

ZONING PERMIT APPLICATION CHECKLIST GENERAL

Please use this checklist when someone applies for a Village of Maine zoning permit.

Application Form and Submissions with Application

- Is the application completed? Items that do not apply to the type of use the applicant is applying for should be marked N/A.
- Has a complete and accurate site plan been submitted?
 - Are existing structures and land features (waterways and drainage ditches, wetlands, etc.) shown?
 - Are setback measurements included?
 - Do plans show existing and proposed land elevations (to help determine effect for proposed changes on drainage)?
- Have the existing and proposed uses been adequately explained?
- Will the proposed use involve grading?
 - Has grading permit been issued?
 - Have surface water drainage and soil erosion plans been approved?
 - If not, submit to Plan Commission for approval.

Use Determination

- Is the proposed use permitted?
- Is Plan Commission review required? Plan Commission review is required for:
 - all uses in business and commercial districts
 - municipal sludge spreading and municipal yard waste composting sites
 - surface water drainage and soil erosion plans that have not been previously approved (such as during land division approval process)

Inspections

- View the site in order to determine effects the use and activities (such as grading) may have on the property and other properties, and to answer questions the Plan Commission may have.
- Before construction begins inspect site to see that staked according to application.
- Coordinate with Building Inspector for building permit issuance, satisfactory completion of building, and issuance of building occupancy certificate.
- After completion of work applied for (to determine that work was done as permitted and to issue occupancy certificate).