

# Town of York

## SHORELAND / BUILDING / USE / SIGN PERMIT INSTRUCTION SHEET

- #1 PROPERTY OWNER: Name, phone number and e-mail of person who has legal standing in the property. Legal standing is any applicant who has some "title, right or interest" in the property. Is your name on the deed of record? Do you have a Purchase and Sale Agreement? If you've answered "yes" to one of these questions, then you have legal standing.
- #2 APPLICANT: Name, phone number and e-mail. If you are applying for a permit and you do not own the property, you must have written authorization from the owner.
- #3 APPLICANT'S ADDRESS:
- #4 MAP/LOT: This information can be found on the Town's website: [www.yorkmaine.org](http://www.yorkmaine.org), click on GIS Mapping under Quick Links...you can search by name, address and street name.
- #5 BASE ZONE DISTRICT: This information can be found following step #4 above and using the "Layers" or "Quick Map" tools in the upper right hand side (the fourth and fifth symbols).
- #6 VALUE OF PROJECT: This is the projected construction cost and includes the value of labor and materials. The application fee is assessed at a rate of \$8.00 per thousand dollars of projected construction cost, with a \$50.00 minimum. Please refer to the [Supplemental Building Ordinance](#) located on the Town website.
- #7 PROJECT ADDRESS: The physical address of where the work will be done.
- #8 LOT OF RECORD, WHAT YEAR: A parcel of land, a legal description of which, or the dimensions of which, are recorded in a document or subdivision plan on file at the York County Registry of Deeds. The Assessor's Office may have a copy of your deed as well.
- #9 IDENTIFY ADJACENT LOTS UNDER THE SAME OWNERSHIP: This would be any lot(s) next to the property where the work will be performed.
- #10 Check the box that best describes the type of permit you're are applying for.
- #11 USES: List all the uses you are proposing on this lot. Ex: residential, home occupation or commercial.
- #12 CONSTRUCTION/ACTIVITY: Describe the proposed construction or use for this property. Construction information would include: What are you building? Is this for new construction, remodel or renovation? Are you changing the use? Ex: You have a Single-Family Home and want convert it to a Bed & Breakfast.
- #12 A SOIL DISTURBANCE: If one or more acres of land will be disturbed a copy of a Maine Construction General Permit or Permit by Rule through Maine DEP Chapter 500 Stormwater Management will need to be submitted with this application.
- #12 B If one or more cubic yards of land will be disturbed in the Shoreland Zone, provide a copy of your State Erosion Control Certification or Certification Number.
- #13 CURRENT & PROPOSED PROPERTY INFORMATION: Indicate the current status of the property and building(s) on the lot and/or any proposed changes. If the proposed project will not change the proposed use, building or lot coverage, then check N/A.
- #14. OVERLAY DISTRICTS: This information can be found following step #4 above and using the "Layers" tool (the fourth symbol) in the upper right hand side. Check all zones that apply.
- #15 TYPE OF WATER SUPPLY: All construction or changes of use requires Water District sign-off on the completed application before a permit is issued if property is served by Public Water.
- #16 TYPE OF SEWER DISPOSAL: Sewer District must sign-off on the application before a permit is issued. If you are installing a septic system, bring 3 signed copies of the septic design with you when applying for the permit.
- #17 PROPERTY INFORMATION: Article 5 of the York Zoning Ordinance cites the specific lot information for your zone. To access the zoning ordinance on line, go to the Town's website: [www.yorkmaine.org](http://www.yorkmaine.org) and click on Documents, then select All Town Codes/Zoning Ordinance/Article 5, and [Post Construction Stormwater Management Ordinance](#).
- #18 PLEASE SIGN AND DATE THE APPLICATION. THANK YOU

**DIG SAFE: Dig Safe is required for all soil disturbance,**

# Occupancy Permit Checklist

Town of York  
186 York Street  
(207)363-1002

CEO	ITEM	YES	NO	N/A
	All other inspections signed and dated?			
	Water Test Certificate or Water Meter hooked up and sealed by Water District?			
	Approved Septic System or Sewer District Connection Permit?			
	Proper stair widths?			
	Railings installed; all stairs with three or more risers?			
	Electrical wiring is complete; cover is on circuit breaker boxes?			
	All Electrical boxes, light switches, plug-ins and panels covered?			
	All Breakers Labeled?			
	If water supply is Public, is it grounded?			
	6'8" clearance over stairwells?			
	Smoke and Carbon Monoxide detectors wired and functioning?			
	Building ventilation - soffit vent and/or gable end vents?			
	GFI in bathrooms/garage/kitchen/basement/outside?			
	Lights - Outside/Porches/Hallways/Baths/Entrances/Exits/Stairs?			
	Bathroom has a door?			
	Hot water heater has overflow pipe 6-12" from floor/connections?			
	Bridging or spaces nailed off?			
	Waste pipes - hangers every 4'?			
	Egress window in every bedroom?			
	Bathroom has window or is vented?			
	Fire walls in garage, fire stops under stairways, 5/8" sheetrock?			
	Oil furnace is installed by State Regulations accompanied by an Efficiency Test?			
	Dishwasher has its air gap fitting? Separate Trap?			
	House number posted on house or at mailbox if not visible?			
	Garbage disposal has permit?			
	Copy of Sewer Connection Permit available and signed by District?			

This Occupancy Checklist is not the determination of Occupancy; it is only to be used as a guideline during final inspection.



# TOWN OF YORK

# Shoreland / Building / Sign / Use Application Form

186 York Street  
York, ME 03909  
207-363-1002

www.yorkmaine.org

REC'D BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*APPLICANT TO USE BLACK OR BLUE INK\***

### 1. PROPERTY OWNER NAME:

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Provide evidence of right/title/interest.

### 2. APPLICANT NAME\*:

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Check if property owner is the applicant.

\*If not owner of record, must have written authorization from owner.\*

### 3. APPLICANT ADDRESS

4. MAP/LOT: \_\_\_\_\_

5. Base Zone District: \_\_\_\_\_

6. Value of Project: \_\_\_\_\_

7. Project Address: \_\_\_\_\_

8. Lot of Record, What Year: \_\_\_\_\_

9. Identify Adjacent Lots Under Same Ownership: \_\_\_\_\_

## PROJECT INFORMATION

10. Select One:  Building Permit  Use Permit  Combined Building and Use Permit  Sign Permit

11. USES: List all existing and proposed uses for this property. Identify accessory uses, if applicable.

Check if any non-residential use is involved.

12. CONSTRUCTION/ACTIVITY. Describe proposed construction/activity to be permitted.

12.A. Will you be disturbing one or more acres of land? | Y \_\_\_\_ | N \_\_\_\_ |

*If yes, you will need to apply for either a Maine Construction General Permit, or Permit by Rule through Maine DEP Chapter 500 Stormwater Management, and a copy will need to be submitted to the Town with this application.*

12.B. Will you be disturbing one or more cubic yards of land? If yes, provide a copy of your State Erosion Control

Certification, or Certification number \_\_\_\_\_ and expiration date \_\_\_\_\_.

13.	Existing	Proposed	N/A	14. OVERLAY DISTRICTS (check all that apply)
Number of Stories				Elderly Congregate Housing Overlay District
Building/Structure Height				Farm Enterprise Overlay District
Number of Bathrooms				Shoreland Overlay District
Number of Bedrooms				Watershed Protection Overlay District
Septic System Limit of Bedrooms				Wetland Protection Overlay District
Seasonal or Year-Round Use				Workforce Affordable Housing Overlay District
Number of Parking Spaces				York Village Affordable Elderly Housing Overlay District
Number of Residential Units				York Village Center Overlay District
				York Village Hospital Overlay District
Area of Lot (s.f.) (FYI: 1 acre=43,560 s.f.)				Historic District

## WATER / SEWER INFORMATION

15. TYPE OF WATER SUPPLY:       PUBLIC       PRIVATE  
                                                   Annual       Seasonal       Summertime Only

\_\_\_\_\_      \_\_\_\_\_  
 WATER DISTRICT AUTHORIZED SIGNATURE      DATE

16. TYPE OF SEWAGE DISPOSAL:       PUBLIC       PRIVATE [Provide a copy of the septic plan (HHE-200) if proposal would increase septic usage.]

\_\_\_\_\_      \_\_\_\_\_  
 SEWER DISTRICT SUPERINTENDENT'S APPROVAL      DATE

## PROPERTY INFORMATION

<p>17. LOT SIZE (SQ. FT. OR ACRES): _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Street Frontage:</td> <td style="width: 20%; text-align: right;">Ft.</td> </tr> <tr> <td>Water Frontage:</td> <td style="text-align: right;">Ft.</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Check if Non-Conforming</td> <td> </td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Required Setbacks:</td> <td style="width: 20%;">Front</td> <td style="width: 20%; text-align: right;">Ft.</td> </tr> <tr> <td> </td> <td style="text-align: center;">Side</td> <td style="text-align: right;">Ft.</td> </tr> <tr> <td> </td> <td style="text-align: center;">Rear</td> <td style="text-align: right;">Ft.</td> </tr> </table>	Street Frontage:	Ft.	Water Frontage:	Ft.			Check if Non-Conforming		Required Setbacks:	Front	Ft.		Side	Ft.		Rear	Ft.	<p style="text-align: center;">PERCENTAGE OF LOT COVERAGE (IMPERVIOUS SURFACE RATIO)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Present:</td> <td style="width: 20%; text-align: center;">%</td> <td style="width: 20%; text-align: right;">Sq.Ft.</td> </tr> <tr> <td>Proposed:</td> <td style="text-align: center;">%</td> <td style="text-align: right;">Sq.Ft.</td> </tr> <tr> <td>Zone:</td> <td style="text-align: center;">%</td> <td style="text-align: right;">Sq.Ft.</td> </tr> <tr> <td>Check if Not Applicable</td> <td> </td> <td> </td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Proposed Setbacks:</td> <td style="width: 20%;">Front</td> <td style="width: 20%; text-align: right;">Ft.</td> </tr> <tr> <td> </td> <td style="text-align: center;">Side</td> <td style="text-align: right;">Ft.</td> </tr> <tr> <td> </td> <td style="text-align: center;">Rear</td> <td style="text-align: right;">Ft.</td> </tr> </table>	Present:	%	Sq.Ft.	Proposed:	%	Sq.Ft.	Zone:	%	Sq.Ft.	Check if Not Applicable			Proposed Setbacks:	Front	Ft.		Side	Ft.		Rear	Ft.
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- BUILDING PERMITS DO NOT INCLUDE PLUMBING, SEPTIC OR COMMERCIAL ELECTRICAL WORK.
- HOMEOWNERS MAY DO THEIR OWN PLUMBING AND ELECTRICAL WORK ONLY IN THEIR PRIMARY YEAR-ROUND RESIDENCE. SUCH WORK IS SUBJECT TO PERMITTING AND INSPECTIONS.
- **BUILDING PERMITS EXPIRE IF INACTIVE FOR 180 DAYS (i.e. no inspections).**
- ALL WORK MUST COMPLY WITH MAINE UNIFORM BUILDING and ENERGY CODE (MUBEC). MAINE HAS ADOPTED THE NATIONAL CODES AND STANDARDS. AMENDMENTS CAN BE FOUND BY GOING TO THE STATE'S WEBSITE: [www.maine.gov/dps/bbcs](http://www.maine.gov/dps/bbcs)
- ANY FALSE INFORMATION MAY INVALIDATE A BUILDING PERMIT AND STOP ALL WORK.
- SIGNING AUTHORIZES INSPECTIONS NECESSARY TO ISSUE PERMIT AND ENSURES COMPLIANCE WITH STATE BUILDING CODES AND ANY OTHER APPLICABLE REGULATIONS.
- IF THERE IS A PROPOSED EXPANSION YOU MUST SUBMIT A SCALED PLOT PLAN, WITH SIDE VIEW DRAWING AND ALL APPLICABLE STATE AND FEDERAL PERMITS.
- MUST SUBMIT STORMWATER MANAGEMENT PLAN W/APPLICATION (SEE POST CONSTRUCTION STORMWATER MANAGEMENT ORDINANCE).

18. \_\_\_\_\_      \_\_\_\_\_  
 PROPERTY OWNER, OR APPLICANT WITH OWNER'S WRITTEN PERMISSION      DATE

## SIGN INFORMATION

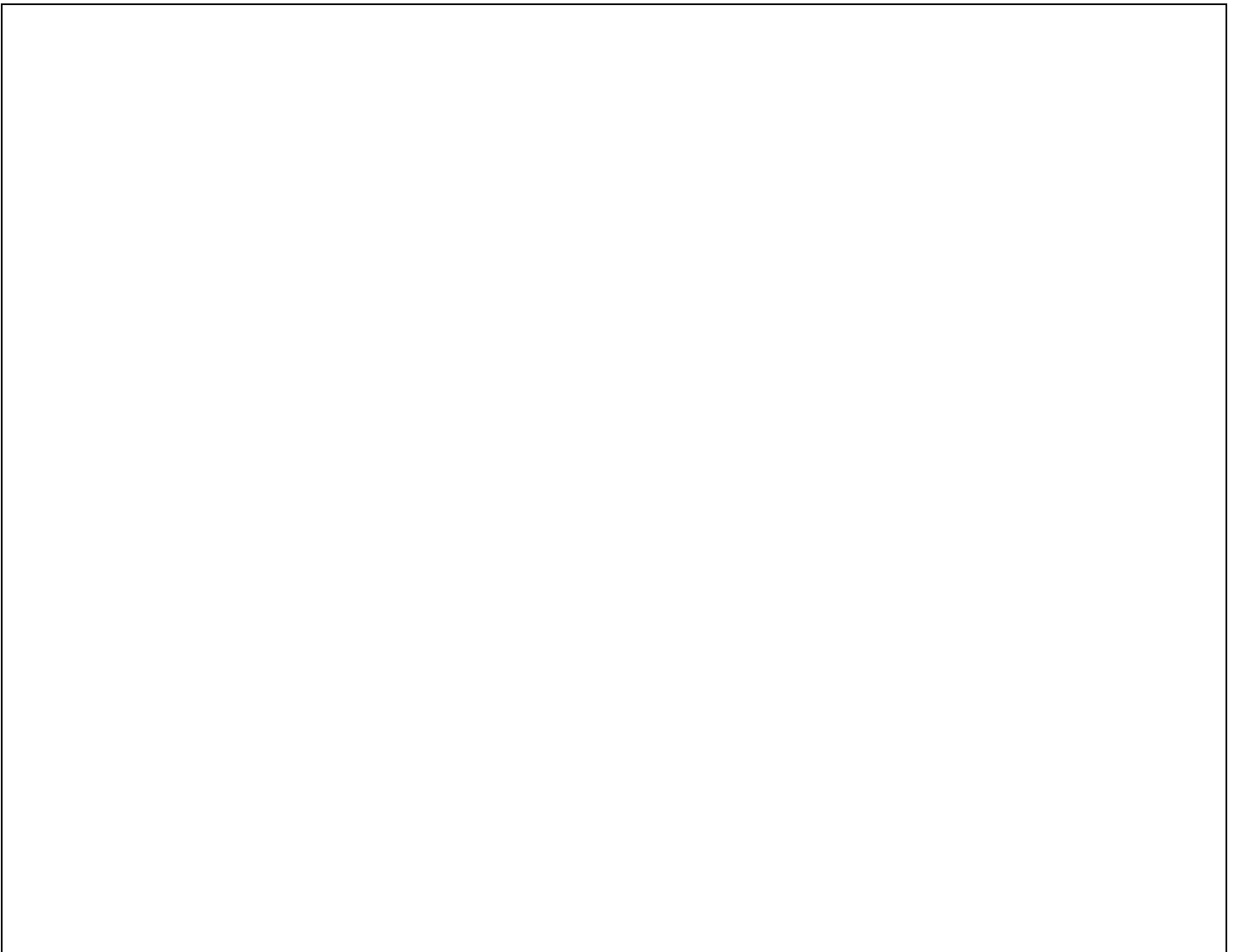
**Sign Standards** are in Article 16 of the Town of York Zoning Ordinance. The Ordinance can be found on the Town of York Website or by clicking [here](#).

Name of Business / Organization: \_\_\_\_\_

Please provide a PLOT PLAN with the location of the sign on the attached graph.

1. Height to top of sign from ground level: \_\_\_\_\_
2. Type of Material: \_\_\_\_\_
3. Source of Illumination (If applicable): \_\_\_\_\_
4. Set Back from Front Property Lines: \_\_\_\_\_
5. Set Back from Side Property Lines: \_\_\_\_\_

Please attach a sketch (or use the space below) of the sign(s) and include **ALL DIMENSIONS**:



# **PLOT PLAN**

PLEASE INCLUDE ALL SETBACK DISTANCES FROM PROPERTY BOUNDARIES, ROADS, STREETS AND RIGHT OF WAYS; ALL WETLANDS AND WATERBODIES; ANY EXISTING WELLS AND SEPTIC SYSTEMS. INCLUDE SHORELAND SETBACK OR FLOOD ELEVATIONS IF APPLICABLE. SHOW ALL PROPOSED DECKS AND PORCHES.

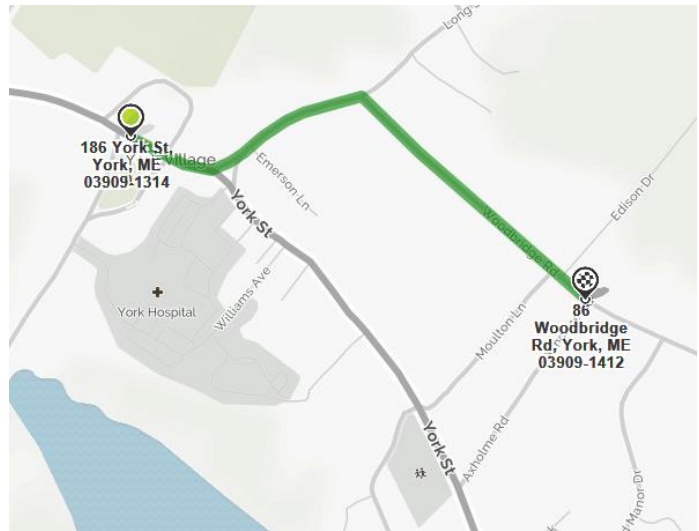
A large grid for drawing a plot plan, consisting of 20 columns and 20 rows of squares. The grid is intended for the user to draw property boundaries, setbacks, and other features as specified in the instructions above.

## York Water District

**Office hours:** 7:00AM – 5:30PM  
*Monday thru Thursday, Closed Friday*

**Office Address:**  
86 Woodbridge Rd  
York, Maine 03909

Phone: (207) 363-2265  
Fax: (207) 363-7338

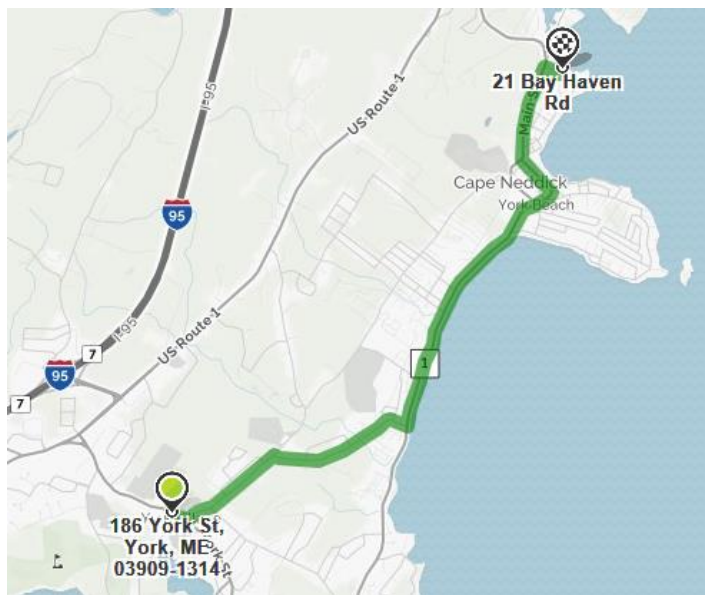


## York Sewer District

**Office hours:** 7:00AM – 4:30PM  
*Monday thru Thursday, Closed Friday*

**Office Address:**  
21 Bayhaven Road  
York, Maine 03909

Phone: (207) 363-4232  
Fax: (207) 363-6701



## Kittery Water District

**Office hours:** 7:30AM – 4:00PM  
*Monday thru Friday*

**Office Address:**  
17 State Road  
Kittery, Maine 03904

Phone: (207) 439-1128  
Fax: (207) 439-854

