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## About Your LUPC Permit 2013

Maine Land Use Planning Commission

Maine Department of Agriculture, Conservation and Forestry

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# BEFORE YOU BUILD...

## ... UNDERSTAND THE TERMS OF YOUR PERMIT

This summarizes some important requirements that you need to abide by during and after construction. Use it as guidance in

**PLEASE READ YOUR PERMIT CAREFULLY:**

**Understand permit terms and conditions before starting your project!**

understanding the terms of your building permit. It is important that you know exactly what activities the LUPC has or has not authorized before you begin construction because your permit is only valid if you comply with all of its **conditions of approval**. If

you have questions about your permit, call the LUPC office that serves your area (see the back of this brochure for contact information). If you see an error in the permit or wish to make changes to the authorized activity, call the LUPC to request any necessary changes or amendments to your permit.

## ... GET ALL REQUIRED LICENSES

Be sure to **obtain all other permits and approvals** required for your project, including possible wetland permits from the U.S. Army Corps of Engineers and driveway entrance permits from the Maine Department of Transportation, before starting any work.

If you are building any new structures, making changes to existing structures, or continuing use of an existing septic system, you may need a **plumbing permit** from the Maine Department of Health and Human Services, Division of Environmental Health, Subsurface Wastewater Program. Contact the Subsurface Wastewater Program or your local plumbing inspector to obtain a plumbing permit before starting your project. If you have questions, call (207) 287-5689 or go to their web site at [www.maine.gov/dhhs/eng/plumb/index.htm](http://www.maine.gov/dhhs/eng/plumb/index.htm).

If you are constructing a new structure it may also require obtaining a **physical E-911 address**. For further clarification contact your County Commissioner's Office.

If you are unsure about other possible permitting requirements for your project, call the LUPC for guidance.

## ... POST YOUR CERTIFICATE

When you receive your LUPC permit, you will also receive a **permit certificate**. Post your waterproof certificate in a visible location during construction. This lets the Commission's staff and others know that your construction is authorized.

# NEED HELP?

The Commission's staff is available to discuss any questions regarding your permit and are also available to meet with you on site before construction activities begin. Our staff can review your permit with you, help you determine setbacks and explain the requirements for vegetation clearing, erosion control, as well as your permit conditions of approval along with any other questions that you may have. To schedule a pre-construction site visit, call the LUPC office that serves your area.

### AUGUSTA OFFICE

#### Main LUPC Office

18 Elkins Lane - Harlow Building Tel. (207) 287-2631  
22 State House Station Fax (207) 287-7439  
Augusta, ME 04333-0022 TTY (888) 557-6690

### ASHLAND OFFICE

*Serving most of Aroostook County and northern Penobscot County*

45 Radar Road  
Ashland, ME 04732-3600  
Tel. (207) 435-7963  
Fax (207) 435-7184

### DOWNEAST OFFICE

*Serving Hancock, Knox, Lincoln, Sagadahoc, and Washington counties; portions of Kennebec, Penobscot and Piscataquis counties; and the coastal islands in the LUPC jurisdiction*

106 Hogan Rd, Suite 7, BMHI Complex  
Bangor, ME 04401  
Tel. (207) 941-4052

### EAST MILLINOCKET OFFICE

*Serving southern Penobscot County, southern Aroostook County, and portions of Piscataquis County*

191 Main Street  
East Millinocket, ME 04430  
Tel. (207) 746-2244

### GREENVILLE OFFICE

*Serving Somerset County and most of Piscataquis County*

43 Lakeview Street  
P.O. Box 1107  
Greenville, ME 04441  
Tel. (207) 695-2466

### RANGELEY OFFICE

*Serving Franklin and Oxford counties*

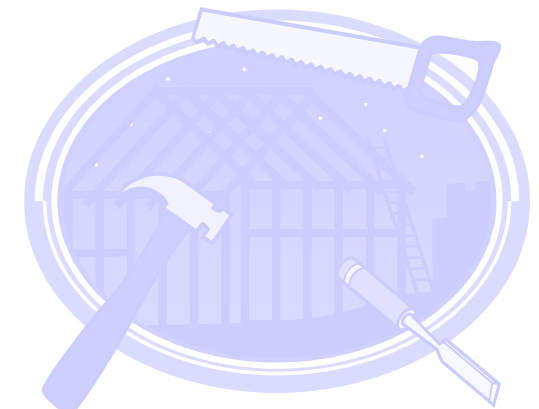
133 Fyfe Road, P.O. Box 307  
West Farmington, ME 04992  
Tel.  
Franklin County (207) 670-7493  
Oxford County (207) 670-7492



### THE LUPC IS ONLINE!

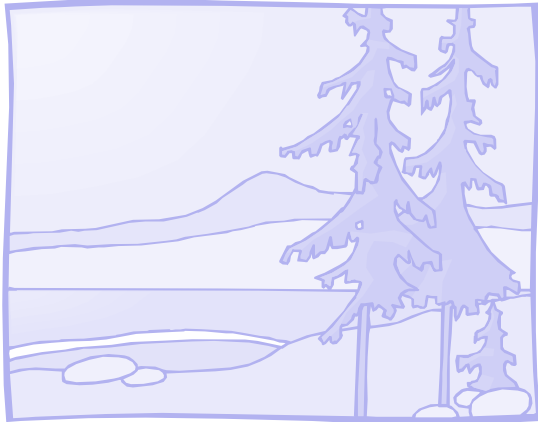
Visit our website at [www.maine.gov/dacf/lupc](http://www.maine.gov/dacf/lupc) to browse our rules, find zoning maps, meeting agendas, take our customer service survey, and locate other information.

# ABOUT YOUR LUPC PERMIT



## BEFORE YOU BUILD...PLEASE READ THIS IMPORTANT INFORMATION...

A little time spent now reviewing the information in this brochure and the requirements of your permit, especially the conditions, might save you potential problems and/or violations in the future.



*The Maine Land Use Planning Commission (LUPC - formerly LURC) was created in 1971 to serve as the planning and zoning board for the state's unorganized areas, plantations, coastal islands and towns without local land use control.*

*The Commission's mission is to preserve public health, safety and general welfare; to support and encourage Maine's natural resource-based economy and strong environmental protections; to encourage appropriate residential, recreational, commercial and industrial land uses; to honor the rights and participation of residents and property owners in the unorganized and deorganized areas while recognizing the unique value of these lands and waters to the State.*

*The Commission is comprised of an independent nine member board, with members appointed by the each of the eight counties with the most unorganized area and one member appointed by the Governor. The Commission is supported by a 20-member staff, headed by Executive Director Nicholas Livesay.*

*You can learn more about the Commission by visiting the agency's web site:*  
<http://www.maine.gov/dacf/lupc/>.

## FREQUENTLY ASKED QUESTIONS ABOUT...

### CLEARING, FILLING, GRADING

**PLAN AHEAD:** Build far enough away from waterfront, road and property line buffers so that you have adequate space between your structures and the buffers. Make sure all areas of soil disturbance are outside these buffers.

Your permit limits the amount of **vegetation clearing, filling and grading** that may occur on your property. This affects the type and amount of trees, shrubs, ground-covers and other vegetation that may be removed, as well as how and where earth-moving activities may occur. Clearing, filling and grading activities are restricted within 100 feet of lakes and rivers, 75 feet of small ponds and streams, and 50 feet of public roadways. Call the LUPC office that serves your area if you need help figuring out how much vegetation you may clear or where you can disturb soils on your property.

### PREVENTING EROSION AND SEDIMENTATION

Runoff from construction sites is a big **threat to Maine's water quality**. That's why your permit requires you to prevent and control erosion and sedimentation during and after construction. Remember:

- ▶ Avoid disturbing soil, especially when the ground is wet or frozen.
- ▶ Use "Best Management Practices" (BMP's) to stabilize disturbed soils, both during and after construction. The following website from MeDEP is a good resource for BMP's. ([www.maine.gov/dep/land/erosion/escbmps/index.html](http://www.maine.gov/dep/land/erosion/escbmps/index.html))
- ▶ Look for a contractor who is trained in erosion control practices. See the following website for contractors certified by the MeDEP. ([www.maine.gov/dep/land/training/cccec.html](http://www.maine.gov/dep/land/training/cccec.html))
- ▶ Be sure all sediment control devices (silt fencing, hay bales, etc.) are in place before clearing or earth-moving starts.
- ▶ If you need to cross any streams or wetlands, take special care to protect these fragile resources.
- ▶ Avoid removing topsoil from your project area. If you must remove it, place it at least 100 feet from any lakes, ponds, rivers, streams or wetlands.
- ▶ Stabilize all disturbed and stockpiled soils at the end of every work day.
- ▶ Permanently stabilize disturbed soils within a week of completing your construction activities.
- ▶ Remove all temporary erosion control measures after your construction site is stabilized.

**AVOID DISTURBING SOIL:**  
If you can't avoid it, try to reduce the amount of soil disturbance.

### SETBACKS & STRUCTURAL DIMENSIONS

Be sure to check and abide by the conditions in your permit regarding **setbacks** to water bodies, roads, property lines, streams, and wetlands along with the maximum dimensions allowed for your structures, including height. Please note that **height** is measured from the vertical distance between the mean original (prior to construction) grade at the down-hill side of the structure and the highest point of the structure, excluding chimneys, steeples, antennas, and similar appurtenances that have no floor area.

### BUILDING A DRIVEWAY

Your permit outlines where and how your **residential driveway** should be built. In general, a driveway must:

- ▶ be located at least 100 feet from lakes or rivers, 75 feet from tidal waters, 50 feet from streams and wetlands, and 15 feet from property lines;
- ▶ have a sustained slope of no more than 8%;
- ▶ be built so that it won't erode or disrupt water drainages, and will divert runoff to a buffer; and
- ▶ be constructed out of clean fill material (i.e. no demolition debris, trash, hazardous or toxic materials).

If your driveway will cross any streams or rivers, you will need to

### UTILITY SERVICES

If you wish to apply for **telephone or electric power service**, simply give the utility company a copy of your LUPC permit.

### PERMIT EXPIRATIONS

Unless otherwise stated in your permit, construction activities must be started within 2 years of the permit's effective date, and completed within 5 years of the effective date. If these deadlines are not met, **your permit authorization expires** and you will need to apply for a new permit.

### WHEN YOUR WORK IS DONE

Remember to **mail your self-certification form** to the LUPC, notifying us that all permitted activities have been completed. When your work is done, you may also request a **Certificate of Compliance (COC)** from the LUPC, certifying that you completed the permitted activities according to the conditions of your permit. A COC requires a \$50 fee and may be useful if you plan on selling your property or just to get the verification from the LUPC that your project was constructed in compliance with the LUPC standards. Call the LUPC regional office that serves your area to obtain a self-certification form or to request a COC.