



TOWN OF LITCHFIELD

2400 HALLOWELL ROAD
LITCHFIELD, MAINE 04350-9725

FAX (207) 268-2196

TEL. (207) 268-4721

CEO/BUILDING & PLUMBING INSPECTOR

Date Received _____

Map _____ Lot _____

Entrance Permit Application

Applicants for Entrance Permits are reminded that no permit will be issued until application is complete and applicable fees are paid.

Property
Owner _____ Phone# _____

Mailing
Address _____

—

Applicant Name _____ Phone # _____

Address _____

Email Address _____

(if you would like your permit emailed)

Entrance Use:

- Residence
- Timber Harvesting / Agricultural
- Commercial / Industrial

Date issued _____ Permit # _____

Submission Requirement Check List

- a) Name, address and telephone number of the applicant and applicant's agent if applicable.
- b) Property location, including map and lot number.
- c) Verification of applicant's right title or interest in the property. (May include but not limited to Registered Deed, Purchase Sales Agreement signed by all parties, signed Lease and letter from rightful owner.)
- d) Receipt of the application fee.
- e) Estimated cost of the proposal.
- f) Schedule of construction, including anticipated beginning and completion dates.
- g) A map drawn to scale showing the location, boundaries, and size of the site, driveway entrance and erosion control.

Code Enforcement Officer: Steven Ochmanski

Road Commissioner: Larry Nadeau

No Building Permit will be issued until Entrance permits & Plumbing permits have been issued. All plumbing and septic work must be inspected.

Town Office Hours:

Code Enforcement Office hours:

Mon. 8:30am – 7:00pm
Tue. 8:30am – 6:00pm
Wed. 8:30am – 6:00pm
Thur. 8:30am – 6:00pm

Mon. 9:30am – 1:00pm
Tue 9:30am – 1:00pm
Wed. 9:30am – 1:00pm
Thur. 9:30am – 1:00pm

Town Office Phone #

207-268-4721

Code Enforcement Phone #

207-707-8490

The filing of this application and paying of the application fee is not an issuance of an Entrance Permit. An Entrance Permit is issued only after the Code Enforcement Officer and the Road Commissioner have reviewed a completed application and approved that application.

By signing this form, I represent that the information I have provided is accurate and the project meets all applicability requirements and standards for local, State and Federal laws and rules. I attest that I have provided sufficient title, right, or interest in the property where the land use is being conducted. I also attest that I have read and understand all instructions included with this application.

APPLICANT SIGNATURE: _____ DATE _____

TOWN REVIEW BY: _____ DATE _____

- Approved
 - Approved With Conditions as Stated on Road commissioners worksheet
 - Denial
-

Reason for Denial:

1. _____

2. _____

3. _____

4. _____

If denied The Town of Litchfield Road Ordinance Section 9 allows a waiver to be granted by the Board of Selectman.

To be considered for a waiver you must fill out and submit a waiver request form to the Town of Litchfield Town Manager.

OFFICE USE ONLY
Road Commissioner Check List

Sight Distance in both directions _____ & _____

Culvert required: Yes or No
(circle one)

Culvert size required : _____

Vegetation removal Yes or No
(circle one)

If yes explain how much and how far

Signs required _____

Sign Charge \$ _____ Payment received Date; _____

(Town will approve and install necessary signs. The property owner is responsible for buying the first sign. Payment is due before permit is issued)

Ditching instructions _____

Entrance construction may commence

on or after _____

Entrance installation complete on (date) _____

Road Commissioner signature