

TOWN OF MONTVILLE

Intent to Build Notification Form

Property owners building or installing structures that are 100 Sq ft or larger are required to submit this Intent to Build form. Residential solar installations are exempt from this requirement.

There is no fee for submission.

There is a \$200 penalty fee if the Montville Select Board determines there is noncompliance.

New structures built after April 1st of the current tax year will not be taxed until the following year.

Owners Name: _____ Date: _____
Mailing address: _____
Street address of new building/structure: _____
Map & Lot# _____
Email address: _____ Phone # _____

Land Owners Name (if different than above): _____
Land Owners Phone #: () _____

Contractor's Name: _____ Phone: () _____
Contractor's Address: _____
Estimated Value of Finished Project: _____ Proposed Use: _____
Description of work to be done: _____

Is this work part of a Subdivision? Yes _____ No _____

Are you altering your Driveway? Yes _____ No _____

Is the proposed structure a new building? Yes _____ No _____

Is the proposed structure and expansion of an existing structure? Yes _____ No _____

Is the structure to be built or placed within the Shoreland Zone (250' of high-water mark of any stream or pond)? Yes ____ No ____

If yes, under the Montville Shoreland Zoning Ordinance, a permit must be issued by the Montville Planning Board, and a copy of the permit must be included with this notification form. Is a copy of this permit attached?

Does the structure represent the conversion of a seasonal property to year-round use? Yes _____ No _____

If yes, an approved septic design issued by a licensed soil scientist and approved by Montville Plumbing Inspector, **Cindy Abbott, (209) 505-0743**, is required. Is a copy of the approved septic design attached?

If no, a primitive wastewater disposal plan need to be in place. Contact Cindy Abbott.

Building type:

☐ House ☐ Addition ☐ Garage ☐ Barn ☐ Shed

☐ Other: shipping container(s), box trailer(s), pre-fabricated shed(s), mobile home, fabric or poly covered frames being used for habitation or storage, animal housing, or greenhouse(s).

Please specify: _____

Square Footage: _____

Projected Start Date: _____ Projected Completion Date: _____

Signed: _____ Date: _____

Applicant will receive acceptance notice of this form once reviewed by applicable town departments. The Administrative Assistant to the Selectboard will notify the applicant of approval in writing, or of the need for further steps and/or permits and will provide information on what those steps are. Notice will be given within 2 weeks.

Please note that additional approvals may be required:

- Road Entrance Notification if a driveway is being installed (road commissioner)
- Subsurface Wastewater (state/town plumbing inspector)
- Plumbing (state/town plumbing inspector)
- Shoreland Zoning
- Site Plan Review

Town Ordinances: <https://www.montvillemaine.org/boardandcommittees/planningboard>

Forms & Permit Information: <https://www.montvillemaine.org/forms>

Permit Applications

This letter must accompany any request for an application for any of the following permit applications. All permitting applications must be provided to the applicant by the Town Clerk. All applications must be completed and given back to the Town Clerk.

1. Driveway Permit:

- a. **Town Roads:** A Driveway Permit for property **located on a town road** must be approved by the Road Commissioner any time that a new access driveway is being constructed, or anytime an existing driveway entrance is being altered. Any access to private property from a town road for any purpose requires a permit. Examples of this would include tree harvesting and access for agricultural reasons. The contact number for the Road Commissioner, Richard Peavey, is 207-322-6644.
- b. State or State Aid Roads: State or State Aid roads in Montville include:
 - i. State Roads:
 1. Route 3
 2. Route 220
 3. Route 173
 - ii. State Aid Roads
 1. Trues Pond Rd.
 2. Freedom Pond Rd.

These roads fall under the jurisdiction of the Maine Dept. of Transportation. The property owner must obtain a permit from the MDOT for “Region 2”. The contact number for a State Permit from the Maine DOT is 207-624-3000, or you can visit:

<https://www.maine.gov/dot/doing-business/permitting-policy/driveway-and-entrance-permitting/>

Dougie Brown, who is Montville’s Region 2 permitting specialist, is available to help any resident with questions. Please feel free to reach out:

Douglas Brown
Mid Coast Region 2 Permit Specialist
Maine Department of Transportation
98 Statehouse Station
Augusta, ME 04333

Email: douglas.brown@maine.gov

Phone: (207) 624-8205

Cell: (207) 441-1594

2. Building Permit and/or Plumbing Permit: Whenever a new building and/or a new septic system is being installed, a Building Permit and/or a Plumbing Permit must be filed with the town before any work can begin. To obtain either of these permits, call the town office at 207-804-8604, or contact Cindy Abbot, Code Enforcement Officer/Plumbing Inspector, at 207-505-0743 or cindyabbottceo@yahoo.com

If any of these projects involve the construction of a new driveway, a Driveway Permit must be filled out first and approved by the Road Commissioner before any Building Permit or Plumbing Permit can be issued.

3. Tree Harvesting Permit: A Driveway Permit must be approved by the Road Commissioner before any tree removal may commence. Call the Road Commissioner at 207-322-6644.

Permit Check List

	Permit	Date Received	Filed with Town
	Driveway Permit		
	Building Permit		
	Plumbing Permit		
	E-911 Address		
	CMP Form 1190		
	Paid – File – Signed Completed Permits		

Required Attachments

1. A sketch of the lot showing the proposed structure along with existing structures, distances from lot boundaries, septic system, wells, bodies of water, and any right of ways (ROWs)
2. Building Notification Form Attachments Checklist
3. Verification of a Potable Water Source

Any structure erected under permission granted by this notification must conform to all provisions of MONTVILLE ORDINANCES and STATE REGULATIONS in effect on the date this building notification is certified complete.

Print Name: _____

Date: _____

Signed: _____

Application Fees

Shore Land Zoning Application Fee: \$25.00

Shore Land Zoning After the Fact Permit Fee: \$2,500.00 plus application fee.

Site Plan Review Application Fees:

- Minor Development: \$50.00
- Major Development: \$100.00 plus \$0.50/square feet

Site Plan Review After the Fact Fees:

- Minor Development: \$200.00 in addition to Application Fees, plus any legal fees.
- Major Development: \$2,500.00 in addition to Application Fees, plus any legal fees.

Subdivision Application Fees:

For five or fewer lots: \$500.00 plus \$100.00/lot plus expenses.

For Subdivisions of more than five lots:

- Pre-application is \$125.00
- Preliminary Application is \$400.00 for first lot, \$200.00 for all subsequent lots, plus \$500 per lot in escrow for consultants as per ordinance.
- Final Plan Approval: \$100.00 per lot plus advertising fees.

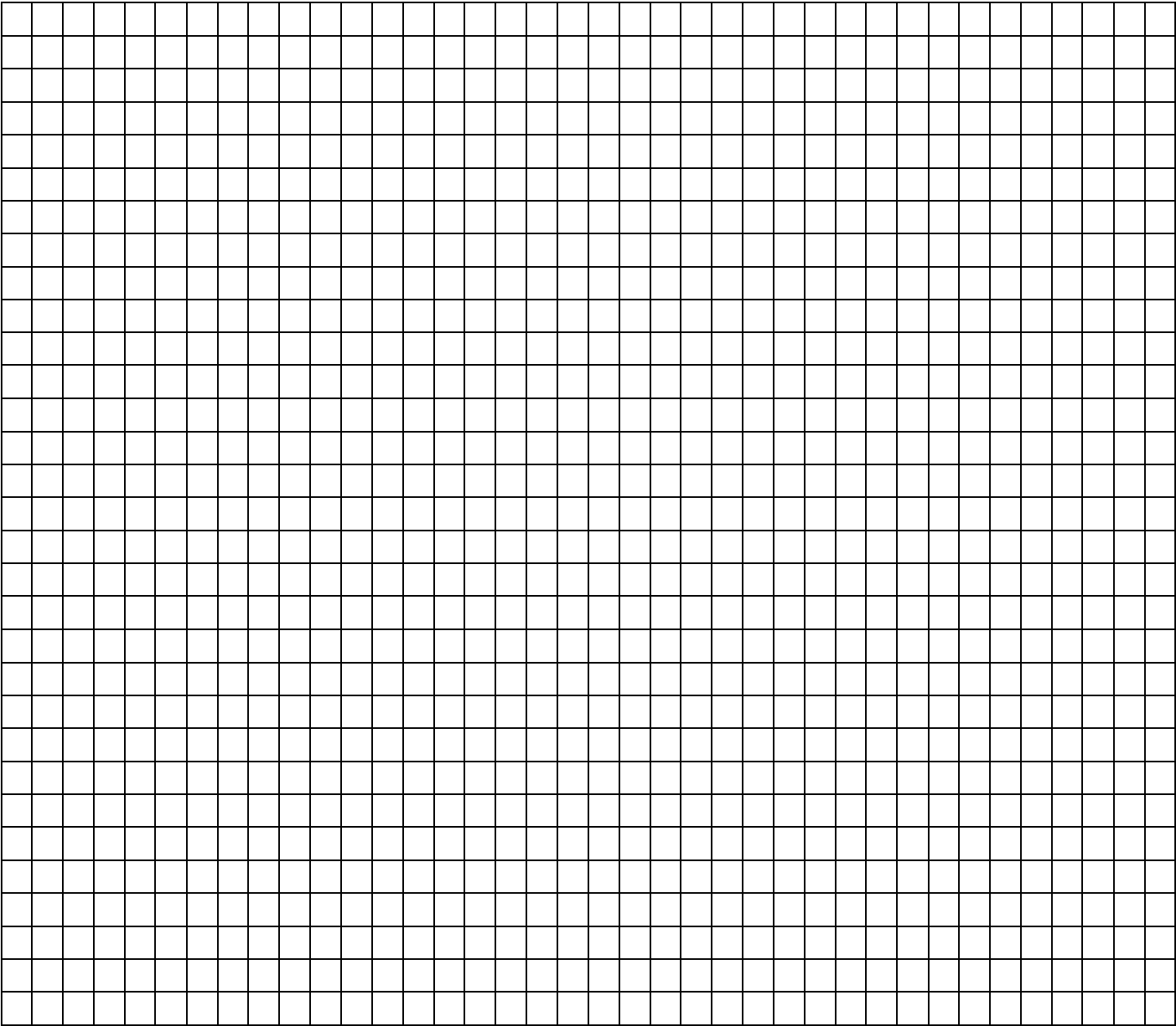
Subdivision After the Fact Fee:

As per Article X; J of the Town of Montville Subdivision Ordinance, in addition to Application Fees.

Detailed Sketch of Lot

The sketch must be drawn to scale and include the following:

- 1. Lot dimensions, with boundaries, roads, rights of way, bodies of water, wetlands, and shoreland zones.
- 2. All existing buildings, with dimensions
- 3. The proposed structure, with dimensions
- 4. Distances from proposed and existing structures to one another (30' minimum), side and back lot boundaries (15' minimum), roads (75' minimum), rights of way, and shoreland zones or wetlands.



Building Notification Form Attachments Checklist

The following must be submitted, if applicable. Column A is to be completed by the property owner. Column B is for Town Use.

<u>A (Submitted)</u>	<u>State of Maine Requirements</u>	<u>B (Received)</u>
☐	MDOT Access Permit if abutting State Routes 3, 220, or 173 or State Aid Roads Trues Pond Rd. or Freedom Pond Rd.	☐
☐	Pole permit for electricity, telephone, and/or other utilities from service provider and Road Commissioner	☐
☐	Soil Test for waste disposal system from licensed soil scientist	☐
☐	Subsurface Wastewater Plan approved by licensed plumbing inspector	☐
☐	Internal Plumbing Permit from licensed plumbing inspector	☐
☐	Potable water verification	☐
☐	State Wetlands Area Permit (Dept. Environmental Protection)	☐
☐	Essential Habitat Evaluation (Dept. Inland Fisheries & Wildlife)	☐

Montville Requirements

☐	An accurate sketch of lot as per instructions on attached page	☐
☐	Notarized letter from property owner if different from applicant	☐
☐	Address registration	☐
☐	Road access permit from Road Commissioner	☐
☐	Completed Building Notification Form	☐
☐	Certification of Shoreland Zone compliance from CEO	☐
☐	Subdivision approval from Planning Board	☐
☐	Compliance Statement from Planning Board, if property is within an existing subdivision	☐

My property is _____ or is not _____ within a Shoreland Zone, as per maps in the Town Office. I certify that I have included all documents required by state and local regulations.

Printed Name: _____

Signed: _____ Date: _____

Please contact Code Enforcement Officer Cindy Abbott at cindyabbottceo@yahoo.com or (505-0743) for any questions about compliance or possible required permits.

Please consult the Planning Board if you have questions regarding requirements laid out in Montville's Land Use Ordinance.

OFFICE USE ONLY: Received on _____ by _____

☐ CEO ☐ PB ☐ SB ☐ RC |

CC: Assessor