

# Town of Greene

## Permitting Process & Procedure

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5. The CEO will have the authority to grant/or reject any or all applications within their authority.
6. If an application is rejected the applicant has the right of review by the Greene Appeals Board.
7. The Planning Board/Appeals Board follows all State statutes and local ordinances. A copy of all local ordinances are available at the Greene Town Office.
8. If the applicant is denied by the Planning Board the applicant has the right to appeals, through the Greene Appeals Board.
9. The Appeals process has a separate application and procedure which is available at the Town Office.
10. An architect plan or blueprint must be included with application.

# Town of Greene Building Permit Application

<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">1. Property Owner: _____</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">3. Property Address _____</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">4. Owner's Address _____</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">5. Contractor's Name: _____</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">6. Phone # _____</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">7. Address: _____</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">13. Proposed Use: _____</div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">2. Phone: _____</div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>OFFICE USE ONLY</b>  Permit # _____  Issue Date _____  Fee Amount \$ _____  Approved By : _____ </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">8. Map &amp; Lot _____</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">9. District : _____</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">10. Lot of Record What Year _____</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">11. Contiguous Lots Lot No.(s) _____</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">12. Historical Building? What Year _____</div>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">14. Cost \$ _____ CEO \$ _____</div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 15. Special Districts : Date _____ Initials _____  <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetlands <input type="checkbox"/> Flood Zone <input type="checkbox"/> Lowlands <input type="checkbox"/> SandDune </div>	
<div style="border: 1px solid black; padding: 5px; height: 150px; margin-bottom: 5px;">16. Project Description</div>		
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 17. Number of Stories  Present _____  *Proposed _____ </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 18. Height of Building (s)  Present _____ FT.  *Proposed _____ FT. </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 19. No. of Bathrooms  Present _____  *Proposed _____ </div>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 20. No. of Bedrooms  Present _____  *Proposed _____ </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 21. Present Septic System is  Approved for :  _____ Bedrooms </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 22.  Year Round Use _____  Seasonal Use _____ </div>

# Town of Greene Building Permit Application

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## ADDITIONAL PERMITS, APPROVALS, AND INSPECTIONS REQUIRED

- |  |   |                                       |   |
|--|---|---------------------------------------|---|
| <input type="checkbox"/> Plumbing        | <input type="checkbox"/> Beach/Wetlands   | <input type="checkbox"/> D.E.P        | <input type="checkbox"/> Swimmg. Pool       |
| <input type="checkbox"/> Septic /HHE200  | <input type="checkbox"/> Highway Zone     | <input type="checkbox"/> E.P.A        | <input type="checkbox"/> Well               |
| <input type="checkbox"/> Septic Variance | <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Fire Chief   | <input type="checkbox"/> Fill               |
| <input type="checkbox"/> Planning Board  | <input type="checkbox"/> Selectmen        | <input type="checkbox"/> Road Opening | <input type="checkbox"/> Sign               |
| <input type="checkbox"/> Shoreland       | <input type="checkbox"/> Army Corp of Eng | <input type="checkbox"/> Culvert      | <input type="checkbox"/> <u>Propane Gas</u> |
| <input type="checkbox"/> _____           | <input type="checkbox"/> _____            | <input type="checkbox"/> _____        | <input type="checkbox"/> _____              |

## PROPERTY INFORMATION

23. Frontage \_\_\_\_\_ Ft.

☐ Nonconforming Lot

24. More than one use existing on the  
Property. Assesory Use \_\_\_\_\_

☐ Non-Conforming

25. Setbacks ☐ Non-Conforming

Front      Side      Rear

26. How many dwelling units are  
presently existing on this lot

\_\_\_\_\_

27. Lot Size (in SQ. Ft. or Acres)

☐ Non-Conforming

28. Total SQ. Ft. of ALL Buildings

Present \_\_\_\_\_  
Proposed \_\_\_\_\_

29. Lot Coverage (In Percent)

Present \_\_\_\_\_  
Proposed \_\_\_\_\_  
Zone % \_\_\_\_\_

30. Number of Off Street parking Spaces

Present \_\_\_\_\_  
Proposed \_\_\_\_\_

31. Building Permits DO NOT include Plumbing, Septic, or Commercial Electrical Work. Building Permits are Valid for 1 Year. Any false Information May Invalidate a Building Permit, and Stop ALL Work. Signing Authorizes Inspections Necessary to Issue Permit and Insure Compliance with the Town of Greene Land Use Ordinance.

\_\_\_\_\_  
Applicant's Signature

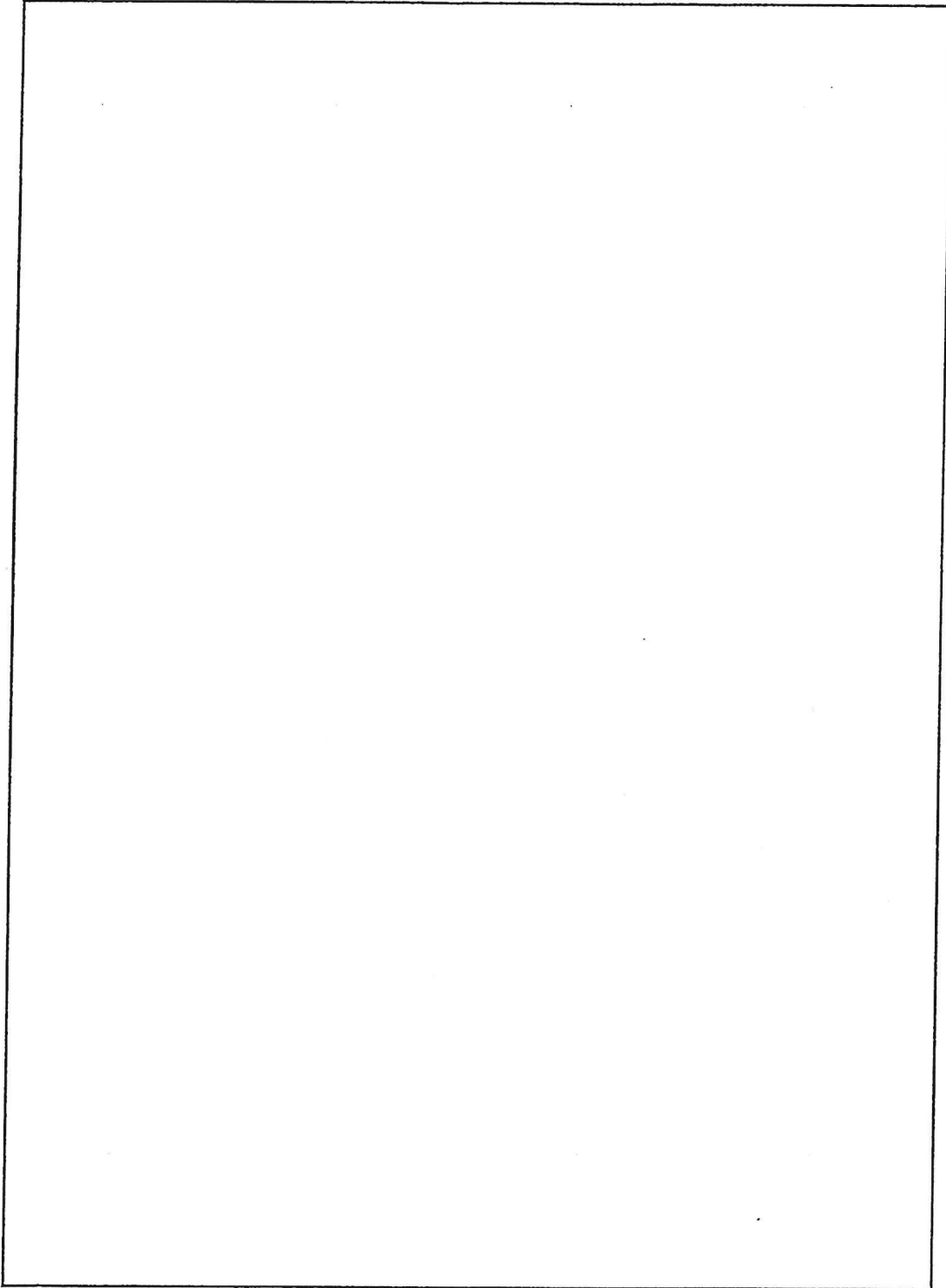
\_\_\_\_\_  
Date

## PLOT PLAN

PLEASE INCLUDE ALL SETBACK DISTANCES FROM PROPERTY BOUNDARIES, ROADS, STREETS AND RIGHT OF WAYS; ALL WETLANDS AND WATERBODIES; ANY EXISTING WELLS AND SEPTIC SYSTEMS. INCLUDE SHORELAND SETBACK OR FLOOD ELEVATIONS IF APPLICABLE. SHOW ALL PROPOSED DECKS AND PORCHES.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

PLOT PLAN ---- ELEVATIONS ---- SET BACKS ---- ETC



**ADDITIONAL PERMITS, APPROVALS, AND/OR REVIEWS REQUIRED**

CHECK IF REQUIRED

- |   |   |
|---|---|
| <input type="checkbox"/> Planning Board Review/Approval<br>(e.g. Subdivision, Site Plan Review) | <input type="checkbox"/> Call for Inspection of Rough<br>framing (before sheetrock<br>is installed)                             |
| <input type="checkbox"/> Board of Appeals Review/Approval                                       | <input type="checkbox"/> Call for Inspection of<br>Foundation (before back fill<br>and framing is started)                      |
| <input type="checkbox"/> Flood Hazard Development Permit  | <input type="checkbox"/> No Electrical or Telephone<br>hook-ups will be signed<br>until septic and all inspections<br>are done. |
| <input type="checkbox"/> Exterior Plumbing Permit<br>(Approved HHE 200 Application Form)        | <input type="checkbox"/> _____  |
| <input type="checkbox"/> Interior Plumbing Permit   | <input type="checkbox"/> _____  |
| <input type="checkbox"/> DEP Permit (Site Location, Natural<br>Resources Protection Act)        |   |
| <input type="checkbox"/> Army Corps of Engineers Permit<br>(e.g. Sec. 404 of Clean Waters Act)  |   |

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.

I certify that all information given in this application is accurate. All proposed uses shall be in conformance with this application and the \_\_\_\_\_ Shoreland Zoning Ordinance. I agree to future inspections by the Code Enforcement Officer at reasonable hours.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent's Signature (if applicable)

\_\_\_\_\_  
Date

APPROVAL OR DENIAL OF APPLICATION  
(For Office Use Only)

Map \_\_\_\_\_ Lot # \_\_\_\_\_

This application is: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

IF DENIED, REASON FOR DENIAL:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF APPROVED, THE FOLLOWING CONDITIONS ARE PRESCRIBED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: IN APPROVING A SHORELAND ZONING PERMIT, THE PROPOSED USE SHALL COMPLY WITH PURPOSES AND REQUIREMENTS OF THE SHORELAND ZONING ORDINANCE FOR THE TOWN OF GREENE.

\_\_\_\_\_  
CODE ENFORCEMENT OFFICER

\_\_\_\_\_  
DATE

INSPECTION CHECK LIST

- ☐ Prior to Clearing and Excavation
- ☐ Prior to Foundation Pour
- ☐ Prior to Final Landscaping
- ☐ Prior to Occupancy

Permit # \_\_\_\_\_

Fee Amount \_\_\_\_\_





# Town of Greene

## Certificate of Occupancy

Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_

It shall be unlawful to use or occupy or permit the use or occupancy of any premises, or both, or part thereof hereafter created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued therefore by the Code Enforcement Officer and endorsed to the effect that the proposed use of the building or land conforms with the requirements of the Code of the Town of Greene, and the plumbing is approved as required in the State of Maine Plumbing Code.

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

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

Use of Property: \_\_\_\_\_

Building Permit Number: \_\_\_\_\_

Other Local Approvals: \_\_\_\_\_

State Approvals: \_\_\_\_\_

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

This certifies that inspections, as required by statutes, regulations, and ordinances, have been made on this property and structure(s).

The construction is at the completion stage and the proposed use of the building or land conforms to the applicable statutes, regulations and ordinances.

Signed: \_\_\_\_\_

**Code Enforcement Officer**

Certificate of Occupancy issued: Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature: (one required)

Developer: \_\_\_\_\_

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

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



# Town of Greene

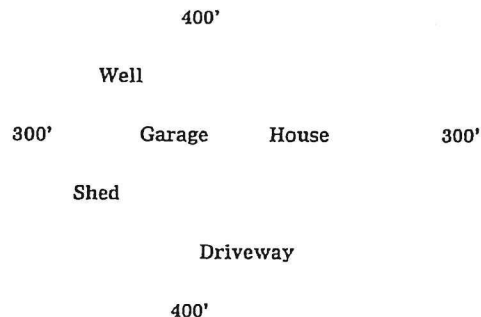
Town of Greene  
220 Main Street  
PO Box 510  
Greene, Maine 04236-0510

Phone: 207-946-5146  
FAX: 207-946-2102  
email: togreene@ctel.net

March 30, 2001

Please read and follow the instructions listed below to avoid delays in the building permit process:

1. If this is a new home, trailer or additional bedroom(s), please completely fill out the attached building permit. You must also have an Exterior Wastewater Permit and Interior Plumbing Permit.
2. If you are making any changes/alterations/additions to a commercial structure, you must seek site plan approval from the Planning Board.
3. No permit can be issued without a plot plan showing setback:(example shown below).
4. The Tax Map and Lot Numbers are required and can be found on your tax bill or acquired at the Town Office.
5. You must be the current owner of the property in question. You must submit a copy of your deed. Showing it has been recorded at registry.
6. You may use the reverse side of this permit for the layout of your property, proposed construction, and setbacks from property lines and road frontage.
7. This permit is approved on the basis of information provided by the applicant. The applicant has the burden and responsibility of insuring that the information provided is accurate and complete, and that all measurements are correct. The approval of this permit in no way relieves the applicant of this burden nor does this permit relieve the applicants of investigating and obtaining all other required federal, state or local permits or approvals. Furthermore, this permit is being approved based on the information provided by you and if found to be incorrect, this permit may be revoked.
8. No more than two (2) developed lots may exist on any driveway. More than that that the right of way has to be brought up to minimum road standards.



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