

**TOWN OF SUMNER**  
**BUILDING NOTIFICATION**

**Town of Sumner**

633 Main Street

Sumner, ME 04292

Phone: 207-388-2866

FAX: 207-388-2862

[sumnerme@megalink.net](mailto:sumnerme@megalink.net)

**Office hours:**

Tuesday 10:30-7:00

Wednesday 8:30-4:30

Thursday 8:30-3:00

Friday 9:00-1:00

Saturday 9:00-12:00

**Other useful information:**

**Code Enforcement Officer:** John Evans

**Licensed Plumbing Inspector:** John Evans

207-240-8564

[sumnermaineCEO@gmail.com](mailto:sumnermaineCEO@gmail.com)

**Road Commissioner:** Andrew Wickson

207-515-1124

**Building Notifications submitted before 12:00 noon on the Saturday prior to a meeting will be placed on the agenda. The Sumner Planning Board meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month at 6:30 pm.**

## TOWN OF SUMNER

### BUILDING NOTIFICATION REQUIREMENTS: INSTRUCTIONAL FORM

#### REQUIREMENTS:

- Check these boxes when complete. If Not Applicable place N/A over box.**
- 1.  Complete this **Building Notification Requirements Form** with each item checked off and the requested information included in the submission to the Planning Board, unless Not Applicable and so marked. ( N/A )
- 2.  Complete a **Notification of Intent to Build, Renovate or Remodel Form** with checklist boxes marked off. The Form is available at the Town Office or online at: <http://www.sumnermaine.us> under Ordinances.
- 3.  A neatly hand drawn **Site Map** with North at the top, showing the following:
  - Lot shape and dimensions noting **boundaries**, and boundary marker types and locations.
  - Location of existing and proposed **structures** on the property, the structure's outside dimensions and distances to center of road(s), lot sidelines and rear lot line.
  - Location of **septic, leach field** and **water well** and distances between these and all structures and lot lines.
  - Parking** area and **driveways** including road access.
  - The location of all **bodies of water** crossing, abutting or existing on the property and distances from all structures to the high water mark for each.
- 4.  Relevant **Permits** as necessary:
  - Indoor Plumbing Permit.** (See Plumbing Inspector)
  - Septic Design Approval.** (See Plumbing Inspector)
  - Description of **Shoreland Zoning** or 110 Year Flood Plain Issues. (See Code Enforcement Officer)
  - Confirmation that any electrician on the project is aware of the requirement for an **exterior electrical shutoff** for any new construction.
  - Driveway Permit.** (See Road Commissioner)
- 5.  All materials to be returned to the Town Office with a \$10.00 fee.

Notification reviews are scheduled for the next Planning Board meeting.

Meetings are the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month at 6:30 pm.

# NOTIFICATION OF INTENT TO BUILD, REMODEL OR RENOVATE

A.  APPLICANT NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ SIGN & DATE : \_\_\_\_\_

B.  PROPERTY OWNER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ SIGN & DATE (OWNER) : \_\_\_\_\_

C.  PHYSICAL LOCATION OF PROPERTY & BUILDING(S) & DESCRIPTION

STREET ADDRESS: \_\_\_\_\_

MAP NUMBER: \_\_\_\_\_ LOT NUMBER(S): \_\_\_\_\_

IS THE NOTIFICATION INVOLVING LAND ENROLLED IN TREE GROWTH? Y: \_\_\_\_\_ N: \_\_\_\_\_

ACREAGE: \_\_\_\_\_ PART OF SUBDIVISION: Y: \_\_\_\_\_ N: \_\_\_\_\_

ARE ANY STRUCTURES WITHIN 250' OF A BODY OF WATER? Y: \_\_\_\_\_ N: \_\_\_\_\_

ARE ANY STRUCTURES WITHIN 100' OF A BODY OF WATER? Y: \_\_\_\_\_ N: \_\_\_\_\_

D.  PROJECT DESCRIPTION:

RESIDENTIAL YEAR ROUND: Y: \_\_\_\_\_ N: \_\_\_\_\_

SEASONAL RESIDENCE: Y: \_\_\_\_\_ N: \_\_\_\_\_

COMMERCIAL: Y: \_\_\_\_\_ N: \_\_\_\_\_ TYPE: \_\_\_\_\_

ACCESSORY BUILDING: Y: \_\_\_\_\_ N: \_\_\_\_\_ TYPE: \_\_\_\_\_

PORCH/ DECK: Y: \_\_\_\_\_ N: \_\_\_\_\_

SEASONAL CONVERSION Y: \_\_\_\_\_ N: \_\_\_\_\_

RESIDENTIAL EXPANSION: Y: \_\_\_\_\_ N: \_\_\_\_\_ TYPE: \_\_\_\_\_

(Bedroom, Family Room, Kitchen, Etc.)

DIMENSIONS OF PROPOSED ADDITION OR EXPANSION OF STRUCTURES: \_\_\_\_\_

MOBILE HOME: Y: \_\_\_\_\_ N: \_\_\_\_\_

YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ DIMENSIONS: \_\_\_\_\_ x \_\_\_\_\_

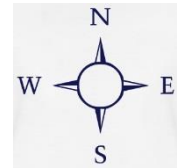
FEE \$10.00 \_\_\_\_\_ (CLERK)

DATE: \_\_\_\_\_ EXPIRATION DATE: 12 MONTHS IF NO CONSTRUCTION STARTED

# SITE MAP

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

Address: \_\_\_\_\_ Map & Lot \_\_\_\_\_



**SITE MAP INSTRUCTIONS AND EXAMPLE:**

Measurements need to be accurate but site map does not need to be to scale.

Please include the following:

**1. Sewage disposal**

Septic tank minimum 8' from any building

Septic tank minimum 50' from well

Leach field minimum 15' from building without foundation

Leach field minimum 20' from building with foundation

Leach field shall not encroach within 75' of a body of water or wetland

**2. Wells**

All wells minimum of 100' from leach field

All wells minimum of 50' from septic

**3. Buildings**

All buildings must be a minimum of 75' from the center of the road

All buildings must be a minimum of 100' from any body of water

If any building is within 250' of a body of water, Shoreland Zoning may apply

**4. Driveways**

Roads and driveways shall be at least 100' away from Great Ponds or Rivers

and a minimum of 75' from any other body of water or wetland

