

**BUSINESS/HOME OCCUPATION
PERMIT APPLICATION**

INSTRUCTIONS TO APPLICANTS:

To be considered complete and ready for action by the Planning Board, all questions must be answered and all requested information be provided. Please provide a copy of deed and septic system design, lease or rental agreement.

PROPERTY INFORMATION:

Owner's name: _____ Telephone#: _____
Physical address: _____ Mailing address: _____
Applicant's name: _____ Telephone#: _____
Mailing Address: _____

BUSINESS/HOME OCCUPATION:

Zoning District: Agriculture Residential Commercial/Industrial
Tax Map# _____ Lot# _____ Size of Lot: _____ Lot Dimensions: _____
Deed recorded in Somerset County Registry of Deeds Book# _____ Page# _____
Is your property within 250' Flood Plain? Yes No (If yes, contact CEO @ 938-4871)
Part of subdivision: Yes No
If yes, give subdivision name: _____
Current Use of Property: Year Residence Seasonal Residence Home Occupation
 Commercial Unimproved Subdivision

ANSWER ONLY THE QUESTIONS THAT APPLY TO YOU:

Location of Business/ Home Occupation: _____
If applicable, name of previous business: _____
New structure: (Need to use regular Commercial Land Use Application if over 5000sq ft)
Rental space in an established Business: Yes No
If Yes, Name of owner: _____ Telephone #: _____
Name of Business: _____
Address of Business: _____

*Please include a copy of rental contract

Rent or Lease existing structure Yes No

If Yes, Name of owner: _____ Telephone #: _____
Mailing Address: _____

*Please include a copy of rental/lease agreement

Using Residence: Yes No

Name of Business: _____ Telephone #: _____
Address of Business: _____

Describe the Business: _____

Number of Employees _____ Will Business increase traffic flow? Yes No

Will a sign be erected? (See Commercial Ordinance for uses) Yes No

PROPOSED USE/PROPOSED ACTIVITY

BUSINESS: Application fee: See Fee Schedule (Includes business renting space inside an existing commercial business and/or leasing an existing commercial structure)

HOME OCCUPATION: Application fee: See Fee Schedule

Business name: _____

Description of business: _____

The undersigned hereby applies for a permit to conduct the above activity, and certifies that the information contained in and submitted with this application is true and correct.

The undersigned hereby agrees to comply with all of the laws and regulations of the State of Maine and the Town of Palmyra pertaining to the activities described in this application.

[x] Applicant's signature: _____ Date: _____

TOWN OF PALMYRA - LAND USE/BUSINESS PERMIT APPLICATION FOR OFFICE USE ONLY

Application received by: _____ Date: _____

Application fee paid: Cash/Cash Amount _____ Check # _____ Receipt# _____

Town of Palmyra Business/ Home Occupation Permit

Condition(s):

1. ALL WORK MUST BE PERFORMED ACCORDING TO THE APPLICATION AND SKETCH PLANS AS SUBMITTED.
2. All plumbing permits, if applicable, must be obtained.
3. All additional local, state and/or federal permits, if applicable, must be obtained.
4. _____
5. _____

Signed this day _____ by the Planning Board Members.

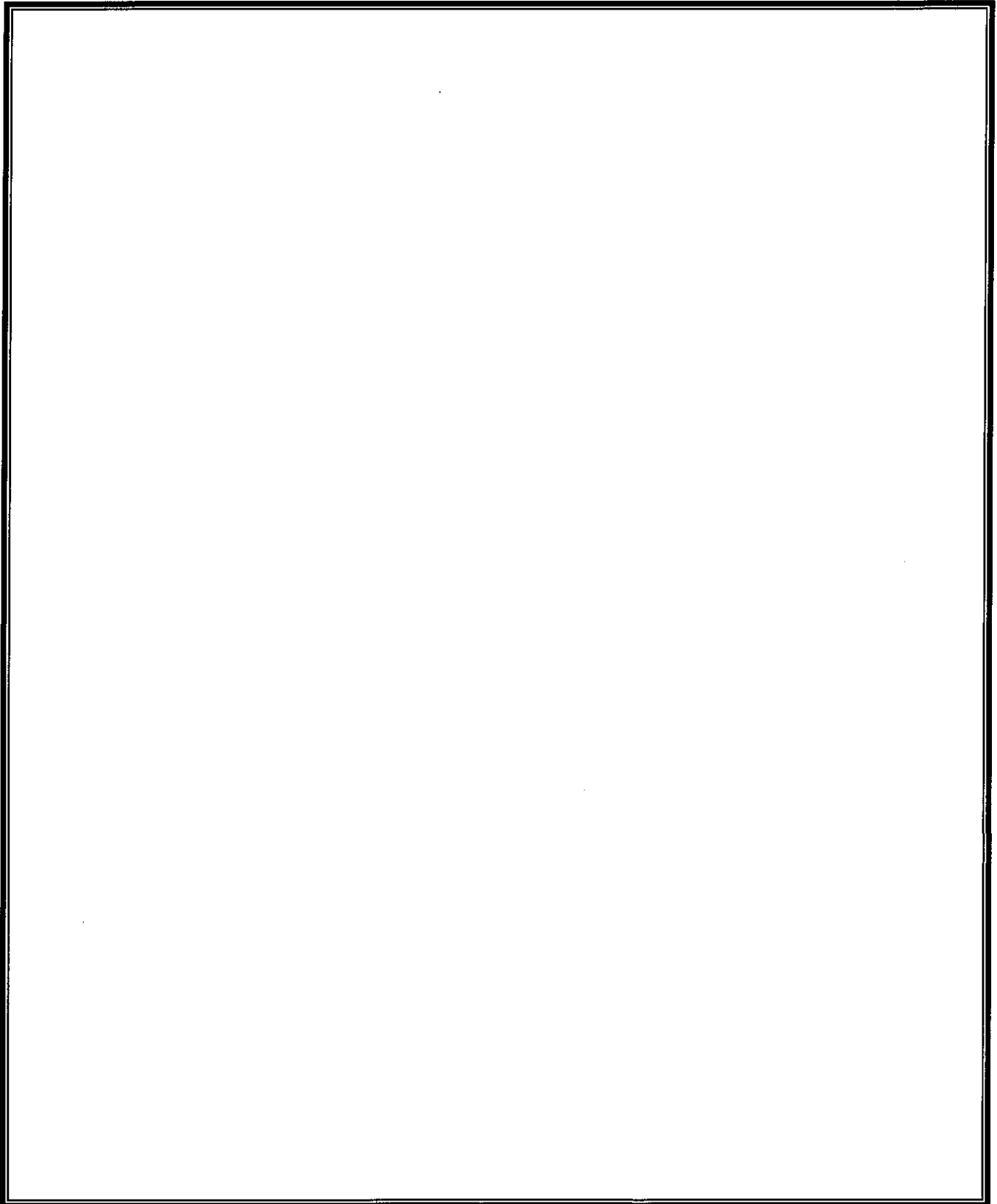
_____ Chairman _____ Member 1

_____ Vice Chairman _____ Member 2

_____ Member 3

USE THIS PAGE FOR SKETCH OF PROPERTY

Include all setbacks (front, side, rear), name of abutting landowners, driveway placement (must be 6 feet from boundary line), and septic placement (include distance from the septic to the well)



Palmyra Land Use & Business Permit Application Checklist

* The Planning Board meets the first and third Tuesday of each month starting at 6 P.M. Meeting schedule may change during the winter months.

Make sure all boxes that are applicable are checked off and that any requested document(s) are attached to the application. Failure to do so will delay your application up to two weeks.

- Letter from land owner authorizing the building activity if applicant is different.
- Location of property to be developed
- Tax Map # and Lot #
- Size of lot / number of acres
- Lot dimensions- (example: 240' x 300' x 150' x 291')
- Zoning District-Please obtain a copy of Palmyra's zoning ordinance to make sure you are in compliance with setbacks, district usage, etc.
- Copy of Deed
- Copy of signed septic system design by the Plumbing Inspector. If you are building a home, placing a mobile home or adding an addition, you must submit a copy with your application.
- Description of building activity. If this is a business and/or a home occupation, please use the attached Business/Home Occupation Permit Application.
- Name of proposed business, and if applicable the name of the previous business.
- Copy of lease and/or rental agreement.
- Proof the application fee has been paid.
- Detailed sketch on attached sheet with ALL setbacks-front, side and rear; name of abutting land owners, septic placement and distance to the well and driveway placement-must be at least 6 feet from boundary line. **Any questions see the example of sketch.**
- Copy of DOT driveway permit if building is to take place on a state road. Augusta Office-624-3450

* Proceeding without a permit-ANY BUILDING ACTIVITY DONE BEFORE OBTAINING A PERMIT IS SUBJECT TO A MINIMUM FINE OF \$50 OR DOUBLE THE PERMIT FEE, WHICH EVER IS GREATER.

*** IN APPROVING A LAND USE/BUILDING AND/OR BUSINESS/HOME OCCUPATION PERMIT, IT IS UNDERSTOOD THAT THE PROPOSED USE(S) SHALL COMPLY WITH THE PURPOSES AND REQUIREMENTS CONTAINED IN THE TOWN OF PALMYRA ZONING ORDINANCE.**

We thank you for your cooperation.

TOWN OF PALMYRA FEE SCHEDULE

Effective 2/12/2020

PLANNING	
Appeals Board Application Fee	\$150.00 – (All but \$50.00 refundable if any balance remains upon completion of the review)
Commercial Development Application Fee	\$50.00 Plus \$0.10 per sq. ft. for each sq. ft. over 1000 of building or structure footprint area For Solar or Wind Farms \$500/MW(ac)
Commercial Renovation	\$20 plus \$7 per \$1000 of value
Entertainment Ordinance Permit Fee	\$50.00 Plus the cost of advertising for Public Hearing
Auto Graveyards, Junk Yards Auto Recycling Permit Fee	\$50.00
Flood Hazard Development Permit	\$50.00
Shoreland Zoning Permit	\$50.00
Subdivision Application Fee and Deposit	\$100.00 Plus \$100.00 deposit per lot or dwelling unit. An additional \$50.00 per lot or dwelling unit is owed when the balance of the deposit reaches 25% of the original amount.
Zoning / Land Use Permit	
Residential Dwelling	\$40.00
Residential Accessory Structure (Over 100sq.ft)	\$20.00
Addition to Existing Structure	\$20.00
Motor Home / Camper (Temporary Structures)	\$20.00
Business or Home Occupation	\$40.00
Non Residential Structures (Over 1000sq.ft)	\$50.00 Plus \$0.10 per sq. ft. for each sq. ft. over 1000 of building or structure footprint area

FINES/PENALTIES – In accordance with Title 30-A §4452 and Title 29-A §2395.	
Posted Roads – Vehicle Weight Restriction Violations	Not less than \$250.00 but no more than \$1000.00
Sludge, Residues and Residuals Violations	\$100.00 to \$2,500.00 per Violation
Auto Graveyards, Junk Yards, Auto Recycling Violations	\$100.00 per day for continuing violation
Entertainment Ordinance Violation	Not less than \$10.00 but no more than \$100.00
Zoning / Land Use Violations (including Subdivision, Shoreland Zone, Commercial Development and Flood Hazard Development)	Not less than \$100.00 nor more than \$2,500.00 per violation for each day that the violation continues. However, in a resource protection district the maximum penalty is increased to \$5000.00