

Town of Columbia Falls Application for Building Permit

Check List

All property owners and land users are required by Town Ordinance to file an application for a permit to improve the property according to the following steps.

- _____ Complete the application form with all required data.
- _____ Fee amount must be included
(Application Fee and the Licensed Plumbing Inspection (LPI) (Fee))
- _____ Site Plan attached
- _____ Plumbing Permit attached (if needed)
- _____ Copies of documents issued by Federal, State, or local agencies attached
- _____ Sketch of intended improvement

The Planning Board Action is as follows:

_____ Recommended _____ Approved _____ Denied

Reason Denied: _____

_____ Signatures of Planning Board Members

_____ CEO Signature for _____ Approved/Denial _____

_____ LPI Signature for _____ Approved/Denial _____

***Please read entire Ordinance before
filling out Application***

Town of Columbia Falls
Columbia Falls, ME 04623

Zoning Ordinances

Adopted March 1999

Updated/Approved March 20, 2018

Updated/Approved March 15, 2022

PLANNING BOARD MEETINGS

The regular meetings of the Planning Board are scheduled at 6:30 PM on the third Tuesday of each month. Residents of Columbia Falls are welcome to attend and express their ideas.

PERMITS

Permits are needed for:

- New Construction
- Relocation of structures and dwellings
- **Replacement of any building, mobile home, trailer, or part thereof**
- Septic Systems: Any person moving a structure onto a piece of property to be used as a permanent residence must obtain a permit for a septic system and must have the septic system installed.

A detailed site plan is required with each application and applicant is encouraged to attend the Planning Board meeting with the application to answer any and all questions.

***EXEMPT* from a PERMIT**

- Building of 100 square feet or less
- Routine interior/exterior maintenance

APPLICATIONS

Application forms are available at the Town Office. A completed application for permit(s) accompanied with the application fee(s) must be filed with the Administrative Assistant at the Town Office. Checks are to be made payable to the Town of Columbia Falls.

When the Planning Board approves the application, the Code Enforcement Officer is authorized to perform reviews and inspections for compliance with federal laws, state statutes and local town ordinances.

Application approval is based on Code compliance and payment of all fees and fines pertaining to the property. When all requirements are met, permits will be issued.

APPROVAL or DENIAL

The Code Enforcement Office shall notify the applicant concerning the approval or denial of the permit application within 15 days of the meeting date. Reasons for a denial shall be in writing.

LIFE OF A PERMIT

All permits are good for one year from the date of issue. If substantial work is not commenced within this time frame, the permit is null and void. The Planning Board, upon receiving a written request from the applicant, may grant an extension of the commencement date upon a showing of good cause.

PENALTIES

- No person may begin construction on any lot or dwelling without a permit issued by the Code Enforcement Officer or the Planning Board.
- The minimum penalty for beginning construction or undertaking a land use activity without the required permit is a \$100.00 fine with the maximum penalty is \$2,500.00 fine. This fine can/will be assessed on a property owner for each day until the maximum fine is reached and the required permit application is completed and presented to the Code Enforcement Office and/or the Planning Board.

ENVIRONMENTAL AIDS

In order to prevent depreciation of neighboring real estate, mobile home lots shall be permanently landscaped with grass, trees, shrubs, and fencing where necessary in order to present an attractive setting.

BUILDING REQUIREMENTS

1. EXTERIOR

Finish: The exterior walls shall be finished with a covering of clapboards, exterior plywood, wood or metal siding, asphalt or vinyl siding or with masonry, brick, or stone. Such covering shall be completed within two years after the start of the foundation construction. The CEO (Code Enforcement Officer) shall exempt certain utility buildings, such as small tool sheds, workshops, animal shelters, etc., and special use camps for housing, fishing, etc. not used for normal living purposes, provided they do not adversely affect the general health and welfare of the area.

2. ROOF COVERING

The roof shall be covered with noncombustible or fire-resistant material, except that a dwelling or other structure, which is separated by at least 12 feet from other buildings, may be roofed with wooden shingles.

3. CHIMNEYS

Every dwelling shall have a chimney constructed of brick, masonry units of reinforced concrete and lined with approved fire clay or tile flue. Quality prefabricated chimneys will be approved when they meet heat output standards. When all heat equipment is electrical, chimneys are not necessary.

4. SEWAGE DISPOSAL SYSTEM

Sewage disposal systems and installations shall conform to the State Plumbing Codes 5.

5. ELECTRICAL WORK

For any electrical work, reference must be made to the State Electrical Code in order to insure safe wiring and prevention of fire.

6. OTHER

This building permit ordinance reseals and/or replaces any municipal ordinance previously enacted. This ordinance shall become effect when approved by the voters of Columbia Falls.

7. APPEALS

The Selectmen will hear appeals or may appoint a separate appeals board under Title 30-A MRSA Sec. 2691. Variances may be granted to avoid undue hardships provided there is no substantial departure from the intent of the ordinance pursuant to 30-A MRSA Sec. 4353

8. AMENDMENTS

Any change in this ordinance may be made by the action of the voters of the Town at an annual special Town Meeting after due notice of the proposed change.

9. VALIDITY

If any section, paragraph, sentence, clause or phrase of the ordinance shall be declared invalid for any reason, such decision shall not affect the remaining portions of the ordinance, which shall remain in full force and effect.

NON-CONFORMING LOTS

Pre-existing non-conforming house lots (less than 1 Acre) are defined as land recognized by the Town as a house lot previously used and accepted prior to the Town’s acceptance of the Comprehensive Plan (June 1999 and Revised March 2002 and March 2019). Non-conforming status remains in effect as long as the property improvements remain in place and remain functional.

DIMENSIONAL REQUIREMENTS

**Minimum Side and Rear Setbacks
Minimum Lot Size**

Single Family Detached Dwelling	1 Acre
Public Facility	1 Acre
Single Family Cluster	1 Acre per Dwelling
All Other Uses	1 Acre per dwelling

Minimum Frontage

Single Family Detached Dwelling	100 Linear Feet
Public Facility & Commercial Use	250 Linear Feet
Single Family Cluster Development	
With single vehicular access	350 Linear Feet
With multi-vehicular access	150 Linear Feet
All Other Uses	150 Linear Feet

Minimum Front Setback

Single Family Detached Dwellings	20 Linear Feet
Religious & Commercial	50 Linear Feet
All Other Uses	20 Linear Feet

Minimum Side and Rear Setbacks

Single Family Detached Dwelling	15 Linear Feet
Religious & Commercial	30 Linear Feet
All Other Uses	20 Linear Feet

Maximum Lot Coverage Ratio

The portion of the **lot** that is **covered** by any part of any building or structure on or above the surface of the **lot** is 50%.

MISCELLANEOUS NUISANCES

1. No more than two (2) junked, unregistered, unserviceable, or discarded vehicles are permitted on a lot unless the lot is approved by the municipality as a junkyard.
2. The following materials are prohibited from being stored uncovered on any lot except that licensed by the municipality as a junkyard.
 - Discarded, worn out, junked plumbing and heating supplies
 - Household appliances
 - Discarded furniture
 - Discarded, scrap or junked lumber
 - Old scrap copper, brass, rope, rags, batteries, paper trash, rubber, debris, waste and all scrap iron, steel.
 - A garbage dump, waste dump or sanitary landfill
3. Junked vehicles *must be a least 250 feet from wetlands associated with ponds, rivers and streams.*
4. Removal of the above listed materials is regulated by State Law, Title 17 Section 2802.

This building permit ordinance repeals and/or replaces any municipal ordinance previously enacted. This ordinance shall become effective when approved by the voters of Columbia Falls.

APPLICATION FOR PERMIT

Date: _____ Fee: _____ Permit No. _____

The undersigned applies for a permit for the following use, said permit to be issued on the basis of the information contained within this application. The applicant hereby certifies that all information and attachments to this application are true and correct.

APPLICANT

Name: _____

Address: _____

Telephone: _____

Signature: _____

Town of Columbia Falls
 8 Point Street – P O Box 100
 Columbia Falls, ME 04623
 207-483-4067 F207-483-3825

Application For
 Site Plan Examination
 Building Permit
 Change of Use Permit

IMPORTANT – Applicant to complete all items in sections I – V

I. Location of Property

Physical Address _____ Zoning District _____

Provide a copy of Deed Book _____ Page _____

Subdivision _____ Map _____ Block _____ Lot _____ Lot Size _____

II. Type and Cost of Building – All applicants complete Parts A - D

A. Type of Improvement

- 1. New Building
- 2. Addition (If residential, enter number of new housing units added, if any in Part D, 13)
- 3. Alteration (See 2 above)
- 4. Repair, replacement or Change of Use
- 5. Wrecking (if multi/family residential, enter number of unit in building in Part D, 13)
- 6. Moving (Relocation)
- 7. Foundation only

B. Ownership

- 8. Private (individual, corporation, nonprofit institution, etc.)
- 9. Public (Federal, State or local government)

C. Cost

(Omit Cents)

- 10. Cost of Improvement \$ _____
To be installed but not included in the above cost
- a. Electrical _____
- b. Plumbing _____
- c. Heating, air conditioning _____
- d. Other (elevator, etc.) _____
- 11. Total Cost of Improvement \$ _____

D. Proposed Use – For “Wrecking” most recent use

Residential

- 12. New Building
- 13. Two or more families – Enter number of units _____
- 14. Transient hotel, motel or dormitory – Enter number of units _____
- 15. Garage
- 16. Carport
- 17. Other (specify) _____

Non-Residential

- 18. Amusement, recreational
- 19. Church, other religious
- 20. Industrial
- 21. Parking garage
- 22. Service station, repair garage
- 23. Hospital, institutional
- 24. Office
- 25. Public utility
- 26. School, library, other educational
- 27. Stores, mercantile
- 28. Tanks, towers
- 29. Other (specify) _____

Non-Residential – Describe in detail use of buildings

III. Selected Characteristics of Building

For new buildings and additions, complete Parts E – L;
for wrecking, complete only Part J; for all others, skip to V

E. Principal Type of Frame

- 30. Masonry (wall bearing)
- 31. Wood frame
- 32. Structural steel
- 33. Reinforced concrete
- 34. Other – Specify _____

F. Principal Type of Heating Fuel

- 35. Gas
- 36. Oil
- 37. Electricity
- 38. Coal
- 39. Other – Specify _____

G. Type of Sewage Disposal

- 40. Public or private company
- 41. Private (septic tank, etc.)

H. Type of Water Supply

- 42. Public or private company
- 43. Private (well, cistern)

I. Type of Mechanical

Will there be central air conditioning?

- 44. Yes 45. No

Will there be an elevator?

- 46. Yes 47. No

J. Dimensions

- 48. Number of stories _____
- 49. Total square feet of floor area, all floors, based on interior dimensions _____
- 50. Total land area, sq. ft. _____

K. Number of Off-Street Parking Spaces

- 51. Enclosed _____
- 52. Outdoors _____

L. Residential Buildings Only

- 53. Number of bedrooms _____
- 54. Number of bathrooms _____
Full _____
Partial _____

M. Mobile Homes

- 55. New _____ Used: _____ Serial #: _____
- 56. Year _____ Color _____
- 57. Length _____ Width _____ Make _____
- 58. Market Value _____
- 59. Number of Bedrooms _____ Number of Bathrooms _____
- 60. Copy of Applicable tax receipts _____

Permit Fee Schedule

Building Permit

Residential 1 & 2 Family	\$ 0.10/sq. ft.
Residential Accessory Structures	\$ 0.08/sq. ft.
Other Buildings	\$ 0.15/sq. ft.

Site Development – 5,000 sq. ft. plus

Sketch Plan	\$ 25.00
Preliminary Plan	\$200.00

Final Plan – Fee is based on total square footage of buildings and structures as shown in the **Cost Table** in addition to the cost of Site Disturbance: First acre: \$0.00

More than one acre: \$100/per acre over one acre or any part of an acres.

Cost Table	Fee:
Up to 5,000 sq. ft.	\$250
5,001 – 10,000 sq. ft.	\$500
10,001 – 20,000 sq. ft.	\$750
20,001 – 30,000 sq. ft.	\$1,000
30,001 – 40,000 sq. ft.	\$1,250
40,001 – 50,000 sq. ft.	\$1,500
50,001 – 100,000 sq. ft.	\$2,000
100,001 sq. ft. and more	\$2,500

Plumbing: In accordance with current State Regulations

911 Street Address No Fee

Street/Road Opening (Urban Compact-City Roads) – See permit for fee schedule

Street/Road Opening (State) – See permit for fee schedule

Consult Road Ordinance for further details.

Subdivision

Sketch	\$25
Preliminary Plan	\$20 per lot or dwelling unit
Final Plan	\$25 per lot or dwelling unit
Subdivision of New or Existing Structures	Site Development fees apply
Revisions	\$100

Technical Review Account

In addition to all other fees, upon request, the applicant shall pay a separate fee of up to \$5,000 to be deposited in a special account designated for the particular development, to be used by the Planning Board for hiring independent, consulting, and legal services to review the application. This Technical Review Fee shall be paid prior to the start of the Planning Board's review of the application.

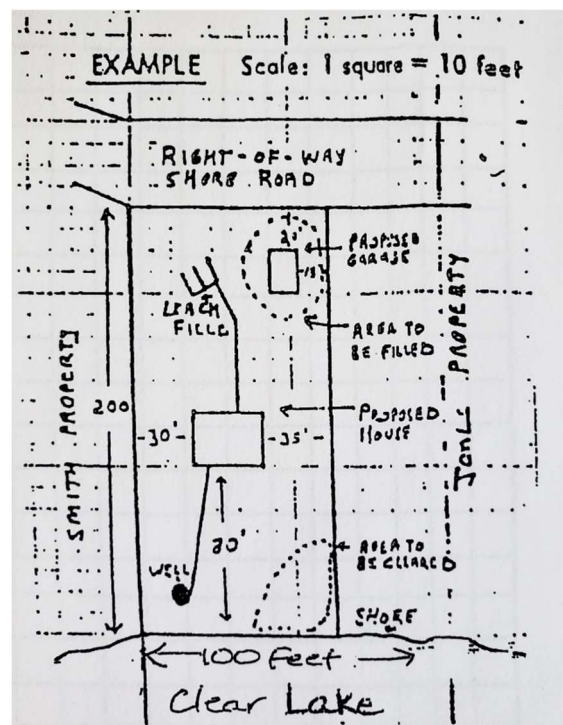
This fee shall be paid in the form of a check made payable to the Town of Columbia Falls and the purpose of the fee shall be clearly indicated on the check. The Town shall deposit this fee in a special bank account which is separate and distinct from all other Planning Board and Town accounts.

If the balance in this account is drawn down by 50% or more, the Board shall notify the applicant that an additional \$2,500 be deposited by the applicant. The Board shall continue to notify the applicant and require an additional \$2,500 be deposited as necessary whenever the balance of the account is drawn down by 50% of the original deposit. Any balance in the account remaining after the completion and inspection of requirement improvements shall be returned to the applicant.

Site Plan

Illustrate the following information about your lot and the proposed use of the lot on a scale drawing or by a site plan prepared by a surveyor, architect, or engineer (use of graph paper as in the diagram to the right is recommended).

- A. Lot dimensions
- B. Names of abutting property owners, name and location of abutting rights of way, public and private and abutting water body.
- C. Exact location of existing and proposed buildings and distance of each from nearest lot line.
- D. Location of sewage disposal system and water supply.
- E. Areas to be cleared, if applicable.
- F. Areas of cut, fill, grading, or other earth moving activity if applicable.



Attachments

- A. Attach a copy of the plumbing permit
- B. Attach a copy of official decisions (or note pending applications) of other Federal, State, or local agencies regarding the use of this property (site location permit, minimum lot size waiver, subdivision approval, great ponds permit, etc.)
- C. On a separate sheet, attach any supplemental information or explain any points you feel need clarification.

To the best of my knowledge, all information submitted on this application, is true and correct. All proposed uses will be in conformance with the application and the

(zoning ordinance)

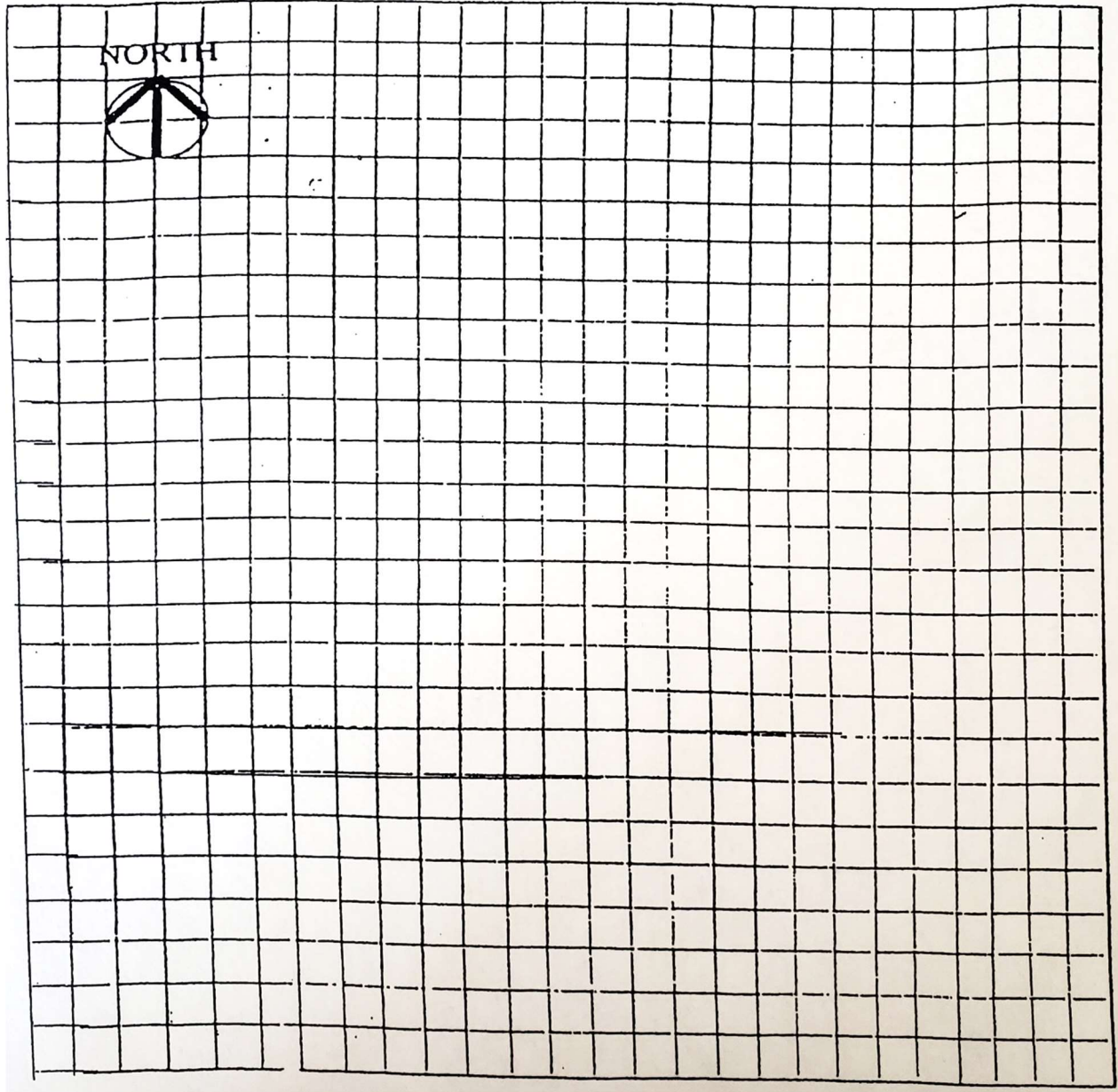
Signature

Date

(For official use only – maintain as a permanent record)

Date received: _____ **Fee paid:** _____

Please include: Lot lines; area to be cleared of trees and other vegetation; the exact position of proposed structures, including decks, porches and outbuildings with accurate setback distances from the shoreline, side and rear property lines; the location of proposed wells, septic systems and driveways; and areas and amounts to be filled or graded. If the proposal is for the expansion of an existing structure, please distinguish between the existing structure and the proposed expansion.



Site Plan				
	Name	Mailing Address – Number, Street, City and State	Zip	Telephone
1. Owner or Lessee				
2. Contractor				
3. Architect or Engineer				

Front or Rear Setback

Side Setback

Draw a sample sketch showing both the existing and proposed structures.

At completion of this application be sure to have filled out and signed page 7, 11 and fill out the bottom portion of page 12.

Date of Action on Application _____ Approved _____ Denied

If application denied, reason for denial _____

If approved, the following conditions and safeguards were prescribed: _____

CODE ENFORCEMENT OFFICER (if applicable) _____

PLANNING BOARD (if applicable) _____