

Land Use Ordinance of the Town of Corinna, Maine

SECTION V: PERMITS / APPLICATIONS

After the effective date of this Ordinance, it shall be unlawful, without first obtaining a permit from the appropriate reviewing authority, as listed in Section IV, to engage in any activity or use of land or structure requiring approval in the district in which such activity or use would occur.

A. CODE ENFORCEMENT OFFICER PERMITS

1.) A permit issued by the Code Enforcement Officer shall be required before beginning or undertaking any activity in Section IV of this Land Use Ordinance requiring a Code Enforcement Officer approval.

2.) A permit issued by the Code Enforcement Officer shall also be required for activities which are not included in Section IV, including, but not limited to:

ALTERATIONS

CHANGE OF USE

FLOOD HAZARD AREAS

GARAGE SALE / YARD SALE

MOVING OR DEMOLITION

NEW CONSTRUCTION

PLACEMENT OF SIGNS

3.) USES SUBSTANTIALLY SIMILAR TO PERMITTED USES MAY BE PERMITTED

Uses that are not listed in the Schedule of Uses, may be permitted upon a ruling by the Code Enforcement Officer that such use is substantially similar to uses in the schedule;

4.) USES SUBSTANTIALLY SIMILAR TO PROHIBITED USES ARE PROHIBITED

Uses substantially similar too any of uses listed as a Prohibited Use in the Schedule of Uses, shall be Prohibited.

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5.) **CERTIFICATE OF OCCUPANCY:** After the official inspections of all permitted alteration or additions to existing structure, or new construction finds no violations of the provisions of the Land Use Ordinance (and electrical code, plumbing code, American Disabilities Act, Life Safety 101, and NFPA 31,) the Code Enforcement Officer shall issue a certificate of occupancy which shall contain the following:

1. The building permit number.
2. The address of the structure/property.
3. The name and address of the owner.
4. A description of the portion of the structure for which the certificate is issued.
5. A statement that the described portion of the structure has been inspected for compliance with the provisions of the Land Use Ordinance.
6. The name of the building official.
7. All special stipulations and or conditions of the building permit including, but not limited to:
 - a. Plumbing Inspection;
 - b. Life Safety Inspection;
 - c. NFPA Inspection;
 - d. ADA Inspection.

Official certificate shall be kept on file at the Town Office, and one copy provided to the landowner and unless a certificate is issued, a structure cannot be lawfully occupied.

B. APPLICATIONS REQUIRED

1. CODE ENFORCEMENT

Applications for approval shall be submitted in writing, on forms provided, to the CEO who shall oversee the permitting process and record keeping. The CEO may require the submission of additional information deemed necessary to determine conformance with the provisions of this Ordinance.

a. Written application.

All applications for a Code Enforcement Officer Permit shall be submitted, with appropriate fee, in writing to the Code Enforcement Officer on a form provided, and showing:

1. The shape, size and location of the lot for which a permit is sought;
2. The location and size of all buildings, structures and other significant features currently existing on the lot, as well as all waterbodies and wetlands within two hundred feet (250') of the property lines.
3. The location and building plans of new buildings, structures or portions thereof to be constructed;
4. The existing and intended use of each building or structure;

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5. Where applicable, the location of soil test pits, subsurface sewage disposal system, parking lots and driveways, signs, buffers, and private wells; and

6. Such other information as may be reasonable by the Code Enforcement Officer to provide for the administration and enforcement of this Ordinance.

b. To Whom Issued: No permit shall be issued except to the owner of record or his authorized agent. Written proof of authorization shall be required.

c. Compliance with Land Use Ordinance: All uses permitted must occur and be maintained in compliance with the applicable requirements and performance standards contained in Section VI.

d. Submission of Application to Code Enforcement Officer

1. Deadline for Decision: The Code Enforcement Officer shall, within thirty (30) days of receipt of an application: issue a permit, if all proposed construction and uses meet the provisions of the Ordinance; refer the application to the Planning Board for their review; or deny the application. All decisions of the Code Enforcement Officer shall be in writing.

2. Copies: One (1) copy of the application, with the permit or other written decision of the Code Enforcement Officer, shall be returned to the applicant and one (1) copy, of the permit or written decision, shall be retained by the Code Enforcement Officer as a permanent public record.

3. Posting: The applicant shall cause the permit issued to be conspicuously posted on the lot of which the activity will occur at a location clearly visible from the street

4. Commencement and Completion of work: Construction and alteration activities on projects for which a permit has been granted under this Section shall commence within six (6) months of the date of issuance of the permit and shall be completed within eighteen (18) months of that date. Activities which are not commenced or completed within the time limits provided above shall be subject to a new application and the permit issued under this Section shall be considered void. Activities which are not commenced or completed within the time limits provided above shall be subject to new application and the permit issued under this Section shall be considered void.

Activities may be extended for up to twelve (12) months by the Code Enforcement Officer, for good cause, if the application for an extension is submitted not later than thirty (30) days prior to the expiration of the prior permit.

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2. PLANNING BOARD REVIEW AND PERMITS

A permit issued by the Planning Board shall be required before beginning or undertaking any activity in Section IV of this Land Use Ordinance requiring Planning Board approval.

1.) **Written application.** All applications for a Planning Board Permit shall be submitted with applicable fee, in writing to the Code Enforcement Officer on forms provided by the municipality, accompanied by a sketch plan, accurately drawn to scale and showing actual dimensions, distances, and showing:

- a. Map drawn to scale.
- b. Name of applicant
- c. Boundaries of the tract of land.
- d. Location of existing and proposed buildings and other structures, including use and proposed use thereof;
- e. Location of buildings on abutting properties or within 300 feet of the property line of the proposed development.
- f. Location of existing public streets
- g. Location of proposed access drives to the lot from public streets.
- h. Location and arrangement of proposed off-street parking and loading areas and their appurtenant drives and maneuvering areas.
- i. Location of existing and proposed pedestrian walkways.
- j. Location of existing and proposed utilities and easements therefore, including sanitary sewerage, water, and electricity.
- k. Location of existing natural drainage ways and proposed storm drainage facility including dimensions of culverts, pipes etc.
- l. Location, intensity, type, size and direction of all outdoor lighting.
- m. Location and proposed use for areas proposed for outdoor recreation.
- n. Location and type of existing and proposed fences, hedges, and trees of 12 inch diameter and over a point 4.5 feet above ground level or filled.
- o. Contour lines at appropriate intervals to show the effect on the land of existing and proposed grades for areas proposed to be excavated or filled if deemed necessary by the Planning Board.
- p. Location and size of signs and all permanent outdoor fixtures.
- q. Zoning district classification.
- r. Setback dimensions from property lines and center of road.

2.) **To Whom Issued:** No permit shall be issued except to the owner of record or his authorized agent. Written proof of authorization shall be required.

3.) **Compliance with Performance Standards Required:** All uses permitted must occur and be maintained in compliance with the applicable requirements and performance standards contained in Section VI

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4.) Submission of Application to Planning Board

A. Public Hearing Deadline: Within a maximum of thirty (30) days after the filing of an application for a Land Use Permit, and before taking action thereon, the Planning Board shall hold a public hearing on the application. Notice of said hearing shall be published in a local newspaper at least ten (10) days in advance of said hearing. A notice of said hearing shall be mailed to each landowner abutting the parcel involved. Landowners shall be considered as those against whom property taxes are assessed. Failure of the landowner to receive a notice of public hearing shall not necessitate another hearing or invalidate any action of the Planning Board. Responsibility for such notification shall be assumed by the Code Enforcement Officer. The applicant shall bear all associated costs of advertisements and notifications. The purpose of the public hearing shall be to receive input from the general public relative to the applicable sections of the review standards.

B. Planning Board Review and Action: Within thirty (30) days after the public hearing, in which the permit application is reviewed, the Planning Board shall approve, approve with modifications, or disapprove the application. The Board shall limit its review to the criteria and standards established within this Ordinance. The Board shall inform the applicant of its decision in writing, and in cases of disapproval or approval with modifications, reasons for such action shall be stated. A copy of the Board's decision shall be retained on file with the Code Enforcement Officer. A Land Use Permit shall not be issued unless approval of the application has been granted.

C. Copies: One (1) copy of the application, with the permit or other written decision of the Planning Board, shall be returned to the applicant, and one (1) copy, with a copy of the permit or written decision, shall be retained by the Code Enforcement Officer as a permanent public record.

D. Posting: The applicant shall cause any permit issued to be conspicuously posted on the lot on which the activity will occur at a location clearly visible from the street.

E. Commencement and Completion of Work: Construction and alteration activities on projects for which a permit has been granted under this Section shall commence within six (6) months of the date of issuance of the permit and shall be completed within eighteen (18) months of that date. Activities which are not commenced or completed within the time limits provided above shall be subject to new application and the permit issued under this Section shall be considered void.

Activities may be extended for up to twelve (12) months by the Planning Board for good cause if an application for an extension is submitted not later than thirty (30) days prior to the expiration of the prior permit.

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C. OTHER PERMITS REQUIRED BEFORE APPROVAL

Applications for approval will not be considered complete for processing until all other required local, state, and federal permits have been secured and evidence that they have been secured has been provided unless state or federal regulations require local approval first.

D. POSITIVE FINDINGS REQUIRED

Approval shall be granted after receipt of a complete application, only upon a positive finding by the Code Enforcement Officer or Planning Board that the proposed use:

- a. Is a permitted use in the district in which it is proposed to be located;
- b. Is in conformance with the applicable performance standards of Section VI of this Ordinance;
- c. Will not result in unsafe or unhealthful conditions;
- d. Will not result in undue land, water or air pollution, or in undue erosion or sedimentation; or problems associated with development in flood hazard areas;
- e. Will not result in damage to spawning grounds, fish, aquatic life, bird and other wildlife habitat;
- f. Will conserve significant natural, archaeological and historical resources;
- g. Will not adversely impact the proposed use on public infrastructure;
- h. Be consistent with the long-range goals of the Comprehensive Plan, other adopted plans of the town, and the goals and purposes of the established districts.

E. COMMENCEMENT AND COMPLETION OF WORK

Construction and alteration activities for which approval has been granted under this Ordinance shall commence within six (6) months of the date of issuance of the permit with a "substantial start to construction" (as defined by this Ordinance) being achieved within eighteen (18) months of the date of permit issuance; the exterior of any permitted structure, including finished siding, must be completed within thirty (30) months of the date of the permit issuance.