

TOWN OF PALMYRA LAND USE PERMIT APPLICATION

NAME OF APPLICANT: _____

PERMIT FEE: _____

MAILING ADDRESS: _____

\$ _____

TELEPHONE #: _____

NAME OF OWNER (IF DIFFERENT): _____

MAILING ADDRESS: _____

TELEPHONE #: _____

LOCATION OF PROPERTY: _____

ZONING DISTRICT: _____

TOWN TAX MAP # _____ LOT # _____ ACREAGE _____

DEED RECORDED IN SOMERSET COUNTY REGISTRY OF DEEDS: BOOK# _____ PAGE# _____ DATE _____

PRESENT USE OF PROPERTY: _____

INTENDED USE OF PROPERTY: _____

TYPE AND SIZE OF PROPOSED STRUCTURE/USE/ACTIVITY:

RESIDENTIAL DWELLING: _____

RESIDENTIAL ACCESSORY STRUCTURE (OVER 100 SQ. FT.): _____

ADDITION TO EXISTING STRUCTURE: _____

MOTOR HOME/CAMPER (TEMPORARY STRUCTURE): _____

COMMERCIAL [LESS THAN 2,500 SQ. FT.]: _____

IS PROPERTY PART OF A SUB-DIVISION? _____

IF YES, GIVE SUB-DIVISION NAME: _____

IS PROPERTY IN THE FOLLOWING PROGRAM: FARMLAND _____ OPEN SPACE _____ TREE GROWTH _____

IS PROPERTY LOCATED IN THE FLOOD INSURANCE RATE MAP AREA: _____

SUBSURFACE WASTEWATER DISPOSAL SYSTEM APPLICATION APPROVAL DATE: _____

I CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND THAT ALL ACTIVITY OR CONSTRUCTION WILL BE IN COMPLIANCE WITH APPLICABLE LAWS AND TOWN OF PALMYRA ORDINANCES.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

ATTACH COPY OF DEED

ATTACH COPY OF DOT DRIVEWAY PERMIT IF PROPERTY IS ON A STATE ROAD [Augusta DOT Office 207-624-3450]

ATTACH COPY OF LETTER FROM LAND OWNER AUTHORIZING THE BUILDING ACTIVITY IF APPLICANT IS DIFFERENT

ATTACH COPY OF RENTAL/LEASE AGREEMENT IF APPLICABLE

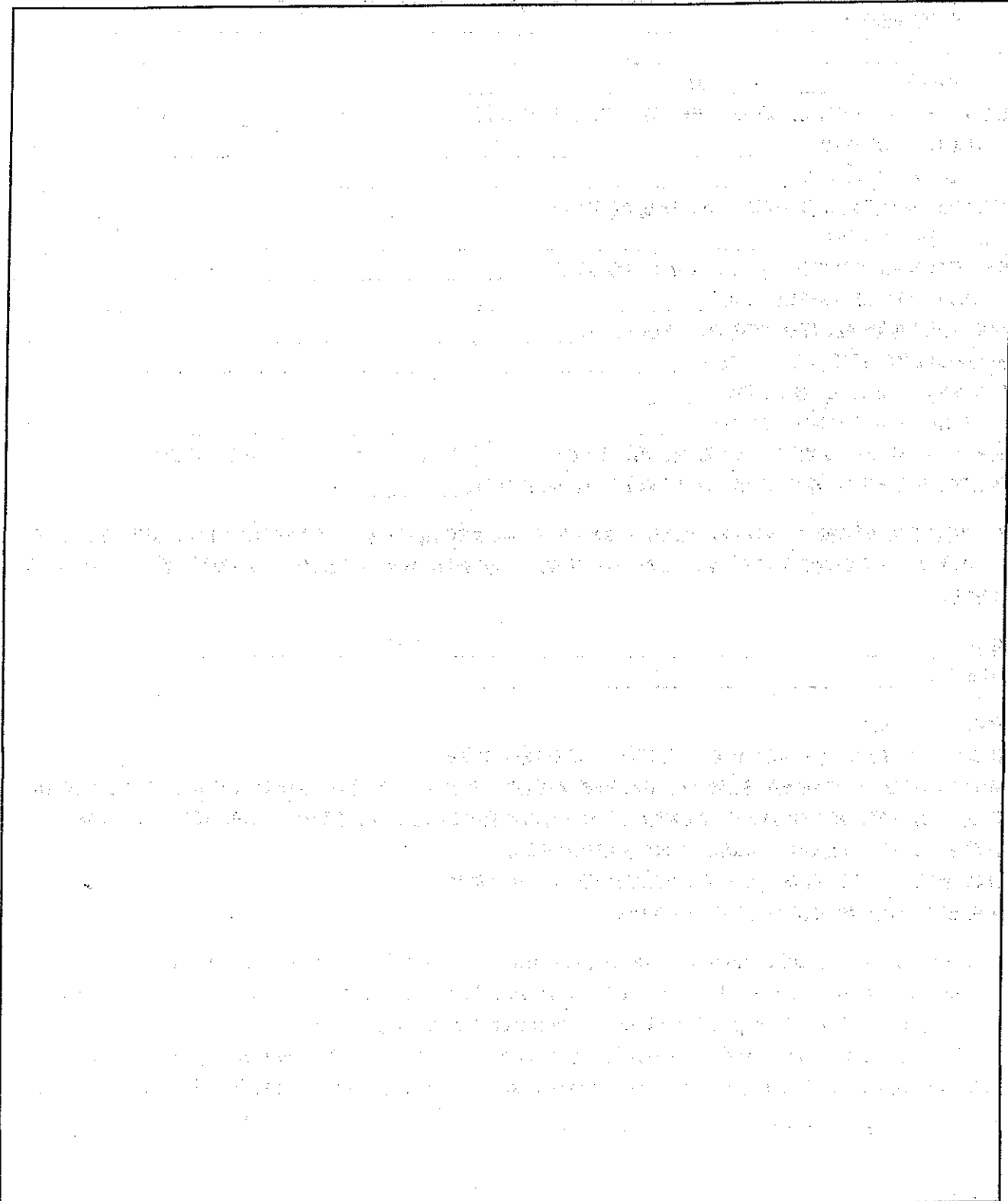
ATTACH COMPLETED SITE PLAN WITH ALL REQUESTED INFORMATION

ATTACH SHEET SHOWING BUILDING ELEVATIONS

Planning Board meets the second and fourth Tuesdays of each month at 6:00 PM. Schedule may change in winter. Applicant may meet with the Code Enforcement Officer/Town Office for assistance in completing the application. Applicant shall pay the PERMIT FEE prior to submission of the completed application. Applicant shall submit two (2) copies of the complete application to the Town Office seven (7) calendar days prior to the next Planning Board Meeting.

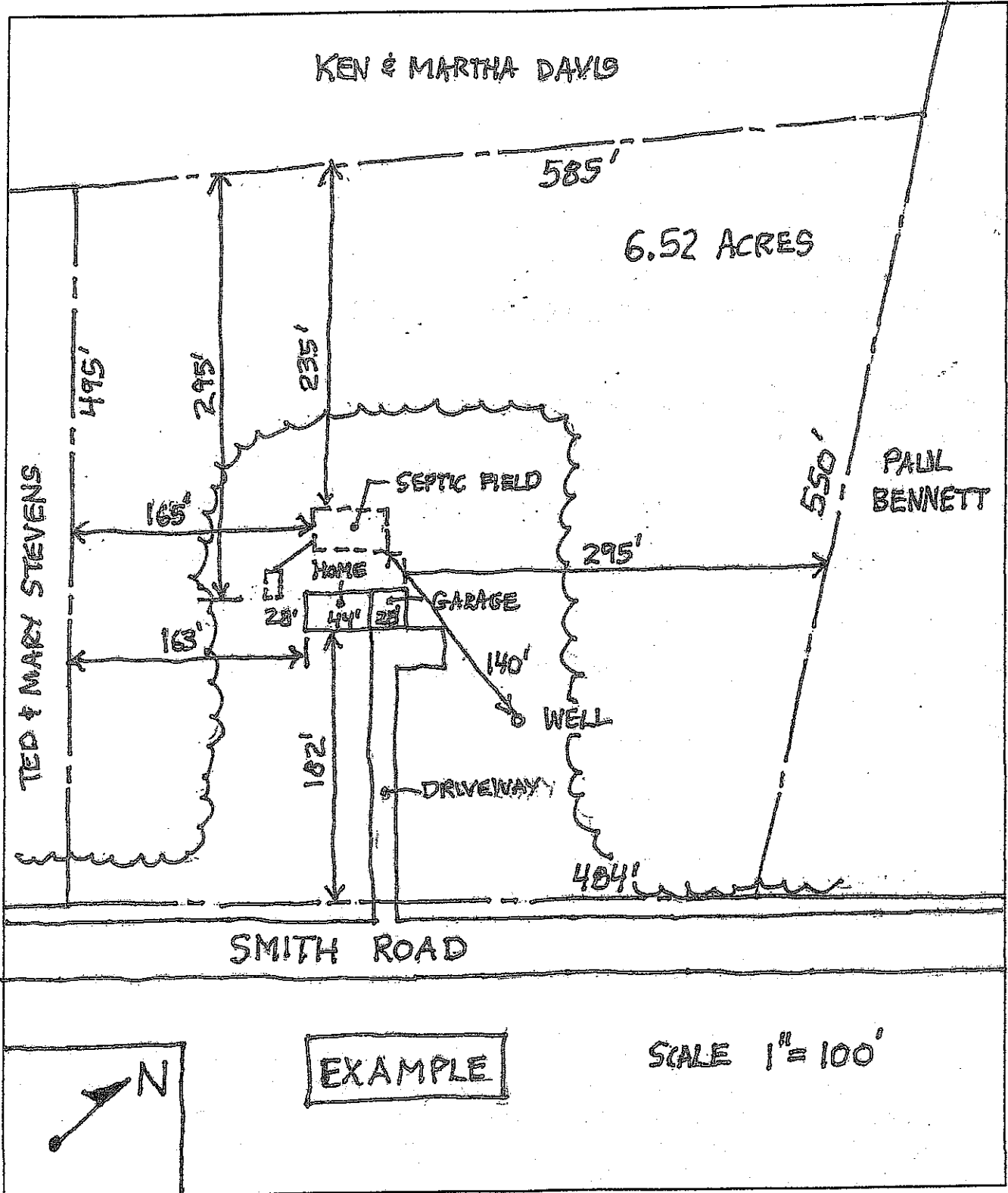
USE THIS PAGE FOR SITE PLAN OF PROPERTY

Provide **SITE PLAN** to scale [indicate the scale] with the following information: size and shape of the lot; number of acres; area to be cleared of trees and other vegetation; location of all structures (existing and proposed); setback [front, side, rear] of nearest structures to the property lines; location of driveway/parking; location of sewage disposal system (including distance from the septic field to the well - minimum 100') and distance to the sewage disposal system from the nearest property lines; water supply location; drainage systems; right of ways; wetlands; swamps; bodies of water; name of abutting land owners.



USE THIS PAGE FOR SITE PLAN OF PROPERTY

Provide SITE PLAN to scale [indicate the scale] with the following information: size and shape of the lot; number of acres; area to be cleared of trees and other vegetation; location of all structures (existing and proposed); setback [front, side, rear] of nearest structures to the property lines; location of driveway/ parking; location of sewage disposal system (including distance from the septic field to the well - minimum 100') and distance to the sewage disposal system from the nearest property lines; water supply location; drainage systems; right of ways; wetlands; swamps; bodies of water; name of abutting land owners.



**TOWN OF PALMYRA LAND USE PERMIT APPLICATION
FOR OFFICE USE ONLY**

PERMIT FEE AMOUNT: _____

APPLICANT: _____

CHECK #: _____

CASH \$: _____

RECEIPT #: _____

RECEIVED BY: _____

DATE RECEIVED: _____

TOWN OF PALMYRA PLANNING BOARD APPROVAL

CONDITION(S):

1. ALL WORK MUST BE AS SUBMITTED ON THE APPLICATION
2. PLUMBING PERMIT, IF APPLICABLE, MUST BE OBTAINED
3. ALL ADDITIONAL LOCAL, STATE OR FEDERAL PERMITS, IF APPLICABLE, MUST BE OBTAINED
4. _____
5. _____
6. _____
7. _____
8. _____

SIGNED THIS DAY _____ BY TOWN OF PALMYRA PLANNING BOARD

CHAIRMAN : _____

VICE CHAIRMAN: _____

MEMBER 1: _____

MEMBER 2: _____

MEMBER 3: _____

ARTICLE 6, SECTION 4: PERMIT EXPIRATION

Permits are valid for two (2) years from date of issue; however, if no construction has begun within six (6) months of date of issue, any permit issued shall be void. Permits that have expired, the applicant shall obtain another permit as required by this Ordinance by submitting another site review application to the Planning Board. A permit is transferable to subsequent owners of the property. Under the Planning Board's discretion, a six (6) month extension may be applied to a permit due to extenuating circumstances.

Section 3-6 Dimensional Requirements

A) The following dimensional standards shall apply throughout the entire Town of Palmyra

District	Commercial	Agricultural Residential	Industrial
1. Minimum Lot Size			
(a) 1 & 2 Family Residential Use	1 Acre	1 Acre	1 Acre
(b) Commercial Use	1 Acre	2 Acre	2 Acre
2. Minimum Lot Frontage			
(a) 1 & 2 Family Residential Use	200 feet	200 feet	200 feet
(b) Commercial Use	100 feet	200 feet	200 feet
3. Minimum Structure Setbacks			
(a) 1 & 2 Family Residential Use			
Front Setback	75 feet	75 feet	75 feet
Side Setback	25 feet	25 feet	50 feet
Rear Setback	25 feet	25 feet	50 feet
Structure Separation	50 feet	50 feet	50 feet
(b) Commercial Use			
Front Setback	50 feet	75 feet	75 feet
Side Setback	25 feet	50 feet	50 feet
Rear Setback	25 feet	50 feet	50 feet
Structure Separation	25 feet	50 feet	50 feet
4. Minimum Land Area Per Structure			
(a) 1 & 2 Family Residential Use	0.5Acre	0.5 Acre	1 Acre
(b) Commercial Use	0.5 Acre	0.5 Acre	0.5 Acre
5. Maximum Structure Height			
(a) 1 & 2 Family Residential Use	--	--	--
(b) Commercial Use*	3 Story	2 Story	3 Story
*Except Communication Towers			

B) The following definitions shall apply to the dimensional standards found in section 3-6.A.

- A. **Required Frontage** – All lots hereinafter created after the effective date of this Ordinance shall possess a minimum frontage (1) on a road as defined in this Ordinance, or (2) on a deeded private right-of-way, which meets the specifications for road construction contained in the Town’s Subdivision Review Standards, provided, however, that for backlots not part of a subdivision, this road frontage requirement shall not apply if a minimum 25-foot wide access from a road to the backlot is provided by a deeded private right-of-way.
- B. **Cul-de-Sac Frontage** – New building lots located at the end of cul-de-sacs shall be designed so that they have a minimum of 100 feet of street frontage along the front lot line in the rural district or a minimum of 50 feet of street frontage in all other districts; and all other dimensional requirements shall apply.
- C. **Setback Measurements** – All setbacks shall be measured from the property line to the nearest part of the structure.
- D. **Front Setback** – The front setback shall be measured from the center of the town road, right-of-way, or applicable subdivision road.
- E. **Driveways, Parking Areas** – Driveways and parking areas may be located within any required setback area but shall not be located within six (6) feet of the side or rear lot lines.
- F. **Structure Separations** – All structures shall be separated according to the above requirements. Separation distances shall be measured from the nearest part of each principal structure.

Section 3-7 Application Procedures for Planning Board Permits - Application for Planning Board Permits shall be submitted in writing to the Code Enforcement Officer, to the Town Office, or to the Planning Board at its regular meeting. The Code Enforcement Officer/Planning Board shall notify the applicant in writing when he/she may submit verbal testimony, written information, or other pertinent information before the full Planning Board.