  
EMAIL ADDRESS (IF APPLICANT): \_\_\_\_\_

• **PROPERTY INFORMATION**  
DEED RECORDED IN BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ AT HANCOCK COUNTY REGISTRY OF DEEDS  
TAX MAP # \_\_\_\_\_ LOT # \_\_\_\_\_ STREET ADDRESS \_\_\_\_\_  
ZONING DISTRICT \_\_\_\_\_ RESOURCE PROTECTION ZONE?  YES  NO  
SHORELAND ZONE?  YES  NO SOURCE WATER PROTECTION ZONE?  YES  NO  
HISTORIC SITE OR ZONE?  YES  NO MARITIME ACTIVITY ZONE?  YES  NO  
CONFORMING LOT?  YES  NO IS THE LOT PART OF SUBDIVISION?  YES  NO  
DO EXISTING STRUCTURES CONFORM TO DIMENSIONAL REQUIREMENTS FOR THE ZONING DISTRICT?  
 YES  NO  NONE IF "NO," DESCRIBE THE NONCONFORMANCE \_\_\_\_\_  
EXISTING USE OF PROPERTY \_\_\_\_\_ PROPOSED USE \_\_\_\_\_

• **DIMENSIONAL INFORMATION**  
LOT SIZE LENGTH (FT) \_\_\_\_\_ WIDTH (FT) \_\_\_\_\_ AREA (SF OR AC) \_\_\_\_\_  
LOT COVERAGE PERCENT COVERED BY STRUCTURES \_\_\_\_\_ (%) AND BY OTHER IMPERVIOUS AND  
NON-VEGETATED SURFACES \_\_\_\_\_ (%) AT THE COMPLETION OF PROJECT  
SHORELINE FRONTAGE (FT) \_\_\_\_\_ SETBACK (FT) \_\_\_\_\_  
SETBACKS FRONT (FT) \_\_\_\_\_ SIDE (FT) \_\_\_\_\_ REAR (FT) \_\_\_\_\_  
OTHER STRUCTURE HEIGHT (FT) \_\_\_\_\_ CLEARED OPENING IN CANOPY IN SLZ (SF) \_\_\_\_\_

• **PROJECT INFORMATION (CHECK ALL APPLICABLE ITEMS)**  
 NEW STRUCTURE  EXPANSION OF EXISTING STRUCTURE  DEMOLITION  
 REPAIR/REPLACEMENT  ALTERATION/REMODEL  CHANGE OF USE  
 EARTHMOVING NOT RELATED TO BUILDING CONSTRUCTION  OTHER

• **DESCRIBE PROPOSED PROJECT:** \_\_\_\_\_  
\_\_\_\_\_

• **EARTHMOVING**

TOTAL MATERIAL TO BE REMOVED FROM THE SITE (CY) \_\_\_\_\_

TOTAL FILL MATERIAL TO BE IMPORTED TO THE SITE (CY) \_\_\_\_\_

TOTAL DRIVEWAY/ROADWAY MATERIAL (CY) \_\_\_\_\_

TOTAL ONSITE CUT TO FILL (CY) \_\_\_\_\_

• **UTILITIES SERVING SITE**

WATER:  PUBLIC  PRIVATE

SEWER:  PUBLIC  PRIVATE

• **COST**

WHAT IS TOTAL ANTICIPATED COST OF THE PROJECT (LABOR & MATERIALS) INCLUDING SITE PREPARATION & LANDSCAPING, WATER/SEWER, DRIVES & ROADWAYS, FOUNDATIONS, STRUCTURES, PLUMBING, HEATING AND ELECTRIC? \$ \_\_\_\_\_

• **OTHER PERMITS**

DO YOU HAVE SUBSURFACE WASTEWATER PERMIT?  YES  NOT REQUIRED

DO YOU HAVE SEWER CONNECTION PERMIT?  YES  NOT REQUIRED

DO YOU HAVE TREE WARDEN APPROVAL?  YES  NOT REQUIRED

DO YOU HAVE D.E.P. PERMIT?  YES  NOT REQUIRED

DO YOU HAVE ENTRANCE & EXCAVATION PERMIT?  YES  NOT REQUIRED  WILL OBTAIN AS NEEDED

DO YOU HAVE PLUMBING PERMIT?  YES  NOT REQUIRED  PLUMBER TO OBTAIN

• **SITE PLAN**

A SITE PLAN IS REQUIRED BY § 8.2.3 OF THE ORDINANCE; IS IT INCLUDED WITH THIS APPLICATION?

YES  NO, A PLAN IS NOT INCLUDED AND I REQUEST THIS REQUIREMENT BE WAIVED BECAUSE:

\_\_\_\_\_

• **CERTIFICATION**

I CERTIFY THAT ALL INFORMATION CONTAINED HEREIN AND ON ANY ATTACHMENTS IS TRUE AND CORRECT AND UNDERSTAND THAT ANY FALSE INFORMATION WILL INVALIDATE THE PERMIT AND STOP ALL WORK. FURTHER, IF I AM NOT THE OWNER OF RECORD, I CERTIFY THAT I AM AN AUTHORIZED AGENT OF THE OWNER.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**FOR CODE ENFORCEMENT OFFICER USE**

BUILDING PERMIT FEE \$ \_\_\_\_\_

DATE PAID \_\_\_\_\_

APPLICATION IS  COMPLETE  INCOMPLETE

APPLICATION  DOES  DOES NOT REQUIRE SITE PLAN APPROVAL DATE OF APPROVAL \_\_\_\_\_

APPLICATION IS  APPROVED AND PERMIT # \_\_\_\_\_ ISSUED  DISAPPROVED

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
DATE