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Warren Maine Selected Town Rules and Policies

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Town of Warren

Code Enforcement Officer
Local Plumbing Inspector

167 Western Rd
Warren ME 04864
Tel. (207) 273-2421
Fax (207) 273-3107

LIST OF NEEDED DATA FOR A NEW HOME

1. Proper sub-surface waste permit, submitted with fees or a letter from Warren Sanitary District showing that the proper fees have been paid.

2. Filled out permit for the intended use

3. Dimensions of the structure(s), i.e. with square footage of each floor

4. Site plan containing all buildings and improvements with dimensions and setback measurements. Setbacks from lot lines and all roads or right of ways

5. If the applicant is not the landowner, a letter from the owner granting permission on their behalf

6. Proper fees payable when the permit is submitted

7. Central Maine Power 1190 form

8. Measurement to the center of the nearest driveway or road for E-911 number

Town of Warren

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Fax (207) 273-3107

LIST OF NEEDED DATA FOR A BUILDING PERMIT

1. Filled out permit for the intended use

2. Dimensions of the structure(s), i.e. with square footage of each floor

3. Site plan containing all buildings and improvements with dimensions and setback measurements. Setbacks from lot lines and all roads or right of ways

4. If the applicant is not the landowner, a letter from the owner granting permission on their behalf

5. Proper fees payable when the permit is submitted

Town of Warren
167 Western Rd.
Warren ME 04864

Building / Land Use Permit Application

Phone - 273-2421

Fee Paid _____
Permit Number _____

Applicant _____ Owner _____

Address _____ Address _____

Phone _____ Phone _____

Location of Site _____ Lot Size _____ Zone _____ Map _____ Lot _____

Shoreland Zone ( ) Yes ( ) No
Floodplain Area (FIRM maps) ( ) Yes ( ) No
Subdivision ( ) Yes ( ) No
Sanitary (sewer) District ( ) Yes ( ) No

SSWW Permit # _____
Design Flow _____

Internal Permit # _____

New Road Entrance ( ) Yes ( ) No If Yes fill out Culvert Form or supply a copy of DOT Permit

WSD Permit _____

DOT Permit _____
(if on Rt 1, 90, 97, 131, Wottons Mill, Main St)

Proposed Use

( ) Residential **( ) Commercial**

( ) New Dwelling, **# of bedrooms** _____
( ) Accessory Structure
( ) Addition
current # of bedrooms _____
proposed # of bedrooms _____

( ) Mobile Home, **# of bedrooms** _____
( ) Relocation of Existing Structure
( ) Structural Alteration
( ) Other _____

( ) Deck
( ) Demolition
( ) Change of Use

First Floor	_____	feet wide by	_____	feet long by _____	feet high
2nd Floor	_____	feet wide by	_____	feet long by _____	feet high
Other	_____	feet wide by	_____	feet long by _____	feet high
Decks	_____	feet wide by	_____	feet long	
Basement	( ) Yes	( ) No			

The Land Use Ordinance Shoreland Use Ordinance & other ordinances & information are online at http://town.warren.me.us/

Total Height of Highest Point to the Ground _____ feet
Total Square Feet of **New** Buildings, Decks, etc. _____
Estimated Cost of Buildings & Improvements _____

Note: If you are planning an **addition** that will include **adding to the total number of bedrooms** you will need proof of an adequate Septic System before a permit can be issued.

Mobile Home

Make _____ Year _____ Size _____ feet wide by _____ feet long
If new, you must show proof of sales tax paid. If used and moved from other than a dealer, proof of property taxes paid is required.

If this permit is approved, it is done so using information provided by the applicant in the record regarding his ownership of the property and boundary locations. The applicant has the burden of proving that he has a legal right to use the property and that he is measuring required setbacks from the legal boundary lines of the lot. The approval of this permit in no way relieves the applicant of this burden, nor does it constitute a resolution in favor of the applicant of any issues regarding the property boundaries, ownership or similar title issues. The permit holder would be well advised to resolve any problems before expending money in reliance on this permit.

I have read and understand the above paragraph and to the best of my knowledge, all information submitted on this application is true and correct. I further understand that it is my responsibility to know and comply with all local ordinances and state statutes.

Signature _____ **Date** _____

*******Additional State and Federal Permits may be required *******

Official Use

Date received _____ Fee Paid _____

( ) Approved Conditions _____
( ) Denied Reason _____

Code Officer _____ **Date** _____ (rev 06)

This Plan Must Include :

( ) Lot Lines with dimensions in feet.

( ) Locations of all driveways, roads or rights of way.

( ) Locations of all wells, septic systems or sewer lines.

( ) Distance in feet to all shorelines, wetlands, Shoreland Zones, streams or brooks.

( ) Any existing structures, dwellings, out buildings, decks, exterior stairs or accessory structures and their locations and dimensions.

( ) The Proposed structures or additions and changes, and their dimensions, with the distances to each lot line shown on the drawing.

( ) Areas to be filled or graded.

( ) Areas to be cleared or trees removed.

( ) Methods and locations of erosion control if needed.

Need more information? Check out the website at http://town.warren.me.us/

(rev 06)

Effective May 1, 2004
Fee Schedule

Permits

New Dwelling Unit (Modular or Stick Built)	.20/sq ft
Additions to existing buildings	.20/sq ft
Alterations, decks, porches, etc	$20
Mobile Home Placement	$100
Accessory Buildings	$25 for 200 sq ft and under .20/sq ft for buildings over 200 sq ft
Commercial Buildings	.20/sq ft
Demolition	$5
Moving or Relocation 500 sq ft plus	$50
Moving or Relocation less than 500 sq ft	$10
Entrance/Road Cut	$20
Change of Use	$100
Agricultural	no fee
Other	$20

Land Use Review

Land Use Review	$100

(includes any change of use or Planning Bd. review)

Site Walk	$100

(site walk fees may not be applied to building permit fees)

Site Plan Review

Site Walk	$100
Pre-application meeting	$100
Additional Site Walks	$100 each
Final Plan Review	$350

(site plan review fees may be applied to building permit fees)
(site walk fees may not be applied to building permit fees)
(site plan review fees are not refundable)

Subdivision (including Mobile Home Parks)

Pre-application	$100
Site Walk	$100
Preliminary Plan Review	$500 + $100 per lot
Cluster Development (per dwelling unit)	$100 per unit
Additional Site Walks	$100 per walk
Final Plan Review	$100 per lot

(building permit fees mobile home fees are not included in the above fees)
(subdivision fees are not refundable)

Board of Appeals

Appeals and Variances	$150 set at 1/28/04 meeting

A person who starts construction or any other land use without first obtaining a permit shall pay double the permit fee.

For more information go to http://town.warren.me.us/

(rev 06)

Dimensional Requirements
Lot Sizes & Setbacks

	Residential	Rural	Limited Commercial/ Residential
Minimum Lot Size	40,000 sq. ft.	40,000 sq. ft.	40,000 sq. ft.
Minimum Lot Size Per Multi-Family Dwelling	40,000 sq. ft. for the first dwelling unit; 10,000 sq. ft. for each additional unit		
Minimum Street Frontage	150 ft.	150 ft.	200 ft.
Minimum Front Yard from edge of Right-of-Way (A)	30 ft.	30 ft.	90 ft.
Minimum Side & Rear Yard	20 ft.	20 ft.	30 ft.
Maximum Bldg. Height (B)			
Residential	35 ft.	35 ft.	35 ft.
Non-Residential	50 ft.	50 ft.	50 ft.
Maximum Lot Coverage	20%	20%	20%

A. Where a proposed structure is abutted on both sides by structures whose setback is less than that required, the Planning Board may reduce the setback to that of the abutting structures, but in no case to less than 10 feet from the edge of the right-of-way. The front yard setback shall be required for each yard abutting a right-of-way.

B. Features of buildings or structures, not intended for human habitation, such as chimneys, ventilators, towers, and spires, may exceed these heights but shall be set back from all lot lines a distance not less than the height of such feature of structure.

C. Up to two (2) new "back lots" without road frontage may be created from any pre-existing lot of record provided they conform to the minimum lot size of the district. In addition, the minimum dimension of the lot shall be no less than the "minimum street frontage" dimensions shown in Section 14 of this Ordinance.
1. Reduced to 20,000 sq. ft. if served by public sewer and water.

The right-of-way shall be adequately described in an instrument recorded at the Knox County Registry of Deeds. Said right-of-way shall not be less than 30' wide.

The construction of a deck, porch, platform, out building or accessory structure of **49 square feet or less will not require review by the Code Enforcement Officer** or a permit as long as it is constructed within the requirements of all applicable Local, State and Federal laws and regulations. Any construction fitting within the above guidelines which is enlarged or **added** to in any manner **will require** Code Enforcement Review and a **permit.**

For more information go to http://town.warren.me.us/ and click on Ordinances

(rev 06)

Permit Information

Warren Requires Permits For :

All New Buildings	Mobile Homes	Rental Units
Alterations (structural)	Junkyards	Change of Use
Additions	Relocation of a Structure	Demolition
Home Occupations	Septic Systems	Plumbing
Hook-Ups to Sanitary District	**Commercial Projects**	Camper/RV Placement

The CEO issues permits after review of a completed application. Permits requiring Planning Board approval will be placed on the agenda for the next Planning Board meeting, if the application is received at least 3 weeks prior to the next meeting and there is room on the agenda. Approval may be continued to another meeting if the Planning Board needs more information or a site walk, or a Public Hearing. Site Plan Review takes an average of 3 months.

All applications will be reviewed for compliance with :

Land Use Ordinance	Shoreland Use Ordinance	Subdivision Ordinance
Model Housing Code	Floodplain Ordinance	Mobile Home Park Ordinance

Site Plan Review Ordinance Metallic Mining Ordinance

Copies of these Ordinances are available at the Town Office for a nominal fee or download them for free from the Town of Warren Website by typing in

http://town.warren.me.us/

Inspections will be conducted by the Code Enforcement Officer during normal business hours, Monday thru Friday, 9 AM to 4 PM. A minimum of 24 hours notice is required by State Law for an inspection, however the CEO will conduct the inspection sooner if scheduling will allow.

Permits must be exercised within 6 months of issue and will expire in 24 months.

Definitions

Building: Any structure and its attachments such as decks, breezeways, and porches, which is supported by columns or walls for the housing or enclosure of persons, animals, or personal property excluding mobile homes which have a separate definition.

Structure: Anything constructed or erected, the use of which requires a fixed location on the ground, or an attachment to something having a fixed location on the ground, including building, commercial park rides and games, satellite receiving dishes, carports, decks, porches, and other building features, but not including signs, sidewalks, fences, driveways, and parking lots.

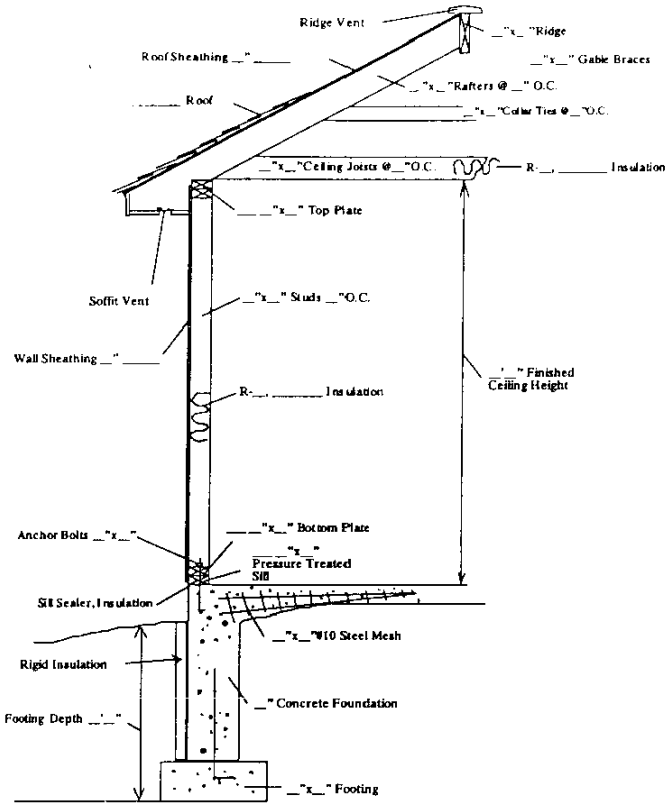
The DOT Entrance Rules have changed.

If you are proposing a new entrance or a change of use for an existing entrance you may now need a DOT permit before a local permit can be issued. Check out the DOT website for information,

http://www.state.me.us/mdot/planning-process-programs/access-mngmnt.php

(rev 06)

You've made your plans



and filled in all the blanks, but ... have you checked with the DEP?

If your project is within 100 feet of a brook, stream, lake, river, wetland, great pond, or other waterbody, it probably requires a Natural Resources Protection Act Permit from the DEP before work begins. Some of the activities requiring a NRPA permit are: soil disturbance, grading, filling (with any material) beach construction or repair, dredging, draining water from or discharging water to a waterbody, bridge or culvert crossings, permanent wharves, docks or moorings, most retaining wall construction or repair and any shoreline alteration or disturbance. Projects started without a State permit where one is required can result in repairs and penalties from $100 to $10,000 per day. Landowners and their contractors are both subject to penalties. For more information and help determining if you need a permit

call the DEP at 287-2111

==========

On September 20, 1997 the DIG SAFE law changed.

You must call **1-888-DIGSAFE** and get approval before you begin ditching, grading, sign installation, culvert repair, road reconstruction, excavating and many other forms of disturbing the earth. Even if no damage occurs you could be held liable for civil penalties of up to $1,000 if you fail to call

1-888-DIGSAFE

Town of Warren
Highway Department

167 Western Road
Warren, Maine
04864
Tel. (207) 273-2421
Fax. (207) 273-3107

I/We _____ of _____ for consideration, the receipt of which is hereby acknowledged, grant the Town of Warren permission to enter my property located at: Map: _____Lot: _____ Address: _____, Warren, Maine, and deposit the materials described herein: _____

_____

I/we are fully aware that injury to person or property may occur as a result of the Town's entry and deposit of said materials, and I/we agree to assume all risk of personal and real property damage, including risk that is not specifically foreseeable which may occur as a result of this activity. This release includes, but is not limited to damage to the lawn, driveway, yard, structures, pets or persons caused by municipal vehicles and/or personnel during or after deposit of the aforementioned materials. I/we also release the Town from any claims for damage arising from, or relating to, the composition, contamination or use of any fill materials provided by the Town. I/we understand and accept the responsibility for placing any and all necessary erosion and sediment control, grading, leveling and permanent stabilization of deposited material. I/we will also be responsible for insuring that the use of the material is in compliance with all applicable federal, state, and local statutes and regulations.

In consideration of the Town's provision of the materials described above, I/we hereby waive and release any and all rights or claims I/we may have as a result of this activity against the Town of Warren, its officers, agents and employees, individually and collectively "the Town", and I/we hereby fully release and discharge them, and each of them, from any and all claims resulting from personal or property damage or loss that I/we may sustain arising out of, or in any way connected with, entry to my property and deposit of the materials described above on my property. Specifically, I/we hereby release the Town from its own acts of negligence as respects this activity.

I/we agree to indemnify, defend and hold harmless the Town from any and all claims resulting from injury or loss that I/we may sustain arising out of, and in any way connected with, entry and deposit of materials on my property, and I/we shall indemnify, defend, and hold harmless the Town from its own acts of negligence arising out of, or in any way connected with, this activity.

I/We understand requests for "fill" material will be determined by the Highway Supervisor who may consider the following factors while making a final determination: distance from worksite, type of fill, location and wet-lands, work schedule and workloads, truck accessibility, etc. In the event that two or more requests are made simultaneously, the town will do its best to fairly distribute the material among citizens. All "fill" material will be delivered "as-is" from the ditch-line. All questions regarding this policy shall be made to the Highway Supervisor or the Town Manager at 273-2421.

Date: _____	**Signature of Landowner(s):**	_____
	Landowner Contact Phone Number:	_____
Zone: _____	**Code Enforcement Officer:**	_____
Date: _____	**Highway Supervisor (or designee):**	_____

Site Plan Review Application

From: Warren Planning Board

Date: _____

To: Department Heads

Re: Site Plan Titled: _____

Please review the above mentioned Site Plan for any problems, corrective actions or recommendations you see as the proposal relates to the Land Use Ordinance or Site Plan Review. Please review the areas of Traffic, Compatibility with other uses, Burden on Public Facilities, Landscaping, Drainage, Lighting, Fire Hazards, Sewer, Water, Solid Waste, Compatibility with the Area, Signs and Compliance with other Ordinances as they relate to matters within your department's jurisdiction.

I have the following concerns or comments for the Planning Board to consider

in their review of this Site Plan

Fire Dept: _____

_____

_____

Signed: _____ Date: _____

Road Comm: _____

_____

_____

Signed: _____ Date: _____

Code Enf. Off: _____

_____

_____

Signed: _____ Date: _____

Sanitary Dist: _____

_____

_____

Signed: _____ Date: _____

Other: _____
(DEP, etc) _____

_____

Signed: _____ Date: _____

Notice: It is the responsibility of the Applicant to make appointments with the Dept. Heads and review the plan with each of them. This form must be completed and returned at least 21 days prior to the 1st meeting of the next month.

Town of Warren

Code Enforcement Officer
Local Plumbing Inspector

167 Western Rd
Warren ME 04864
Tel. (207) 273-2421
Fax (207) 273-3107

Home Occupation _____ Land Use Review _____ Site Plan Review _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone: _____

Title of Proposed Development: _____

Street Address of Development: _____

Tax Map Number: _____ Lot Number: _____ Zone: _____

Shoreland Zone: _____ Lot Size: _____

Square Footage of Proposed Buildings/Use: _____

Proposed Use: _____

Estimated Cost: _____

Estimated Time to Complete: _____

Owner: _____

Owner's Address: _____

Owner's Phone: _____

Note: **The Applicant is requested to submit 10 copies of the Site Plan and completed Dept. Head Checklist for the proposed development to the Code Enforcement Office along with the appropriate fees no later than 21 days prior to the 1st meeting of the next month. The Applicant will be responsible to get the necessary signatures when signatures are requested by the Planning Board.**

To the best of my knowledge, all the information submitted on this application and all the materials, which may accompany it, are true and correct or noted otherwise.

Applicant Signature: _____ Date: _____

==========

For Office Use Only

Pre-Appl. Fee Paid: _____ Date: _____ Pre-Appl. Mtg. Date: _____

Site Walk Fee Paid: _____ Date: _____ Site Walk Date: _____

Final Review Fee Paid: _____ Date: _____ Preliminary Mtg. Date: _____

Public Hearing Date: _____

Final Plan Rev. Date: _____

Abutter's Notices Mailed Date: _____

Public Notice in Paper Date: _____

Appl. Accepted by the Planning Board: _____vote on _____(date)

Final Plan: Approved or Denied on _____(date) with a vote of _____(for) to _____(against) with _____(abstaining)

(rev 04)

Town of Warren

E911 Addressing Policy

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Section 6. Naming System: All roads that serve two or more properties shall be named regardless of whether the ownership is public or private. A "Road refers to any highway, road, street, avenue, lane, private way, or similar paved gravel, or dirt thoroughfare. "Property" refers to any property on which a permanent structure has been erected. A road name assigned by the Town of Warren shall not constitute or imply acceptance of the road as a public way.

a. No two roads shall be given the same name(e.g. no Pine Road and Pine Lane.)
b. No two roads should have similar-sounding names (e.g. no Beech Street and Peach Street.)

Section 7. Numbering system: Numbers shall be assigned every 10 (ten) feet along both sides of the road, with even numbers on the left side of the road and odd numbers on the right side of the road, determined by the number origin.

A: All numbers shall originate at the intersection of the adjacent road and terminate at the end of said road.

B: The number assigned to each structure shall be that of the number interval falling closest to the front door. If the front door cannot be seen from the main road, the number shall be that of the interval falling closest to the driveway of said structure.

C: Every structure with more than on principle use or occupancy shall have a separate number for each use or occupancy, (i.e. duplexes will have two separate numbers; apartments will have one road number with an apartment number, such as 123 Main Street, Apt. 3).

Section 8. Compliance: All owners of structures, by the date stipulated in section 10, display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner:

A: Number on the Structure or Residence. Where the residence or structure is within 50 (fifty) feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the residence or structure near the front door or entry.

B: Number at the Street Line. Where the residence or structure is over 50 (fifty) feet from the edge of the road right-of-way, the assigned number shall be displayed on a post, fence, wall, the mailbox or some structure at the property line next to the walk or drive to the residence or structure.

C: Size and Color of Number. Numbers shall be displayed in a color and size to be visible from the road. The numbering shall be a minimum of 3 (three) inches in height and of a color that is a visible contrast to the surface upon which it is mounted.

D: Every person whose duty is to display the assigned number shall remove any different number that might be mistaken for, or confused with, the number assigned in conformance with this ordinance.

Complete Final Plan Application: An application presented to the Planning Board that includes:

(1) required fee;
(2) completed application form and associated drawings;
(3) Planning Board notification stating that all submissions required for Final Plan approval have been received by the Planning Board.

Constructed: Includes built, erected, altered, reconstructed, moved upon, or any physical operations on the premises, which are required for construction. Excavation, fill, paving, drainage, and the like, shall be considered as part of construction.

Driveway: A private vehicular entrance from a road or right-of-way. The driveway itself shall not constitute the means of legal access along which frontage may be measured.

Lot: A parcel of land occupied or capable of being occupied by one (1) building and the accessory buildings or uses customarily incidental to it, including such open spaces as are required by ordinances, and having frontage upon a public street, right-of-way or private way.

Planning Board: The Planning Board of the Town of Warren as created by 30 M.R.S.A. 4952.

Preliminary Subdivision Plan: The preliminary drawing for a subdivision indicating the proposed layout of the subdivision and such other information as may be required by these regulations. Approval of a preliminary subdivision plans shall not constitute approval of the final subdivision plan.

Principal Structure: The structure in which the primary use of the lot is conducted.

Property: The reference to any property on which a more or less permanent structure has been erected.

Rights-of-way: When there is no defined right-of-way, the common traveled way will be considered to be the right-of-way for the purpose of this ordinance. The traveled way will be considered to be no less than 30' wide, 15' either side of the center line of the common way, or to the outside of the wrought portion (area which is presently being used for highway purposes) whichever is greater.

Road: Public and private way such as town roads, public rights-of-way and private rights-of-way.

Structure: Anything constructed or erected, the use of which requires a fixed location on or in the ground, or an attachment to something having a fixed location on the ground, including buildings, commercial park rides and games, satellite receiving dishes, carports, decks, porches, and other building features, but not including signs, sidewalks, fences, driveways, and parking lots.

Sub-divider: Assessed owner or owners of land to be subdivided or person with documented title, right, or interest in the land to be subdivided.

Yard: The area between a structure and the property boundary.

Town of Warren

Code Enforcement Officer
Local Plumbing Inspector

167 Western Rd
Warren ME 04864
Tel. (207) 273-2421
Fax (207) 273-3107

Street Number Request/Change of Ownership

Owner/s _____ Tel. # _____

_____

_____

Tax Map _____ Lot _____

Address of Property _____

Previous Owner/s _____

Please check one

____ Request for a Street Number

____ Change of Ownership

Signature _____ Date _____

Complete this form and drop it off at the Town Office or fax it to 273-3107
when the first floor is complete,
we will then be able to assign an address to your building.

Do Not Write Below Here

Number Assigned _____

Addressing Officer _____ Date _____(rev 04)

Town of Warren

Code Enforcement Officer
Local Plumbing Inspector

167 Western Rd
Warren ME 04864
Tel. (207) 273-2421
Fax (207) 273-3107

Subdivision Application

Major ____ Minor ____

Applicant's Name: _____
(If Applicant is a Corporation attach a copy of the Secretary of State's Registration)

Applicant's Address: _____

Applicant's Phone: _____

Name of Applicant's Authorized Representative: _____

Owner: _____

Owner's Address: _____

Owner's Phone: _____

Name, Address, Number of Registered Professional Engineer, Land Surveyor or Planner: _____

_____

Address to send all correspondence from the Planning Board: _____

_____

What interest does the Applicant have in the parcel to be Subdivided? _____

_____
(option, land purchase contract, record ownership, etc.) (Attach documents of this interest)

What interest does the Applicant have in any property abutting the parcel to be subdivided? _____

_____

Does the preliminary plat plan cover the entire contiguous holdings of the applicant? _____

_____

Information on the Parcel to be Subdivided

Location of Property: Book _____ Page _____ (from the Register of Deeds)

Location of Property: Tax Map _____ Lot _____ (from the Assessor's Office)

Map Survey of the tract to be subdivided, certified by a Registered Land Surveyor, tied to established reference points (attach to application if it is currently available).

Zone: _____ Shoreland Zone: _____ Original Lot Size: _____

Soils report (showing test pit locations for septic) for each proposed parcel must be attached to the Application.

Total number of lots: _____ Total number of Soils Reports: _____

Names and Addresses of Abutters (all property owners within 500 feet of the original parcel) including the tax map and lot number for each parcel must be submitted with the application.

Number of abutting (see definition in Subdiv. Ord.) parcels: _____

Indicate the nature of any restrictive covenants to be placed on the deeds. _____

Information on and to accompany the Sketch Plan for Pre-Application

(shown in simple sketch form, may be hand drawn by the applicant)

1. Name, Address and Phone Number of Property Owner
2. Name, Address and Phone Number of Applicant
3. The proposed street layout in relation to existing conditions.
4. The proposed lot layout in relation to existing conditions.
5. The proposed building layout in relation to existing conditions.
6. The proposed open space or dedicated land if applicable in relation to existing conditions.
7. Site conditions such as steep slopes, wet areas and vegetative cover shown in a general manner.
8. The sketch shall be superimposed on a tax assessor's map or be accompanied by one of the same scale.
9. A copy of a portion of the U.S.G.S. topographic map of the area showing the outline of the proposed subdivision.
10. A copy of that portion of the county soil survey covering the proposed subdivision, showing the outline of the subdivision.
11. A list of Abutters (all property owners within 500 feet of the original parcel) names, addresses, mailing addresses, tax map and lot numbers.

Information on the Subdivision Plan

Proposed Name of the Subdivision: _____

Name and addresses of record owner, applicant and individual or company who prepared the plan and abutting property owners.

A high intensity soil survey by a Certified Soil Scientist.

All wetland areas shall be identified on the survey regardless of size.

Assessor's map and lot numbers.

Net density per acre (see Subdivision Ord. 10/21/99)

Date the plan was prepared, North Indicator, Graphic Map Scale (shown on plat).

Existing and Proposed Lot Lines with approximate dimensions and suggested locations of buildings, subsurface sewage disposal systems and wells (shown on plat).

Location of temporary markers adequately located to enable the Planning Board to locate lots readily and appraise basic lot layout in the field (shown on plat).

Boundaries and designations of zoning districts.

Location of all parcels to be dedicated to public use, the conditions of such dedication, and the location of all natural features or site elements to be preserved (shown on plat).

A location map, drawn at a scale of not more than 200 feet to the inch (if possible), showing the relation of the proposed subdivision to adjacent properties and to the general surrounding area. The location map shall show all existing subdivisions within 2500 feet of any property line of the proposed subdivision. (attach to application)

Location and size of existing buildings, watercourses and other essential existing physical features (shown on plat).

Location and size of any existing sewers and water mains, and culverts and drains.

Location, names and widths of road surface and right of ways of existing and proposed streets, highways, easements, building lines, parks and other open spaces (shown on plat).

Contour lines at an interval of not more than (5, 10, 20) feet in elevation, to refer to U.S.C. and G.S. benchmarks if within 500 feet of the subdivision.

A standard boundary survey of the parcel.

A copy of the most recently recorded deed for the parcel.

A copy of any deed restrictions, easements, rights-of-way or other encumbrances for the lots or dwellings in the parcel.

An indication of the type of sewage disposal to be used.

An indication of the type of water supply system.

An estimate of the amount and type of vehicular traffic to be generated on a daily basis and at peak hours.

Typical cross-sections of proposed grading for roadways, sidewalks and storm drainage facilities (attach to application).

A stormwater management plan (if applicable).

A soil erosion and sedimentation control plan (attach to application)

A letter from the Fire Chief indicating that the plan meets all applicable fire protection standards of the Subdivision Ordinance dated 10/21/99.

Letters or approvals from MDEP Site Location, MDEP NRPA, DHS (water sys) DHS (eng. SSWW) U.S. Army Corps. and others as required.

Areas of moderate or high value wildlife habitat.

A phosphorus control plan (if applicable).

All areas on or eligible to be on the National Registry of Historic Places or that have been identified in the Comprehensive Plan as sensitive or likely to contain such sites.

The location and method of disposal for land clearing and construction debris.

Total Number of Lots, Including the Original: _____

NOTE: The Applicant must follow the procedure as outlined in the Warren Subdivision Ordinance dated 10/21/99. This form is only a guide to get started in the process and to document the initial facts surrounding the proposal. All applications, fees, procedures and outside approvals are the responsibility of the applicant to file, pay, follow and receive on time.

To the best of my knowledge, all the information submitted on this application and all the materials which may accompany it are true and correct or noted otherwise.

Applicant Signature: _____ Date: _____

For Office Use Only

Requested to be placed on the Planning Board Agenda for Pre-Application _____ (date)

Pre-Appl. Fee Paid: _____ Date: _____ Pre-Appl. Mtg Date: _____

Site Walk scheduled for _____ (date)

Site Walk Fee Paid: _____ Date: _____ Site Walk Date: _____

Names of members who attended the site walk _____

Requested to be placed on the Planning Board Agenda for Preliminary Plan Review _____ (date)

Preliminary Fee Paid: _____ Date: _____ Preliminary Mtg Date: _____

Reduced copies of the Preliminary Plan received by the Planning Board members and CEO on _____(date)

Notice to Abutters sent by Certified Mail on _____ (date)

Scheduled Date of the Public Hearing _____ Public Hearing Date: _____

Dates (2 separate dates) that notice of Public Hearing was published in the newspaper _____ (date 1)

_____ (date 2)

Date that this notice was mailed to abutters _____ (date)

Date of Findings of Fact and Conclusions _____ (date) and attach FoF and Conclusions to this form.

Application accepted by the Planning Board with a vote of _____ on _____ (date)

Date that the Applicant was notified that the Application was complete in writing _____ (date)

Date of the list of changes to be made on the Final Plan _____ (date) and attach that list to this form.
(Please note that other changes may still be required)

Requested to be placed on the Planning Board Agenda for Final Plan Review on _____ (date)

Final Plan Review Paid: _____ Date: _____ Final Plan Review Date: _____

Date reduced copies of the plan were received by the Planning Board and the CEO _____ (date)

Final Plan: Approved or Denied on _____ (date) with a vote of _____ to _____ with _____ abstaining.

Subdivision Application Fees

(these fees are not refundable & do not include building or mobile home permit fees)

1. Pre-Application Fee	$100
2. Site Walk Fee (per site walk)	$100
3. Preliminary Plan Review	$500 + $100 per new lot (not counting the original)
4. Cluster Development (per dwelling unit)	$100 per unit
5. Final Plan Review	$100 per new lot

APPROVED March 18, 2015

TOWN OF WARREN
Rules and Regulations for Town Cemeteries

CHANGES HIGHLIGHTED IN GRAY

Section 1. Purpose and Intent

For the mutual protection of lot owners and the cemeteries as a whole, the following rules and regulations are hereby established for the Warren Cemeteries. As used in these rules and regulations, the terms "cemetery" or "cemeteries" include all Town-owned or Town-maintained cemeteries and the term "**Caretaker of Town Cemeteries and Perpetual Care Lots**" or "Caretaker" includes his or her authorized representative. All lot owners and persons visiting Town cemeteries will be expected to abide by these rules and regulations (as they may be amended from time to time), which are intended to assist in maintaining the cemeteries as peaceful and beautiful areas as well as reverent symbols of respect for the dead.

These Rules and Regulations apply to all burials, including burials of cremation remains.

The Town of Warren has 21 cemeteries. The following is a summary of those that are private, state-owned and maintained, private but town-maintained, public without perpetual care lots, and public with perpetual care lots.

Private: Andrews and Post. Andrews does not have perpetual care lots.

State owned and maintained: prison cemetery.

Private but Town has Accepted Maintenance Responsibilities: Blake, Mount Pleasant, Skinner

Town-Accepted and Owned but no Perpetual Care Lots: Old Settlers, Peterboro, Stahl

Town-Accepted and Owned with Perpetual Care Lots: Counce, Cushing, Fairview, Leonard, Newcomb, Pleasantville, Riverview, Sawyer, Starrett, Stirling, Town, Watts

Section 2. General Rules

a. Appointment, Office and Cemetery Hours

i. The Town Manager shall appoint the Caretaker.

ii. All business pertaining to the cemeteries shall be processed through the Caretaker at the Town Office during regular business hours. Official Cemetery Maps, plot deeds, and cemetery records shall reside in the Town Office.

iii. The cemeteries will be open from dawn to dusk each day.

iv. Avenues shall be open for walking year-round but closed to vehicular traffic between November 15 and May 15.

b. Duties of Employees Defined by Caretaker

Contractors working for the Town in the cemeteries and any employees of the Town working in the cemeteries are not permitted to do any work for lot owners or other persons except upon order of the Caretaker.

c. Fees and How Payable

All fees or charges for services are payable at the Town Office, except as herein listed below.

1. Interment charges may be handled through any reputable funeral director
2. Foundation charges for monument and marker emplacements may be handled through any reputable monument dealer.

The fee for lot purchase shall be deposited in the cemetery account for the cemetery where the lot is sold. The fee for perpetual care shall be deposited in the perpetual care account.

d. Burial Permits

No burial, including a burial of cremation remains, shall take place without a permit for disposition of human remains issued in accordance with the provisions of 22 MRS section 2843.

e. Manner of Travel by Pedestrians

Persons within the cemeteries shall use only the Avenues, walks and alleys and no person shall walk upon or across lots or lawns unless it is necessary to gain access to a particular lot. The cemetery expressly disclaims responsibility for any property damage or any injury sustained by any person violating this rule.

f. Acts of Vandalism Prohibited

Persons visiting the cemetery or attending funerals are prohibited from picking flowers, wild or cultivated, breaking or injuring any tree, shrub or plant, or from writing upon, defacing, or injuring any memorial, fence or other structure within the grounds of the cemeteries.

g. Manner of Travel by Vehicles

Vehicles shall comply with the following rules:

1. Maximum speed limit – 5 miles per hour
2. No vehicle may be driven or parked across or upon any grave, lot or lawn.
3. Parking or leaving any vehicle on any road or drive in such a way as to prohibit any car or vehicle from passing is prohibited and a violation of this rule and will be cause for the removal of such vehicle by the Caretaker at the owner's expense.

h. Unleashed Dogs Prohibited

Unleashed dogs shall not be permitted to go at large in the cemetery. All animal owners shall abide by the rules of the Town of Warren Animal Control Ordinance. Animal owners shall clean up after their pets.

i. Depositing of Debris Prohibited

The depositing of rubbish and debris on the grounds of any cemetery is prohibited.

j. Firearms, Weapons, etc., Prohibited

The bringing of firearms other than concealed weapons lawfully permitted, into the cemetery, except by a military escort, is prohibited.

k. Proprieties to be Observed

It is of the utmost importance that there should be a strict observance of the proprieties in the cemeteries, and all persons within the cemetery should avoid conduct unbecoming a sacred place.

Section 3. Lot Ownership

a. Lot Size

A single lot is 10 feet by 10 feet in dimension, with room for a maximum of three interments. A double lot is 10 feet by 20 feet, with room for a maximum of six interments. Lots in Counce and Mount Pleasant Cemeteries in the new section will be 31/2 X 11. Pleasantville Cemetery lots will be 10 x 30, 10 x 10 or 3 ½ x 11. Prices on all lots are 8.50 square foot and corner markers at $25.00 each.

b. Deed to Lot

Each lot shall be transferred by separate deed.

c. Prospective Purchasers to Visit Cemetery

Persons desiring to purchase lots should visit the cemetery where the Caretaker of the Cemetery will aid them in making a selection. Any special rules relating to such lots will be explained and a copy of these rules and regulations will be given to each purchaser.

d. Details of Purchase

The purchase price must be paid in full at the time of purchase and receipt for such purchase price will be given to the purchaser. It is the Town's policy to assess the cost of recording the lot deed at the time of purchase and to record the deed in the Knox County Registry of Deeds on the purchaser's behalf. After the deed is approved by the Board of Selectmen and signed by the Chair, the town will record the deed on the purchaser's behalf in the Knox County Registry of Deeds. The purchase price shall include perpetual care and four corner markers. The description of lots shall be in accordance with cemetery plots as depicted on cemetery plans, which are kept on file in the Town Office. It shall be the duty of the lot owner to notify the Town Office of any change in address after purchase.

e. Lots Not Subdivided
No lot shall be subdivided.

f. Purchasers Rights in Roads, Drives or Paths
No easement or right of interment is granted to any lot owner in any road, drive, or path within the cemetery, but such road, drive or path may be used as a means of access to the cemetery or buildings so long as it shall be devoted to such purpose.

g. Rights Reserved to Cemetery
The right to enlarge, reduce, re-plot, or change the boundaries or grading of the cemetery, or a section or sections thereof, from time to time, including the right to modify or change the location of, or remove or re-grade roads, drives or walks, or any part thereof, is hereby reserved. The right to lay, maintain and operate or alter or change, pipe lines or gutters for sprinkler systems and drainage purposes is also expressly reserved, as well as is the right to use cemetery property, not sold to lot owners, for cemetery purposes, including interment of the dead, or for anything necessary, incidental, or convenient thereto. The cemetery reserves to itself, and to those lawfully entitled thereto, a perpetual right of ingress and egress over lots for the purposes of passing to and from other lots.

h. Cemetery Not Responsible for Loss or Damage
All reasonable precautions will be taken to protect lot owners and the property rights of lot owners within the cemetery from loss or damage, but the cemetery will not be responsible for any loss or damage.

i. Terms of Agreement with Lot Owners
These rules and regulations, including amendments thereto, constitute the sole agreement between the cemetery, the Town of Warren, and lot owners. The statement of any employee or agent, unless confirmed in writing by an authorized representative of the cemetery or the Town of Warren shall in no way bind the cemetery or the Town of Warren.

j. Repurchase or Exchange of Lots by Caretaker
The Town reserves the right when the Municipal Officers deem it to be in the best interest of the Town to purchase outright, or by exchange for other lots, any unoccupied lot or lots, at the original purchase price.

K. Transfer of Lots

Lots shall not be transferred. If a lot change is requested and the deed is not recorded in the registry of deeds, the lot owner must relinquish his or her deed to the Town. If the deed is recorded, the owner must execute a deed transferring the lot back to the Town. A new deed will issue. If the cost differs, the person requesting the change must pay the difference.

L. Lost or Destroyed Deeds

A lost or destroyed deed and will be replaced with a new deed upon request upon payment of $10.00 and recording fee.

Section 4. Care of Lots

a. Perpetual Care

Perpetual Care includes keeping the grass properly cut, the trees and shrubs trimmed, and the grounds maintained, subject to the available income from the perpetual care fund, if the cemetery in question has perpetual care lots.

b. Nature of Care Provided by Cemetery Without Cost

The general care of the cemetery is the responsibility of the Town by and through the Caretaker and includes reasonable and practical care of the unsold areas of the cemetery, such as park and lawn areas, roads, shrubs and trees, which have been established by the cemetery. In no case shall it mean the maintenance, repair or replacement of any memorial, tomb or mausoleum erected or placed upon a lot, nor the performing of any special or unusual work in the cemetery.

c. Veterans' Grave Sites

i. Maintenance

In accordance with the provisions of 13 MRS section 1101, et seq., the graves of veterans in cemeteries owned and operated by the municipality ("public burying grounds") shall be maintained in good condition and repair from May 1 to September 30 of each year. The minimum maintenance required to achieve "good condition and repair" is the following:

Grass must be suitably cut and trimmed;

Flat grave markers must be kept free of grass and debris; and

The burial place must be kept free of fallen trees, branches, vines and weeds.

ii. Flags

In accordance with the provisions of 30-A MRS section 2901, the town shall annually decorate on the day Memorial Day is observed the graves of veterans of the Armed Forces of the United States of America with an American flag and appropriate flag holders.

d. Investment of Perpetual Care Funds

All existing funds attributable to individual cemeteries and all Perpetual Care Funds held by the Town of Warren for Perpetual Care will be invested by the Town of Warren as provided by law, with funds used solely for the purpose of supporting the fifteen (15) cemeteries with perpetual care funds.

e. Who May Provide Care for Lots

No person except a lot owner, his authorized representative or a contractor or employee of the Town, acting under the direction of the Caretaker, is permitted to enter the cemetery for the purpose of caring for lots without special permission of the Caretaker secured in advance.

Section 5. Interments

a. Funerals in Charge of Cemetery

All funerals entering the cemetery shall be under the direction of the funeral director who shall abide by the rules and regulations of the cemetery, and funeral directors upon arrival at the cemetery must present to the Caretaker the necessary burial permit from the Town Clerk.

b. Interments to be Authorized by Lot Owners

All orders for interments in lots must be signed by the owner of the lot, or his or her authorized representative. When this is impossible because of absence from the Town, telephone permission will be accepted in lieu of signed authorization.

c. Deaths and Burials

Once an interment has been made, a disinterment will only be made pursuant to Title 22, Chapter 707, of the Maine Revised Statues, as amended. The cemetery shall not be responsible to open the grave. The actual disinterment must be made by the person authorized to do so.

d. Outside Containers Required

In order to maintain a high standard of care and to eliminate sunken graves caused by collapse of wooden boxes all burials must be made in outside containers constructed of natural stone, or of metal or of reinforced concrete, or approved synthetics. All such containers must be made and installed so as to meet the specifications established by the Caretaker. Outside containers may be procured from any source provided they meet the established specifications.

Section 6. Plants, Shrubs and Flowers

a. Responsibility of Cemetery
The cemetery will undertake to maintain, as may be practicable, the planting of trees and shrubs to preserve its landscape features.

b. Plantings
Individual beds of shrubbery or flowers shall be permitted upon approval of the Caretaker.

c. Rights of Cemetery Regarding Flowers and Plants
The cemetery shall have the right to remove all floral designs, flowers, weeds, trees, shrubs, plants or herbage of any kind from the cemetery as soon as, in the Caretaker's judgment, they become unsightly, dangerous, detrimental or diseased, or when they do not conform to the standard maintained in the cemetery. The cemetery shall not be responsible for floral pieces, baskets, or frames in which or to which floral pieces are placed or attached beyond their acceptance for services held in the cemetery and shall not be responsible for frozen plants or herbage of any kind, or for plantings damaged by the elements, or any cause whatsoever. The cemetery reserves the right to prevent the removal of any flowers, floral designs, trees, shrubs, plants or herbage of any kind without prior approval. All Items shall be placed on a lot below the top of the grave stone and more than 18" above the ground.

Section 7. Monuments and Other Structures

a. Foundations Required: By Whom Constructed
No stone, monument, or other super-structure shall be erected until a suitable foundation is laid. All foundations for monuments shall be not less than 4 feet in depth. Deeper foundations will be used when deemed advisable by the Caretaker. As a guarantee of good work, for the general welfare of the cemetery, and for protection to lot owners, the cemetery reserves the right to construct all foundations for such structures. The Caretaker may, however, if deemed advisable, authorize under his supervision the construction of such foundation by other qualified contractors.

Section 8. Descent of Title

a. The laws of the State of Maine govern the descent of title to cemetery lots, as well as other matters relating to their ownership. When title is held by a sole owner who is deceased and not interred in Warren, or by surviving co-owner(s) when title is held by two or more owners as tenants-in common, the heirs or devisees of such persons should correct the record with appropriate documentation as determined by the town manager in consultation with the town attorney, if necessary. When title is held in joint tenancy, the surviving joint tenant should provide a death certificate for the deceased joint tenant(s).

Section 9. Correction of Errors

a. The cemetery reserves the right to correct any errors that may be made by them in making interments, disinterment, or removals, or in the description, transfer, or conveyance of any lot. Errors of lot owners in failing to specify proper interment position or of monument dealers in failing to clearly specify monument or marker foundation positions will be cause once work is in progress by the cemetery for a fair additional charge in the event a change is requested.

Section 10. Enforcement

a. The Caretaker of the Cemeteries is hereby empowered to enforce the foregoing rules and regulations and to exclude from the cemetery any person deliberately violating such rules and regulations. The said Caretaker shall have charge of the grounds and buildings within the cemetery and shall have supervision and control of employees and all persons visiting the cemetery whether lot owners of otherwise.

Section 11. Price Schedule

The fees for sale of lots and any grave opening charges are as specified in the *Warren Town Office Fee Schedule* established by Town Selectmen.

Approved June 5, 2018.

Wayne Luce

Wayne Luce, Chairman

Roger Peabody

Roger Peabody, Vice-Chair

Arnold D. Hill

Arnold D. Hill

Jim Kinney

Jim Kinney

Carole Courtenay

Carole Courtenay

Changes to Dog Licensing

Hello Town Clerks and Animal Control Officers

This year the Legislature has approved two new categories for dog licensing, the Dangerous Dog Category and the Nuisance Dog Category.

If a dog is deemed a dangerous dog by the court after August 1, 2018, they will need to pay a $100.00 licensing fee and they will receive a special dog tag. The dog will need to be licensed every year, but will only be issued a new tag if the old tag is missing or damaged. If a dog was declared a dangerous dog by the court before August 1, 2018, the new law does not apply to them and they can still be registered with the regular dog tags. The breakdown for the fee is $98.00 to be placed in the Municipalities Animal Welfare Account, the licensing agent retains a $1.00 recording fee, and $1.00 will be sent to the Department of Agriculture, Conservation and Forestry to be deposited in the Animal Welfare Fund.

If a dog is declared a nuisance dog by the court after August 1, 2018 they will need to pay a $30 licensing fee. The nuisance dog get the regular dog tag. If the court determines that the dog is no longer a nuisance dog, the owner should bring you the court paperwork stating that they are no longer a nuisance and you can then license them with a regular dog license. The breakdown for the fee is $28.00 to be deposited in the Municipalities Animal Welfare Account, the licensing agent retains a $1.00 recording fee, and $1.00 will be sent to the Department of Agriculture, Conservation and Forestry to be deposited in the Animal Welfare Fund.

Currently, we are working on the process. If you have any questions, please feel free to contact the Animal Welfare Program at (207) 287-3846.

Avoid environmental problems and legal liabilities

Before demolishing or renovating a building:

- √ **Inspect for asbestos.**
- √ **Use only a DEP-licensed contractor to remove asbestos.**
- √ **Remove and recycle PCB-containing ballasts and mercury-added products like thermostats and fluorescent lightbulbs.**
- √ **Notify the Maine DEP Asbestos Program at least 5 working days before the demolition or renovation begins.**

More information and notification forms are available on-line at :

www.Maine.gov/dep/rwm/asbestos/

For more information on disposal of asbestos and universal wastes, contact your local Maine Department of Environmental Protection office.

- ⇒ **Portland (207)822-6300**
- ⇒ **Augusta (207)287-2651**
- ⇒ **Bangor (207)941-4570**
- ⇒ **Presque Isle (207)764-0477**

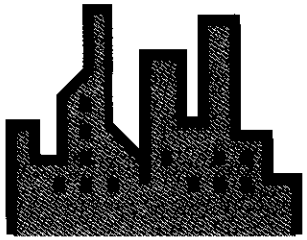
DEPARTMENT OF ENVIRONMENTAL PROTECTION · STATE OF MAINE ·

Maine DEP

Contact the Maine Department of Environmental Protection at (207) 287-2651 for more information on the "Asbestos Management Regulations" and the handling and recycling of PCB- and mercury-containing products.

Maine DEP

WHAT YOU NEED TO DO BEFORE RENOVATING OR DEMOLISHING A BUILDING IN MAINE



Maine Department of Environmental Protection
Lead & Asbestos Hazard Prevention Program
207-287-2651
www.Maine.gov/dep/rwm/asbestos/

Here are actions you must take before renovating or demolishing a building in Maine

Hire a licensed Asbestos Consultant to conduct an inspection for asbestos-containing materials.

Exceptions - Inspections by a DEP-licensed consultant are not required for:

- single-family homes;
- 2-4 unit residential buildings constructed in or after 1981;
- 2-4 unit residential buildings constructed before 1981 that contain no building materials that are likely to contain asbestos; and
- buildings where written documentation demonstrates no asbestos building materials were used in the building.

Make sure all PCB– and mercury-containing products are removed from the building and sent for recycling.

It is illegal to dispose of PCBs and mercury-containing products in Maine. Fluorescent light fixtures made before 1980 contain a ballast that has PCBs in it. The most common mercury-containing products found in buildings are thermostats and fluorescent light bulbs. Check the Maine DEP website at www.maine.gov/dep/rwm/ for locations and businesses that will recycle these "universal wastes".

Hire a licensed Asbestos Contractor to remove all* asbestos-containing materials that will be impacted by the renovation or demolition.

Exceptions—Hiring a DEP-licensed contractor is not required when:

- the amount of asbestos-containing material is less than 3 square feet or 3 linear feet;
- the only asbestos is floor tile, it is in good condition, and it will be removed whole using an infrared tile lift machine or heat guns;
- asphaltic-based roofing materials, mastics, glues, cements, sealings and coatings are removed and they will not be sanded, grinded, abraded, or cut with a mechanical roof cutter; and
- a homeowner removes exterior asbestos siding from the single-family home that they own and in which they live.

***There are some contractors who are licensed to perform demolitions without first removing certain asbestos-containing flooring and roofing products.**

The asbestos abatement contractor is responsible for ensuring that all asbestos-containing waste is disposed of in a landfill licensed to accept that waste.

Notify the Maine Department of Environmental Protection at least five working days prior to demolishing any building, even if the building does not contain asbestos.

Demolition means the tearing down or intentional burning of a building or part of a building. If you have hired an asbestos abatement contractor to remove all asbestos-containing material and/or to demolish a building with asbestos flooring or roofing in place as allowed by the "Asbestos Management Regulations", the contractor is required to notify the Department of their activity. This abatement notification meets the demolition notification requirement. No demolition notification is required for single-family homes and related structures such as sheds and barns.

Maine DEP

You can contact the Maine Department of Environmental Protection at (207)287-2651 for a list of asbestos consultants and abatement contractors and their specialties.

DEPARTMENT OF HOMELAND SECURITY - FEDERAL EMERGENCY MANAGEMENT AGENCY APPLICATION FORM FOR SINGLE RESIDENTIAL LOT OR STRUCTURE AMENDMENTS TO NATIONAL FLOOD INSURANCE PROGRAM MAPS	*O.M.B. NO. 1660-0015* *Expires February 28, 2014*

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 2.4 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0015) **NOTE: Do not send your completed form to this address.**

This form should be used to request that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) remove a single structure or legally recorded parcel of land or portion thereof, described by metes and bounds, certified by a registered professional engineer or licensed land surveyor, from a designated Special Flood Hazard Area (SFHA), an area that would be inundated by the flood having a 1%-chance of being equaled or exceeded in any given year (base flood), via Letter of Map Amendment (LOMA). It shall not be used for requests submitted by developers, for requests involving multiple structures or lots, for property in alluvial fan areas, for property located within the regulatory floodway, or requests involving the placement of fill. (NOTE: Use MT-1 forms for such requests). **Fill** is defined as material from any source (including the subject property) placed that raises the grade to or above the Base Flood Elevation (BFE). The common construction practice of removing unsuitable existing material (topsoil) and backfilling with select structural material is not considered the placement of fill if the practice does not alter the existing (natural grade) elevation, which is at or above the BFE. Also, fill that is placed before the date of the first National Flood Insurance Program (NFIP) map showing the area in an SFHA is considered natural grade.

LOMA:	**A letter from DHS-FEMA stating that an existing structure or parcel of land that has not been elevated by fill would not be inundated by the base flood.**

A – This section may be completed by the property owner or by the property owner's agent. In order to process your request, all information on this form must be completed ***in its entirety***, unless stated as optional. **Incomplete submissions will result in processing delays.**

1. Has fill been placed on your property to raise ground that was previously below the BFE?

   ☐ No ☐ Yes – If Yes, **STOP!! – You must complete the MT-1 application forms; visit**
   http://www.fema.gov/plan/prevent/fhm/dl_mt-1.shtm
   or call the FEMA Map Information eXchange toll free: (877-FEMA MAP) (877-336-2627)

2. Legal description of Property (Lot, Block, Subdivision or abbreviated description from the Deed) ***and*** street address of the Property (required):

3. Are you requesting that a flood zone determination be completed for (check one):

   ☐ A structure on your property? What is the date of construction? _____ (MM/YYYY)

   ☐ A portion of your legally recorded property? (A certified metes and bounds description and map of the area to be removed, certified by a registered professional engineer or licensed land surveyor, are **required**. For the preferred format of metes and bounds descriptions, please refer to the MT-EZ Instructions.)

   ☐ Your entire legally recorded property?

All documents submitted in support of this request are correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001.

Applicant's Name (required):	**E-mail address (optional) (☐ By checking here you may receive correspondence electronically at the email address provided):**
Mailing Address (include Company name if applicable) (required):	**Daytime Telephone No. (required):**
	Fax No. (optional):
Signature of Applicant (required)	**Date (required)**

End of Section A

B – This section *must* be completed by a registered professional engineer or licensed land surveyor. **Incomplete submissions will result in processing delays.**

NOTE: If the request is to have a flood zone determination completed for the structure, and an Elevation Certificate has been completed for this property, it may be submitted in lieu of Section B. If the request is to have a flood zone determination completed for the entire legally recorded property, or a portion thereof, the lowest elevation on the lot or described portion must be provided in Section B.

Applicable Regulations

The regulations pertaining to LOMAs are presented in the National Flood Insurance Program (NFIP) regulations under Title 44, Chapter I, Parts 70 and 72, Code of Federal Regulations. The purpose of Part 70 is to provide an administrative procedure whereby DHS-FEMA will review information submitted by an owner or lessee of property who believes that his or her property has been inadvertently included in a designated SFHA. The necessity of Part 70 is due in part to the technical difficulty of accurately delineating the SFHA boundary on an NFIP map. Part 70 procedures shall not apply if the topography has been altered to raise the original ground to or above the BFE since the effective date of the first NFIP map [e.g., a Flood Insurance Rate Map (FIRM) or Flood Hazard Boundary Map (FHBM)] showing the property to be within the SFHA.

Basis of Determination

DHS-FEMA's determination as to whether a structure or legally recorded parcel of land, or portion thereof, described by metes and bounds, may be removed from the SFHA will be based upon a comparison of the Base (1%-annual-chance) Flood Elevation (BFE) with certain elevation information. The elevation information required is dependent upon what is to be removed from the SFHA. For Zones A and AO, please refer to Page 7 of the MT-EZ Form Instructions for information regarding BFE development in those areas and supporting data requirements.

Determination Requested For: (check one)	Elevation Information Required: (complete Item 5)
☐ Structure located on natural grade (LOMA)	Lowest Adjacent Grade to the structure (the elevation of the lowest ground touching the structure including attached patios, stairs, deck supports or garages)
☐ Legally recorded parcel of land, or portion thereof (LOMA)	Elevation of the lowest ground on the parcel or within the portion of land to be removed from the SFHA

1. PROPERTY INFORMATION

Property Description (Lot and Block Number, Tax Parcel Number, or Abbreviated Description from the Deed, etc.):

2. STRUCTURE INFORMATION

Street Address (including Apt. Unit, Suite, and/or Bldg. No.):

What is the type of construction? (check one) ☐ crawl space ☐ slab on grade ☐ basement/enclosure

☐ other (explain):

3. GEOGRAPHIC COORDINATE DATA

Please provide the Latitude and Longitude of the most upstream edge of the ***structure*** (in decimal degrees to nearest fifth decimal place)

Indicate Datum: ☐ WGS84 ☐ NAD83 ☐ NAD27 Lat. . Long. .

Please provide the Latitude and Longitude of the most upstream edge of the ***property*** (in decimal degrees to nearest fifth decimal place)

Indicate Datum: ☐ WGS84 ☐ NAD83 ☐ NAD27 Lat. . Long. .

4. FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

NFIP Community Number:	Map Panel Number:	Base Flood Elevation (BFE):	Source of BFE:

5. ELEVATION INFORMATION (SURVEY REQUIRED)

- Lowest Adjacent Grade (LAG) to the structure (to the nearest 0.1 foot or meter) . ft. (m)
- Elevation of the lowest grade on the property; or within metes and bounds area (to the nearest 0.1 foot or meter) . ft. (m)
- Indicate the datum (if different from NGVD 29 or NAVD 88 attach datum conversion) ☐ NGVD 29 ☐ NAVD 88 ☐ Other (add attachment)
- Has FEMA identified this area as subject to land subsidence or uplift? ☐ No ☐ Yes (provide date of current releveling):

This certification is to be signed and sealed by a licensed land surveyor, registered professional engineer, or architect authorized by law to certify elevation information. All documents submitted in support of this request are correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001.

Certifier's Name:	License No.:	Expiration Date:	Seal (optional)
Company Name:	Telephone No.:	Fax No.:	
Email:			
Signature:		Date:	

In addition to this form (MT-EZ), please complete the checklist below. **ALL** requests must include one copy of the following:

- ☐ Copy of the effective FIRM panel on which the structure and/or property location has been accurately plotted
- ☐ Copy of the Subdivision Plat Map **(with recordation data and stamp of the Recorder's Office)**

  OR
- ☐ Copy of the Property Deed **(with recordation data and stamp of the Recorder's Office)**, ***accompanied by*** a tax assessor's map or other certified map showing the surveyed location of the property relative to local streets and watercourses. The map should include at least one street intersection that is shown on the FIRM panel.
- ☐ Please include a map scale and North arrow on all maps submitted.

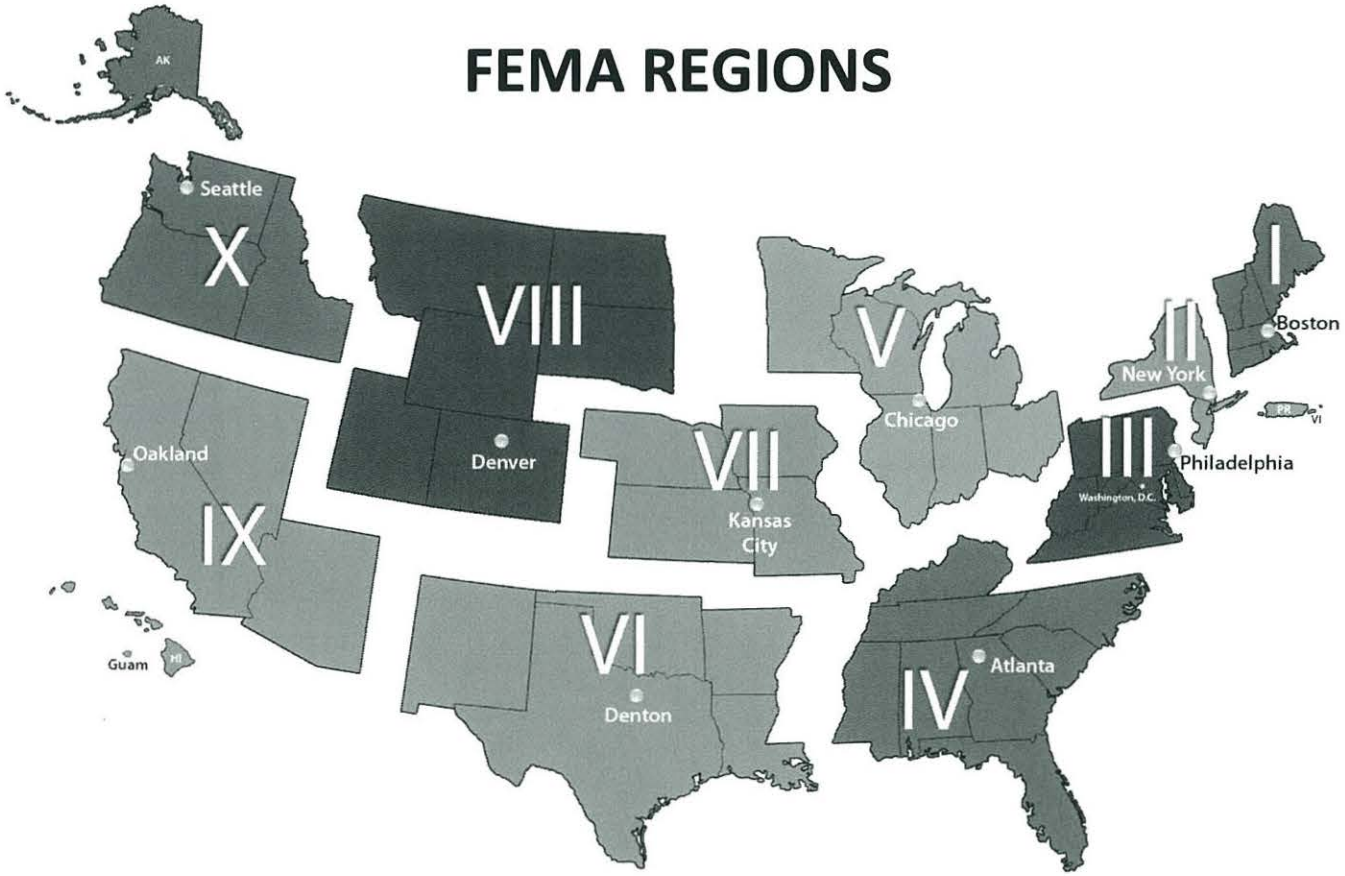
Please do *not* submit original documents. Please retain a copy of all submitted documents for your records.

DHS-FEMA encourages the submission of all required data in a digital format (e.g. scanned documents and images on Compact Disc [CD]). Digital submissions help to further DHS-FEMA's Digital Vision and also may facilitate the processing of your request.

Incomplete submissions will result in processing delays. For additional information regarding this form, including where to obtain the supporting documents listed above, please refer to the MT-EZ Form Instructions located at http://www.fema.gov/plan/prevent/fhm/dl_mt-ez.shtm.

Mail your request to:

LOMC CLEARINGHOUSE
847 SOUTH PICKETT STREET
ALEXANDRIA, VA 22304-4605
Attn.: LOMA Manager



Town of Warren

Code Enforcement Officer
Local Plumbing Inspector

167 Western Rd
Warren ME 04864
Tel. (207) 273-2421
Fax (207) 273-3107

LIST OF NEEDED DATA FOR A NEW COMMERCIAL BUSINESS

1. Proper sub-surface waste permit, submitted with fees or a letter from Warren Sanitary District showing that the proper fees have been paid.

2. Filled out permit for the intended use

3. Dimensions of the structure(s), i.e. with square footage of each floor

4. Site plan drawn to scale with a north arrow, containing all buildings and improvements with dimensions and setback measurements from lot lines and all roads or right of ways

5. If the applicant is not the landowner, a letter from the owner granting permission on their behalf

6. Proper fees payable when the permit is submitted

7. Central Maine Power 1190 form

8. Measurement to the center of the nearest driveway or road for E-911 number

9. Application submitted at least two weeks prior to the next Planning Board meeting.

10. Eight copies of all submitted paperwork.

11. Copy of any and all State or Federal permits or approvals

Town of Warren

167 Western Rd
Warren ME 04864
Tel. (207) 273-2421
Fax (207) 273-3107

Application for
Road Entrance/Culvert
Permit

This application must be mailed to: Director of Public Works, Warren Town Office, 167 Western Rd. Warren ME 04864 or dropped off at the Town Office. You will receive a reply by mail within 7 days. You must have the area you wish to use for a driveway clearly marked with ribbons or stakes.

Property Owner: _____ Date: _____ Phone: _____
Mailing Address: _____

Site Location: _____
Tax Map Number: _____ Lot Number: _____

Note: Plastic culverts must be a minimum of 2 feet underground.
No used culverts
Culvert should extend 1 foot beyond dirt on each side or be rocked to the dirt.
15" minimum diameter, 20' minimum length
Some culverts will need to be approved by Maine DOT, but all requests must be filed with the Warren Director of Public Works.

I have read the above information and agree the information from me is correct to the best of my knowledge.

Sign: _____ Date: _____

Do not write below this line

_____ Culvert needed. Permit # _____
Length _____ Diameter _____
Invert elevation _____
_____ No Culvert needed

_____ Private Road, check with Owners Association

_____ _____(rev 04)
Director of Public Works Date

Town of Warren

167 Western Rd
Warren ME 04864
Tel. (207) 273-2421
Fax (207) 273-3107

Application for a
Road Opening Permit

This application must be mailed to:**The Road Commissioner,** Warren Town Office, 167 Western Rd. Warren ME 04864 or dropped off at the Town Office **at least 14 days before you wish to open the roadway.** You will receive a reply by mail within 7 days. You must have the area you wish to open clearly marked with ribbons or stakes on both sides of the road.

Contractor's Name: _____ Date: _____ Phone: _____
Business Name: _____Phone: _____
Mailing Address: _____
Town: _____ State: _____ Zip: _____

Property Owner requiring road opening: _____
Phone: (H)_____ (W)_____
Mailing Address: _____

Site Location: _____
Tax Map Number: _____ Lot Number: _____

Property Owner across the road: _____
Address: _____
Tax Map Number: _____ Lot Number: _____

A detailed sketch must accompany this application showing the location of the cut or excavation, the width, length and depth of the trench.

Number of Square Yards disturbed: _____ (If more than the permitted number of yards are disturbed fines will be assessed as outlined in Title 35-A, Section 2509 M.R.S.A.)

Proof of your Liability Insurance must be on file in the Road Commissioner's Office before any permit will be issued.

Date of proposed opening: _____ Hours work will be underway: _____
Method of traffic/safety control:
Flagmen: _____ Barricades/traffic cones: _____

Date and time the road will be restored to normal traffic flow: _____
Date and time the road will be restored to temporary patch condition: _____
Date and time the road will be restored to permanently repaired condition: _____

Filling: If the excavation is not filled as per the permit requirements fines will be assessed according to 35-A Section 2511.
Work Redone: If the work is not done according to the permit requirements and the Municipal Officers require the work to be redone the person/contractor in default shall pay a penalty equal to the cost of redoing the work plus 50% as outlined in Title 35-A, Section 2512 M.R.S.A.
Fees are set according to Title 35-A, Section 2510 M.R.S.A.

Reason for opening the roadway: _____

I have read the above information and agree the information from me is correct to the best of my knowledge.

Sign: _____ Date: _____

Town of Warren

Special Amusement Permit Application

Date: _____ Name of Applicant: _____

Applicants Phone #: _____ Business Name: _____

Applicants Address: _____

Property location: _____

Property Owner: _____ Phone #: _____

Owners Address: _____

Tax Map: _____ Lot #: _____ Commercial: _____ Residential: _____

Name of Business Manager: _____

Normal Hours when establishment is open for business: _____

Describe the type of Special Amusement this application is filed to allow, and the times at which it will regularly occur: _____

Describe the room(s) to be used under this permit (use back of form if more space is needed): _____

_____

Attach a copy of the current State of Maine Liquor License, and Bureau of Public Safety occupancy permit, showing the capacity of the establishment.

Determined Maximum Occupancy: _____

Has a license by the above name applicant ever been denied or revoked to conduct the business described in this application? Yes _____ No _____ If yes, describe the circumstance specifically on a separate page and attach to the application.

Has the applicant including all partners or corporate officers ever been convicted of a felony? Yes ___ No ___

If yes, name individual and describe the circumstances on a separate page and attach to application.

Signature of Applicant: _____ Date: _____

*Note: The fee for a Special Amusement Permit is $50.00 plus Public Notice costs

Date Received: _____ Date Advertised: _____ Hearing Date: _____

Action Taken: Approved _____ Denied: _____ Reason for Denial: _____

Melody Sainio, Code Enforcement Officer: _____ Date: _____

_____ _____

_____ _____

_____

Selectmen signatures

Town of Warren
Application for a Variance
to the Zoning Board of Appeals

167 Western Rd. Warren ME 04864

Applicant _____
Mailing Address _____ City/Town _____ State _____
Applicant Phone _____ Zip _____

Owner _____
Mailing Address _____ City/Town _____ State _____
Owner Phone _____ Zip _____

The Application Fee for a Variance is $150.00 (set at 3/3/04 Selectmen's Meeting)

<u>The Undersigned requests a Variance</u>

for property located on Tax Map _____, known as Lot # _____, with a physical address of _____.

1. **Nature of Variance:** Describe generally the nature of the variance _____
_____
_____
_____

2. **Justification of Variance:** In order for a variance to be granted, the applicant must demonstrate to the Zoning Board of Appeals that the following are true:
   A. The strict application of the terms of the Ordinance would result in undue hardship (see definition in the Land Use Ordinance) to the applicant;
   B. The hardship is not the result of action taken by the applicant or a prior owner since the effective date of the Ordinance and
   C. The proposed use would meet the provisions of Section 15 A-F of the Land Use Ordinance and the provisions of Section 16 G. of the Shoreland Use Ordinance if the variance is requested in the Shoreland Zone.

Comments and information proving the above items are true must be submitted in letter form with drawings, surveys or maps as needed with the application for it to be considered complete. **See instructions below.**

I certify that the information contained in this application and its supplements is true and correct.

Date _____ Signature of Applicant _____

Fee paid _____ **Attach a copy of the receipt to this application**.

In addition to the items listed above you must also submit the following:
A drawing of the parcel, drawn to a scale of 20 to no more than 50 feet to the inch shall be submitted on 8 ½ x 11, 11 x 17 or 24 x 36 white paper as required by the size of the drawing. This drawing shall include the name, address, map, lot, proposed development or alterations, any natural or topographic peculiarities, scale, true north, exact dimensions and land area, location of all buildings and development (including walks, landscaping & parking areas), all water courses, ponds, lakes, soil conditions and slopes, utilities, wells and septic systems. A list of map and lot numbers and names of abutting land owners including those across any streets, roads, right of ways and within 300 feet of all property boundaries shall also be submitted. If available a copy of the most recent survey should also be submitted (the ZBA may require a survey during the proceedings).

For Official Use Only
Maintain as a permanent record

Date received _____ Fee Paid _____

Date of Public Hearing _____ Date of Notice in Newspaper _____

Mailed Notices on _____ Date of Notice in Newspaper _____

Decision of Board of Appeals Approved _____ to _____ Denied _____ to _____

If Denied, the reason for denial _____

_____

_____

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If Approved, the following conditions and safeguards were prescribed _____

_____

_____

Signed by members of the Town of Warren Zoning Board of Appeals

_____ _____

_____ _____

_____ Date _____