

TOWN OF ROME

BUILDING & USE PERMIT APPLICATION

For Office Use Only
Fee Amount: _____
Received On: _____
Received By: _____

Code Enforcement Officer: Andrew Marble

8 Mercer Rd, Rome ME 04963 Phone 207-397-3293

Email: TownOfRomeCEO@gmail.com

Office Hours: Monday 3:00-7:00 / Wednesday 9:00-1:00

Date: _____ Map _____ Lot _____

Property Owner: _____ Phone: _____

Property Address: _____

Owners Address (if different): _____

Contractor: _____ Phone: _____

Contractors Address: _____

Size of the parcel: _____ Road Frontage: _____ Number of Existing Dwellings: _____

Lot created after 1987? Yes ___ No ___ Lot created within last 5 years? Yes ___ No ___

Proposed Structure(s): New Principal Structure _____ New Accessory Structure _____ Addition _____

Describe the proposed Structure, Use or Activity: _____

Total Floor area of Proposed Structure: _____ ft²

Is this an addition/renovation? Yes ___ No ___ If yes, size of proposed addition/renovation: _____ ft²

Peak Height: _____ Foundation type: _____ Fill / Earthwork required? Yes ___ No ___

Start of Construction: _____ Estimated completion: _____ Cost of project (estimated): _____

Front setback: _____ Rear setback: _____ Side setbacks: _____ / _____

Water body setbacks (circle one): Less than 250' More than 250'

Number of existing Bedrooms: _____ Number of proposed bedrooms: _____

* If adding a bedroom to a residential structure, or increasing the design flow of a non-residential structure by 10% or more, please attach a copy of the existing and/or proposed Subsurface Wastewater System plans.

Does the project require a plumbing permit? Yes ___ No ___

Is the site located in a Flood Hazard Area? Yes ___ No ___

Shoreland Zone Section:

Not Applicable _____

Total Lot Size: _____ ft² Shore Frontage: _____ ft

Zoning District (circle one): Limited Residential Resource Protection Stream Protection

Size of lot within Shoreland zone (size of lot within 250' of resource): _____ ft²

Please list all existing un-vegetated areas within the Shoreland Zone (Houses, camps, decks, patios, sheds, garages, driveways, parking areas, pathways, etc):

Structure/Area:	Footprint (ft ²)	Waterbody Setback
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Existing: _____ (ft²)

Please list all proposed un-vegetated areas within the Shoreland Zone:

Structure/Area:	Footprint (ft ²)	Waterbody Setback
_____	_____	_____
_____	_____	_____

Proposed: _____ (ft²)

Existing (ft²) + Proposed (ft²) = Total Un-Vegetated area = _____ (ft²)

Percentage of the lot to be un-vegetated ([Total un-vegetated area / Shoreland lot size]*100): _____ %

Peak height of the existing structure: _____ ft. Height of proposed structure: _____ ft.

Are you cutting within 100ft of the water? Yes ___ No ___

Shore path width and type: _____ Amount of fill needed: _____ yds³

Are you adding a dock? Yes ___ No ___ If yes, dock width length and type: _____

Shoreland Zone: Construction within 100ft of waterbody: Not Applicable _____

Please list the footprint for all existing structures within 100ft of the waterbody (Houses, camps, sheds, garages, decks, patios, etc). The structure footprint should includes all eves and overhangs:

Structure:	Footprint between the following waterbody setbacks:		
	0'-25'	25'-75'	75'-100'
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total existing area in each setback:	_____ (ft ²)	_____ (ft ²)	_____ (ft ²)

Please list the footprint for all proposed structures / additions within 100ft of the waterbody below:

(If a structure is to be removed, indicate that below and list its footprint in parenthesis)

Structure:	Footprint between the following setbacks:		
	0'-25'	25'-75'	75'-100'
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total proposed area in each setback:	_____ (ft ²)	_____ (ft ²)	_____ (ft ²)

Total existing + proposed in each setback: _____ (ft²) _____ (ft²) _____ (ft²)

Height of existing structure: _____ ft

Height of proposed structure: _____ ft

Setback from waterbody to peak of roof: _____ ft

Year Structure was built: _____

Office Use
1: _____
2: _____
3: _____
4: _____
5: _____

Complete applications must include the following:

1. **Proof of Right, Title or Interest (RTI) for the property (deed, etc.)**
 - a. **If the applicant does not have “RTI”, please include a letter of consent from someone who does.**
2. **A detailed Site Plan Sketch (please see instructions below)**
3. **An erosion control plan (for soil disturbance projects within the shoreland zone)**
4. **If Planning Board approval is required, please return the original application along with seven (7) copies.**
5. **Photo(s) of the building site prior to construction (for shoreland zone only)**

Site plan sketch should be an aerial view of the property and include the following:

- **All structures, including decks, porches, patios, and outbuildings (measurements are helpful)**
- **All un-vegetated areas such as driveways and walkways**
- **Septic system and well location**
- **All setback distances from property boundaries, roads, streets, right of ways, and waterbodies**
- **All road frontage and shore frontage**
- **All wetlands and waterbodies**
- **Setbacks from flood elevations (if applicable)**
- **For construction within 100’ of a resource, please show the 25’, 75’, and 100’ setback distances from the water.**

Building Permits do not include Plumbing or Septic permits!

Permits shall expire one year from the date of issuance if a substantial start is not made in construction or the use of the property during that period. If a substantial start is made within one year of the issuance of the permit, the applicant shall have one additional year to complete the project, at which time the permit will expire.

I certify that all the information given in this application is accurate. All proposed uses and work shall be in conformance with this application and the Ordinances and Regulations of the Town of Rome. I further agree to future inspections by the Code Enforcement officer at reasonable hours.

Owner / Applicant Signature: _____ Date: _____