

Town of Machiasport

Site Plan and Sketch Requirements

TAX MAP NUMBER _____; **LOT NUMBER** _____

Please include: The exact position of proposed structures, including decks, and out buildings with accurate setback distances from the shoreline, side and rear property lines (see Building Permit Ordinance for set-back requirements); the location of existing proposed well, septic system, roads and driveway. If the proposal is for the expansion of an existing structure, please distinguish between the existing structure and the proposed expansion. This site plan must be attached to the Application for Building Permit. A copy of the Building Permit Ordinance can be obtained from the town office at the time the application is filed.

- a. Identify the size and dimensions of the lot in square feet;
- b. Identify the names of abutting property owners, name and location of abutting rights of way, public and private roads, and state roads;
- c. Include a sketch showing the exact location of existing and proposed structures/buildings and the distance of each from nearest property line, and front set back (15' from property line and 40' from road);
- d. Identify the existing and/or proposed water supply and sewage disposal facilities and systems (septic tank). Indicate the distance in feet between the well and the septic system;
- e. Identify the size of the proposed building and or structure in square feet;
- f. Identify the location of the driveway and culvert, if applicable;
- g. Identify areas of cut, fill, grading or other earth moving activity, if applicable; and
- h. Attach a separate sheet of any supplemental information, or explain any points you feel need clarification.

Attachments Required with Building Permit Application.

- a. Attach a Site Map drawn to scale (10 feet per square)
- b. Attach a copy of the applicable town tax map showing the map number and the lot number of the property;
- c. Attach a copy of the tax bill or other evidence such as a purchase and sales agreement or deed to show standing;
- d. Attach any evidence of an approved septic system plan (HHE 200 form), if applicable.
- e. Attach a copy of an approved MDOT Road Opening Permit, if driveway a new driveway/culvert extends on to a state road or state aid road.
- f. Attach a copy of any official decisions and/or note pending applications of Federal, State or Local Agencies regarding the use of this property such as Site Location Permit, minimum lot size waiver, subdivision approval, Great Ponds Permit, Department of Environmental Protection, Army Corp of Engineers, and/or Submerged lands.
- g. Attach any other evidence necessary to show the ability to meet all of the Building Permit Ordinance requirements