



Phone: 207-695-2421 ~ Fax: 207-695-4611

PO Box 1109 ~ 7 Minden St. Greenville, ME 04441 ~ [www.GreenvilleME.com](http://www.GreenvilleME.com)

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## SHORELAND BUILDING PERMIT APPLICATION

Name \_\_\_\_\_ Date Received \_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_

Property Location \_\_\_\_\_

Account # \_\_\_\_\_ Permit # \_\_\_\_\_ Paid Receipt # \_\_\_\_\_

**Building permits are required per the Land Use Ordinance for the Town of Greenville Revised 2019. Article III, Permitting Requirements & Procedures, Section 1, Activities Requiring a Land Use Permit, A through L.**

**INSTRUCTIONS:** Please complete and submit this Building Permit Application to the Code Enforcement Office. Please fill out as complete as possible and be sure to sign the application.

Any Building Permit Application that needs to be considered by the Planning Board must be completed and time stamped by the Code Enforcement Officer a **minimum of three weeks** before the next Planning Board meeting. Please note the Planning Board meets on the second and fourth Monday of each month. If an application is not time stamped three weeks prior to the second or fourth Monday meeting, review of the application may be moved to the next scheduled Planning Board meeting. All correspondence should be sent to the Town of Greenville, PO Box 1109, Greenville, ME 04441. If you need to see the Code Enforcement Officer, please call 207-695-2421 or e-mail to: [ceo@greenvilleme.com](mailto:ceo@greenvilleme.com). The Code Enforcement Officer is available **Tuesday- Friday from 7:00am to 5:00pm**. Please call ahead for an appointment.

The CEO, prior to the start of construction, will make a site inspection when the footing forms are in place, and after the completion of the project. **Please notify the CEO when your footing forms are in place so an inspection can be made.** Please provide a two day notice for site inspections, which are required by State of Maine Regulations. Building cannot be started until permit is picked up and application fee paid in full. After the Fact permits are charged 4x the original fee.

If any installation or alteration of plumbing facilities will be occurring, no permit will be issued without a plumbing permit signed by the Town of Greenville Licensed Plumbing Inspector, or a copy of a signed sewer permit application from Moosehead Sanitary District.

**Shoreland Building Permit Application**

**Date Completed:** \_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_

**Property Zone:** Residential Rural Rural Dev 1 Rural Dev 2 Village Village Commercial  
Downtown 1 Downtown 2 Commercial/Industrial Critical Watershed Resource Protection

**Property Owner Information**

**Contractor Information**

Property Owner: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Cell: \_\_\_\_\_

Cell: \_\_\_\_\_

**Building Construction Information - circle all that apply**

Single Family Residence - Garage - Addition - Dormer - Shed - Sun Room - Deck

Other, Project Description: \_\_\_\_\_

Proposed Use \_\_\_\_\_ Past Use \_\_\_\_\_ Is Proposed Use Seasonal? Yes \_\_\_\_\_ No \_\_\_\_\_  
# Bedrooms \_\_\_\_\_ # Bathrooms \_\_\_\_\_ Heat Type \_\_\_\_\_ Foundation Type \_\_\_\_\_

**Type of Sewage Disposal**

Town Sewer Subsurface Sewage: New or Existing

**Lot Dimensions**

Percentage of lot to be occupied by structure? \_\_\_\_\_

Lot Width: \_\_\_\_\_ Lot Depth: \_\_\_\_\_ Acreage \_\_\_\_\_ Lot Area (sq. ft.): \_\_\_\_\_

**Proposed Structure - Exterior dimensions:**

Residence: Number of stories \_\_\_\_\_ Height of structure \_\_\_\_\_  
Length & Width \_\_\_\_\_ ft x \_\_\_\_\_ ft Total Sq. ft. \_\_\_\_\_

Garage: Number of stories \_\_\_\_\_ Height of structure \_\_\_\_\_  
Length & Width \_\_\_\_\_ ft x \_\_\_\_\_ ft Total Sq. ft. \_\_\_\_\_

Other: Number of stories \_\_\_\_\_ Height of structure \_\_\_\_\_  
Length & Width \_\_\_\_\_ ft x \_\_\_\_\_ ft Total Sq. ft. \_\_\_\_\_

**Site Plan**

Illustrate the following information about your lot and the proposed use of the lot on a drawing. The following information must be drawn and indicated on the Site Plan.

- a. Lot Dimensions.
- b. Names of abutting property owners; names and locations of abutting roads; and rights-of-way and easements, both public and private.
- c. Exact location of existing and proposed building and distance of each to abutting lot lines.
- d. Location of sewage disposal system and water supply.
- e. Distance of sewage disposal system to owner’s and abutter’s wells.
- f. Distance of owner’s well to abutter’s sewage disposal systems.
- g. Areas to be cleared.
- h. Areas to be cut, filled, graded or other earth moving activity.
- i. Distance of structures, roads, and driveways from High Water line of a Great Pond or wetland.

**Attachments**

- a. Attach a copy of the signed Plumbing Permit application for subsurface waste disposal, or a copy of a signed sewer permit application from Moosehead Sanitary District, if applicable.
- b. Attach a copy of official decisions, if applicable, (or note pending applications) of other Federal, State, or local agencies regarding the use of this property (site location permit, minimum lot size waiver, subdivision approval, Great Ponds Permit, underground fuel storage tank registration, etc.)

**Additional Permits, Approvals, and/or Reviews Required:**

**Check if required:**

- Planning Board Review/Approval (e.g. subdivision, Site Plan Review)
- Board of Appeals Review/Approval
- Flood Hazard Development Permit
- Exterior Plumbing Permit
- Interior Plumbing Permit
- DEP Permit (Site Location, Natural Resources Protection Act)
- Army Corp of Engineers Permit (e.g. S 404 of Clean Waters Act)
- Others \_\_\_\_\_

**NOTE:** Applicant is advised to consult with the Code Enforcement Officer and appropriate State and Federal agencies to determine whether additional permits, approvals, and reviews are required.

**Any individual completing the application as authorized agent must attach a letter stating authorization from the owner of the property.**

To the best of my knowledge all information submitted on this application is true and correct. All proposed uses will be conformance with this application and the Land Use Ordinance for the Town of Greenville 2019.

Owner’s Signature: \_\_\_\_\_ Date \_\_\_\_\_

Agent’s Signature: \_\_\_\_\_ Date \_\_\_\_\_

Beginning January 1, 2013 the Maine State Erosion Control Law requires contractors that disturb or remove soil in the Shoreland Zone (250 feet within a river, lake, or wetland and 75 feet from a stream) be certified by the Maine State Department of Environmental Protection through its Voluntary Contractor Certification Program and BE ON SITE UNTIL COMPLETION OF THE PROJECT/SOIL DISTURBANCE.

**Earthwork Contractor Information:**

Name: \_\_\_\_\_ Certification # \_\_\_\_\_ Expiration: \_\_\_\_\_  
Address: \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_

**Permit Application Erosion & Sedimentation Plan:**

1. What excavation if any does your project involve? (Please explain)

2. Erosion and Sedimentation Control Plan: Please explain what steps you will take to prevent erosion and run off.

I have received a copy of and understand the Storm Water Runoff and Erosion and Sedimentation Control found in the Land Use Ordinance for the Town of Greenville 2019, Article VI, Section 4 and 5.

\_\_\_\_\_  
*Signature of applicant*

\_\_\_\_\_  
*Date*

# Sketch of PLAN

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