

PLANNING APPLICATION Cover Sheet

(required with all applications)



Location of Proposed Project:

Map: _____ Lot: _____

Street Address: _____

Deed Book: _____ Page: _____

Applicant:

All permit(s) will be issued to the Applicant. This person must have ownership or other interest in the property.

Name: _____

Email: _____

Phone: _____

Address: _____

Property Owner (if different):

If the Applicant is not the owner of the property, please list the property owner here.

Name: _____

Email: _____

Phone: _____

Address: _____

Agent/Contractor (if applicable):

Name: _____

Email: _____

Phone: _____

Address: _____

Agent/Contractor Authorization

I, _____ (Applicant)
authorize the Agent/Contractor specified by this
application, to act on my behalf regarding the
submission and filing of this application.

Site Information (existing)

Zoning District: _____

Lot Area (acres): _____

Lot Width* (ft): _____

Street Frontage (ft): _____

Lot Depth (ft): _____

Number of Existing Dwelling Units: _____

**The lot width should be measured at the widest point between side lot
lines anywhere from Front Lot Line to the Maximum Front Setback.*

Description of Proposed Project: _____

Certification:

Signing below certifies that the submitted information above and on all submitted documents is accurate to the best of your knowledge. Falsification or deliberate inaccuracy may be cause for denial or revocation of any approvals or permits issued by the Town of Newcastle.

Applicant Signature

Date

Name (print)

Official Use Only:

Date Received:

v.2024.09.26



Congratulations on building in Newcastle! Here are a few things to get you started.

The Newcastle Core Zoning Code is a great place to start, it's online and explains the standards for each zoning district as well as standards for building within town. You can access the Newcastle Core Zoning Code here: https://www.newcastlemaine.us/sites/g/files/vyhlif6211/f/uploads/00_core_zoning_code_2025.03.24.pdf

There are a few things that you may not realize are regulated by the code:

- Uses: Every district has a mix of allowed Residential and Commercial Uses. A change of Use also requires permits.
- Parking: (page 38) If you intend to have 10 or more parking spaces, there are design standards that need to be met.
- Lighting: (page 43) new lighting fixtures must be fully shielded and bulbs must be no more than 3,000 kelvin.
- Fences: (page 41) are something we regulate and permit.
- Sheds: (page 50) garden sheds, or any other additional small structure are also something that requires a permit and their allowed sizing varies by district. Anything larger is either a primary or accessory structure.
- Windows and Doors: Most districts require a minimum 20% of the surface area of the facade be windows and doors, there are exceptions, please see the District Page for where you plan to build.
- Building Orientation: Most districts require that the building front onto primary road, there are exceptions, please see the District Page for where you plan to build.
- Demolition: (page 95) the only demolition permits required or issued are for houses built pre-1900.
- If you are in the Shoreland Zone, there are rules specific to Shoreland that don't apply elsewhere, including vegetation removal. More of the town is regulated by Shoreland guidelines than most people realize. For more about the Shoreland Ordinance, see here:
https://www.newcastlemaine.us/sites/g/files/vyhlif6211/f/uploads/shoreland_ordinance_2024.12.10.pdf

About Permits:

- A Building Permit is good for 1 year from date of issue.
- A Use Permit is good until the Use is has been discontinued for a year or more, Uses stay with the property.
- A Subsurface Wastewater Permit is good for 2 years from date of issue, an *unpermitted* design is valid until there is a rule change.
- An Internal Plumbing Permit is good for 180 days.

