



Core Zoning Code Permit Application Instructions

Complete all sections of the application pertaining to your project. Include all paperwork that is required or might be helpful in the reviewing your application-supporting documents (e.g., adequate wastewater disposal, drawings, surveys). The requirements for submittal material outline below shall accompany the application. It is minimum information requirements; additional or more detailed information may be required at the discretion of the reviewing authority.

Please be sure to:

1. Sign the application form
2. Pay the appropriate fees. Fees must accompany the application and are non-refundable. Applications are not accepted without payment when a fee is required.

Please be sure to note:

1. **Use the online tax map website** to assist in the preparation of your site plan. Found at <https://newcastlemaine.us>
2. **Zoning permits** do not include plumbing, septic, or electrical permits. Applications for internal plumbing and subsurface wastewater disposal systems are available at the town office. Electricians will handle all matters related to the electrical systems of your project. Applicants should inquire about any other federal, state or local permits that may be required (e.g., DEP, DOT, Shoreland, Resource Protection, etc.).
3. **If your property benefits from a current Use Tax Valuation program**, contact the assessor for the tax implication and/or penalties of your project (and fill out section 6 of the permit application)
4. **Zoning Permits are valid for a period of one-year.** CEO has 30 days to review an application.
5. **The applicant is responsible** for assuring the information provided on this application is true.

If you have any questions regarding the application, please contact code enforcement officer:
KEN VINAL, CEO/LPI: Available by appointment. Phone the Town Office to leave a message: 207-563-3441. Email: ceo@newcastlemaine.us

DEVELOPMENT REVIEW TYPE:

Small Project Plan (projects with and aggregate building area less than 10,000sf):

1. New Construction and Additions –
Provide a sketch of the lot where the proposed development shall occur, the sketch shall including:

- Lot boundary dimensions
- North Arrow
- Primary and Secondary Road proximity
- Location of driveway and parking area
- Distance from proposed structure/s to abutting landowners, roads, right-of-ways, wetlands or bodies of water.
- Dimensions of the building footprint
- A diagram of the building exterior indicating, number of stories, building height.
- If the structure incorporates a primary and accessory structure conjoined, indicate designation of the components

When applicable, include the following information:

- Site lighting location
- Indication of roof pitch
- Erosion and sediment control measures

Large Project Plan (projects with and aggregate building area more than 10,000sf):

1. New Construction and Additions –

Provide a lot boundary survey by a licensed land surveyor of the lot where the proposed development shall occur, the site survey plan shall include but limited to:

- Lot boundary dimensions
- North Arrow
- Primary and Secondary Road proximity
- Location of driveway and parking area
- Distance from proposed structure/s to abutting landowners, roads, right of ways, wetlands or bodies of water.
- Dimensions of the building footprint
- A diagram of the building exterior indicating, number of stories, building height.
- If the structure incorporates a primary and accessory structure conjoined, indicate designation of the components.
- Indication of roof pitch, when applicable.

2. Other information that may be required at discretion of reviewing authority:

A site plan created by a licensed civil engineer indicating the following -

- Storm water management
- Vehicular traffic flow
- Pedestrian traffic flow
- Erosion and sediment control measures
- Site Lighting location and illumination intensity study
- Site Landscaping

Massing Components (additions of enclosed spaces attached to buildings)

Provide a sketch diagram of the lot where the proposed development shall occur including:

- Primary and Secondary Road proximity

- Distance from proposed structure/s to abutting landowners, roads, right of ways, wetlands or bodies of water.
- Dimensions of the building footprint
- A diagram of the building exterior indicating, number of stories, building height window door area (sf).
- Indication of roof pitch.

Architectural Components (unenclosed components that are attached to buildings)

Provide a sketch diagram of the lot where the proposed development shall occur including:

- Distance from proposed structure/s to abutting landowners, roads, right of ways, wetlands or bodies of water.
- A diagram of the building exterior indicating, location and dimension of the architectural component/s, number of stories, building height.
- Indicate all dimensions for the proposed architectural component as they pertain to requirements in Core Zoning Code.