Palmyra Land Use & Business Permit Application Checklist

* The Planning Board meets the second and fourth 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.
Section 3-6 Dimensional Requirements

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

<table>
<thead>
<tr>
<th>District</th>
<th>Commercial</th>
<th>Agricultural Residential</th>
<th>Industrial</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Minimum Lot Size</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) 1 &amp; 2 Family Residential Use</td>
<td>1 Acre</td>
<td>1 Acre</td>
<td>1 Acre</td>
</tr>
<tr>
<td>(b) Commercial Use</td>
<td>1 Acre</td>
<td>2 Acre</td>
<td>2 Acre</td>
</tr>
<tr>
<td>2. Minimum Lot Frontage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) 1 &amp; 2 Family Residential Use</td>
<td>200 feet</td>
<td>200 feet</td>
<td>200 feet</td>
</tr>
<tr>
<td>(b) Commercial Use</td>
<td>100 feet</td>
<td>200 feet</td>
<td>200 feet</td>
</tr>
<tr>
<td>3. Minimum Structure Setbacks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) 1 &amp; 2 Family Residential Use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front Setback</td>
<td>75 feet</td>
<td>75 feet</td>
<td>75 feet</td>
</tr>
<tr>
<td>Side Setback</td>
<td>25 feet</td>
<td>25 feet</td>
<td>50 feet</td>
</tr>
<tr>
<td>Rear Setback</td>
<td>25 feet</td>
<td>25 feet</td>
<td>50 feet</td>
</tr>
<tr>
<td>Principal Structure Separation</td>
<td>50 feet</td>
<td>50 feet</td>
<td>50 feet</td>
</tr>
<tr>
<td>(b) Commercial Use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front Setback</td>
<td>50 feet</td>
<td>75 feet</td>
<td>75 feet</td>
</tr>
<tr>
<td>Side Setback</td>
<td>25 feet</td>
<td>50 feet</td>
<td>50 feet</td>
</tr>
<tr>
<td>Rear Setback</td>
<td>25 feet</td>
<td>50 feet</td>
<td>50 feet</td>
</tr>
<tr>
<td>Structure Separation</td>
<td>25 feet</td>
<td>50 feet</td>
<td>50 feet</td>
</tr>
<tr>
<td>4. Minimum Land Area Per Structure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) 1 &amp; 2 Family Residential Use</td>
<td>0.5 Acre</td>
<td>0.5 Acre</td>
<td>1 Acre</td>
</tr>
<tr>
<td>(b) Commercial Use</td>
<td>0.5 Acre</td>
<td>0.5 Acre</td>
<td>0.5 Acre</td>
</tr>
<tr>
<td>5. Maximum Structure Height</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) 1 &amp; 2 Family Residential Use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Commercial Use*</td>
<td>3 Story</td>
<td>2 Story</td>
<td>3 Story</td>
</tr>
<tr>
<td>*Except Communication Towers</td>
<td></td>
<td></td>
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<tr>
<td>6. Sheds 100 sq. ft.-200 sq. ft.</td>
<td></td>
<td></td>
<td>10 feet</td>
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</tbody>
</table>

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. Accessory structures up to 200 square feet, one story, non-permanent, can be 10 ft. from property line.

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. Accessory buildings do not require a 50 foot separation.

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.
TOWN OF PALMYRA
LAND USE PERMIT APPLICATION
(PLEASE USE BLACK OR BLUE INK ONLY)

Name of Applicant: ____________________________

Mailing Address: ____________________________________________________________

Telephone #: ____________________________

Name of Owner (If different): __________________________________________________

Address of Owner (If different) __________________________________________________

Town Tax Map # ____________________________ Lot#

Deed recorded in Somerset County Registry of Deeds:

Book# ______ Page# __________ Date __________

Zoning District: ____________________________________________________________

Present Property Use: ________________________________________________________

Dimensions or Size of Property:

Width: __________ Length __________ OR Acres __________

Purposes Use of Structure: __________ Personal __________ Commercial __________ Residential

________ Rental __________ Business __________ Home Business

Mobile Home Year _______ Mobile Home Manufacturer __________________________

**Type and Size of Proposed Structure, use or Activity:**

New principle Structure/Manufactured Home __________ See Fee Schedule

New Accessory Structure: __________ See Fee Schedule

Addition to Existing Structure: __________ See Fee Schedule

Motor Home/ Camper (Temporary Structures) __________ See Fee Schedule

Commercial: __________ See Fee Schedule

*Note: Application Fees for new commercial structures over 1000 sq. ft. See Fee Schedule*

Is property to be developed in any program? __________ Farm use: Yes/No Tree Growth: Yes/No

Flood Zone: Yes/No Open Space: Yes/No

Is property part of an approved sub-division? __________ Yes/No

If yes, give sub-division name: __________________________

Is this property part of an illegal sub-division? __________ Yes/No

If yes, give name of illegal sub-division: __________________________

(If yes, please contact the CEO @ 207-938-4871)

Please attach a site plan showing: 1. Size and shape of the lot; 2. Location of all buildings and structures marked (existing & proposed), distances to lot lines & centerline of street or right of way; 3. Driveways, parking areas, sewage disposal, water supplies, drainage systems, right of ways, wetlands, swamps, etc.

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 ordinances.

Signature: __________________________ Date: __________________________

Print Name: ______________________

If no substantial start is made on the proposed construction within two (2) years of the date of issuance of this permit, it shall lapse and become void. The permit fee must accompany this application. Please review the town ordinances. It is the applicant’s responsibility to know and comply with all town ordinances.
TOWN OF PALMYRA – LAND USE/BUILDING PERMIT
APPLICATION: FOR OFFICE USE ONLY

Circle Type: Check or Cash

Check #: 
Cash Amount $ 

Receipt #: 

Received by: 
Date Received: 

FOR PLANNING BOARD USE ONLY

Condition(s):

1. All work must be performed according to the application and the sketch plans as submitted.
2. All plumbing permits, if applicable, be obtained.
3. All additional local, state, or federal permits, if applicable, must be obtained.
4. 
5. 

Signed this day _______________ by Planning Board Members.

Chairman: 
Vice Chairman: 
Member 1 
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)