

**TOWN OF STEUBEN**  
**APPLICATION FOR BUILDING PERMIT**  
**PLEASE SUBMIT IN TRIPLICATE**

DATE: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mortgage Holder: \_\_\_\_\_

**LOCATION:** Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Deed Book # \_\_\_\_\_ Page# \_\_\_\_\_  
911 Street Address (If different from Mailing): \_\_\_\_\_

**PROPOSED CONSTRUCTION: (Description & Dimension)**

HOUSE: # of Stories: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Foundation Type: \_\_\_\_\_

GARAGE: Dimensions \_\_\_\_\_ Living Space: Yes  No  If yes, sq.ft. living space: \_\_\_\_\_

MOBILE HOME: Dimensions: \_\_\_\_\_ Year: \_\_\_\_\_ Make: \_\_\_\_\_

ADDITION: Dimensions: \_\_\_\_\_ Type: \_\_\_\_\_

OUT BUILDING: Dimensions: \_\_\_\_\_ Type: \_\_\_\_\_

Landfill (over 100 cubic yards) \_\_\_\_\_ Land Excavation (over 100 cubic yards) \_\_\_\_\_  
Height Above Normal High Tide (Shore land only): \_\_\_\_\_

**USE OF PROPOSED CONSTRUCTION:**

PERSONAL RESIDENCE:  YEAR-ROUND or  SEASONAL

RENTAL UNIT:  YEAR-ROUND or  SEASONAL /  LONG TERM or  SHORT TERM

COMMERCIAL:  PUBLIC USE or  PRIVATE USE

**Description of Commercial Usage:** \_\_\_\_\_

**CONSTRUCTION DETAILS:**

Wood Frame \_\_\_\_\_ Masonry \_\_\_\_\_ Steel \_\_\_\_\_ Other \_\_\_\_\_

Maximum height above ground \_\_\_\_\_

Waste water system: Approved & Attached  Submitting for Approval & Attached

Contractor \_\_\_\_\_

High Poser external lighting (if any) \_\_\_\_\_

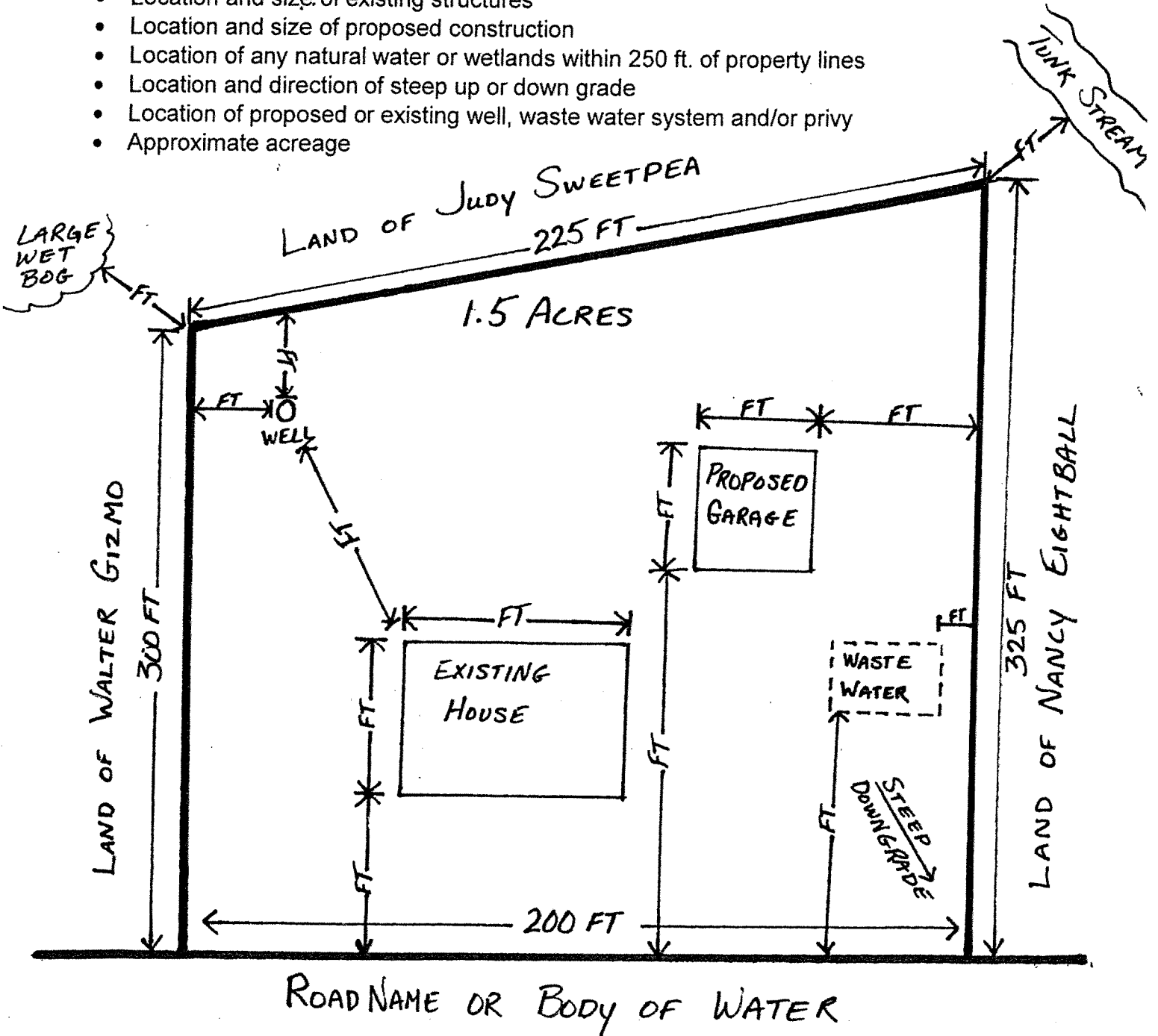
Estimated Cost of Construction: \_\_\_\_\_

\*Additional Information: Please write any supplemental information or explain any points you feel need clarification on a separate sheet of paper.

The sketch below is an **example only** of what needs to be included with this application. On a separate sheet of paper make you own sketch as if you are looking down on your property from above. Please replace this page with your own sketch.

The following information **MUST** be included on the sketch:

- Property line location, length and direction
- North arrow
- Adjacent roads, ways and shore line
- Names and location of abutting land owners
- Location and size of existing structures
- Location and size of proposed construction
- Location of any natural water or wetlands within 250 ft. of property lines
- Location and direction of steep up or down grade
- Location of proposed or existing well, waste water system and/or privy
- Approximate acreage



APPLICATION FOR DRIVEWAY/ENTRANCE PERMIT

Applicant Information:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_

Property Owner, if different than

Applicant: \_\_\_\_\_

Property Information:

Property

Address: \_\_\_\_\_

Map/Lot: \_\_\_\_\_

Proposed Use:

\_\_\_\_\_

Pictures of Proposed Entrance/Driveway:

From road looking onto property

direction

From proposed entrance in each

Sketch of Driveway Location:

By signing this application, I hereby agree:

- that a minimum 30' culvert must be installed unless otherwise approved by the Town;
- that I have read and completely understand the application;
- that the information contained in this application and its attachments are true and correct;
- that all the information provided on this form and all other documents submitted as part of this application are a matter of public record;
- to construct and maintain said driveway/entrance in accordance with the Private Road and Driveway Entrance Ordinance for the Town of Steuben and to comply with all applicable federal, state and municipal laws, rules and ordinances;
- to pay for any culverts and/or other drainage work which may be necessary for the construction of said driveway/entrance;
- to construct said driveway/entrance in accordance with the Private Road and Driveway Entrance Ordinance for the Town of Steuben and as approved by the Road Commissioner or his/her designee;
- that the construction of said driveway/entrance is subject to the inspection and approval of the Road Commissioner or his/her designee;
- to pay for all damages, fines, penalties for which I am liable and shall indemnify and hold harmless the Town of Steuben against all suits, claims, damages and proceedings of every kind, arising out of the construction and maintenance of said driveway/entrance or change within the road right-of-way, including snow removal;
- to notify Dig-Safe not less than 72 hours in advance of the proposed construction (1-888-344-7233)

\_\_\_\_\_

Applicant Signature

Date

FOR OFFICE USE ONLY

Received on: \_\_\_\_\_

Approval Requirements

Culvert Size \_\_\_\_\_

Culvert Cover \_\_\_\_\_

Location of Driveway/Entrance \_\_\_\_\_

Sight Distance \_\_\_\_\_

Denied - Reason

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Town Official Signature & Title

Date

# TOWN OF STEUBEN

294 US ROUTE 1  
STEUBEN, ME 04680

Phone: (207) 546-7209 \_\_\_\_\_ fax: (207)  
546-7538

Include: road name, road frontage dimension, location of any existing driveways or intersections within 500', width of proposed driveway. *The location of driveway/entrance must be marked on the property for the review of this application.*

**INFORMATION TO ACCOMPANY THIS APPLICATION: (If applicable)**

- Plumbing Permit (Form HHE-200 with approval sticker)
- Soils test report
- Interpretation of soils test report by soils engineer
- Copy of Deed
- Evidence of sales tax paid on new manufactured home
- Building plans and specifications are required for public use construction
- Notification of abutters (if requested)

**Signature of Applicant:** \_\_\_\_\_

**Signature of Property Owner:** \_\_\_\_\_

---

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Date Fee Paid: \_\_\_\_\_

APPROVED:

DENIED:

DATE: \_\_\_\_\_

If application approved, the following conditions were prescribed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If application denied, reason for denial:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CEO SIGNATURE:

\_\_\_\_\_

PLANNING BOARD SIGNATURES

\_\_\_\_\_

(3 REQUIRED)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_