

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

**Town of Sumner**

633 Main Street

Sumner, ME 04292

Phone: 207-388-2866

FAX: 207-388-2862

[info@sumnerme.com](mailto:info@sumnerme.com)

**Office hours:**

Tuesday 8:30-6:30

Wednesday 8:30-4:30

Thursday 8:30-4:30

Friday 8:30-4:30

**Other useful information:**

**Code Enforcement Officer:** Fred Collins

**Local Plumbing Inspector:** Fred Collins

207-890-6256 [fsc6256@yahoo](mailto:fsc6256@yahoo)

**Road Commissioner:** Andrew Wickson

207-515-1124 [wickson1966@gmail.com](mailto:wickson1966@gmail.com)

**Copies of this building notification packet and additional information can be found at**

[www.sumnermaine.us](http://www.sumnermaine.us) or at the Town Office.

**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 INFORMATION PACKET

- Check boxes when complete. If item does not apply, place N/A over box.**
- 1.  A neatly hand drawn **Site Map** (does not need to be to scale) with North at the top, showing the following six things:
  - Lot shape and dimensions showing **boundaries**
  - Location of **existing and proposed structures** on the property, the structure's outside dimensions and distances to the center of all roads, to the sides of the lot and distance to the rear lot line.
  - Location of **septic, leach field and water well** and **distances** between leach field and water well to buildings 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.
- 2.  Relevant **Permits** as necessary:
  - Indoor Plumbing Permit** (See Plumbing Inspector)
  - Septic Design Approval** (See Plumbing Inspector)
  - Description of **Shoreland Zoning** or 100 Year Flood Plain Issues (See Code Enforcement Officer)
  - Any new construction is required to have an **exterior electrical shutoff**
  - Driveway Permit.** (See Road Commissioner)
- 3.  All materials to be returned to the Town Office with a \$10.00 fee.

# NOTIFICATION OF INTENT TO BUILD, REMODEL OR RENOVATE

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

Street address \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phones \_\_\_\_\_

Email \_\_\_\_\_ Sign & date \_\_\_\_\_

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

Street address \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phones \_\_\_\_\_

Email \_\_\_\_\_ Sign & date (owner) \_\_\_\_\_

C.  Physical location of property

Street address \_\_\_\_\_

Map number \_\_\_\_\_ Lot number( s) \_\_\_\_\_

Is the Property enrolled in a tree growth plan? Y \_\_\_\_\_ N \_\_\_\_\_

Total Acreage \_\_\_\_\_ Acreage in Tree Growth \_\_\_\_\_ Part of subdivision? Y \_\_\_\_\_ N \_\_\_\_\_

Are any structures within 100' of water? Y \_\_\_\_\_ N \_\_\_\_\_

Are any structures within 250' of water? Y \_\_\_\_\_ N \_\_\_\_\_

D.  Project description

Year round residence 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 / alteration Y \_\_\_\_\_ N \_\_\_\_\_ Type \_\_\_\_\_

(Bedroom, Family Room, Kitchen, Etc.)

Exterior electrical shut-off Y \_\_\_\_\_ N \_\_\_\_\_ Required for all new construction

Dimensions of proposed building or expansion of structures \_\_\_\_\_

Mobile home Y \_\_\_\_\_ N \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Dimensions \_\_\_\_\_

FEE \$10.00 \_\_\_\_\_ CLERK \_\_\_\_\_

DATE: \_\_\_\_\_ Expiration date - 12 months if no construction has started

**FOR OFFICIAL USE ONLY**

APPROVED: YES ..... NO ..... DATE .....

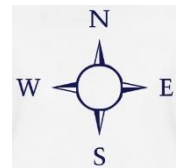
PLANNING BOARD SIGNATURE .....

REASON FOR DENIAL .....

**SITE MAP (attach additional sheets if needed)**

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

