

# Town of Albion Lot Permit Application

<b>Office use only</b>	Town Clerk Initials _____	Application # _____
<input type="checkbox"/> \$15 Application fee rec'd by Town Clerk,	<input type="checkbox"/> Copy of Deed Filed at Town Office	Date: _____

### Applicant Info:

Applicant Name(s): \_\_\_\_\_ Date of Application: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Best times to call: \_\_\_\_\_

Landowner, if different: Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_

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

### Existing (Parent) Lot:

Access Road: \_\_\_\_\_

Is the parent lot part of a subdivision?  No  Yes If yes, Subdivision Name: \_\_\_\_\_ Date of Town Approval: \_\_\_\_\_

Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_

### Proposed Lot:

Land Use District (consult Land Use Map): <input type="checkbox"/> Village <input type="checkbox"/> Rural	<b>Road Maintenance Status:</b> <input type="checkbox"/> Discontinued <input type="checkbox"/> Fully Maintained <input type="checkbox"/> Private <input type="checkbox"/> Abandoned <input type="checkbox"/> Not Plowed
Check if applicable: <input type="checkbox"/> Growth <input type="checkbox"/> Flood Hazard Zone <input type="checkbox"/> Shoreland Zone (If yes, _____ feet shore frontage)	

Will lot be restricted by deed notation from future building?  no  yes (If yes, attach notation wording)

Size of lot to be created: \_\_\_\_\_ acres or \_\_\_\_\_ square feet

Proposed lot road frontage: \_\_\_\_\_ feet on (road): \_\_\_\_\_

If little/no road frontage, length and width of right-of-way: \_\_\_\_\_  
(attach copy of deed guaranteeing right-of-way)

Anticipated owner of proposed lot after creation: \_\_\_\_\_

Comments: \_\_\_\_\_

### Remaining Portion of Parent Lot:

Size of remaining portion of parent lot: _____ acres or _____ square feet	<b>Road Maintenance Status:</b> <input type="checkbox"/> Discontinued <input type="checkbox"/> Fully Maintained <input type="checkbox"/> Private <input type="checkbox"/> Abandoned <input type="checkbox"/> Not Plowed
Remaining lot road frontage: _____ feet on (road): _____	
Comments: _____	

### Attachments:

- (1) Diagram or survey of proposed lot and parent lot (see instructions on page 2).
- (2) Copy of deed to parent lot (and right-of-way if applicable).
- (3) Any deed restriction or other limitation (existing or to be placed) on the use of either lot.

### BY SIGNING BELOW, THE APPLICANT CERTIFIES THAT:

- (1) That (s)he either owns the land involved or has other legal right to create a new lot on the named parcel
- (2) That (s)he will create the lot, if approved, as described in this application; and
- (3) That (s)he will file a copy of each deed created or amended pursuant to this lot permit with the Albion Town Clerk within 15 days of its filing at the Registry of Deeds.

\_\_\_\_\_  
 Applicant Signature Date

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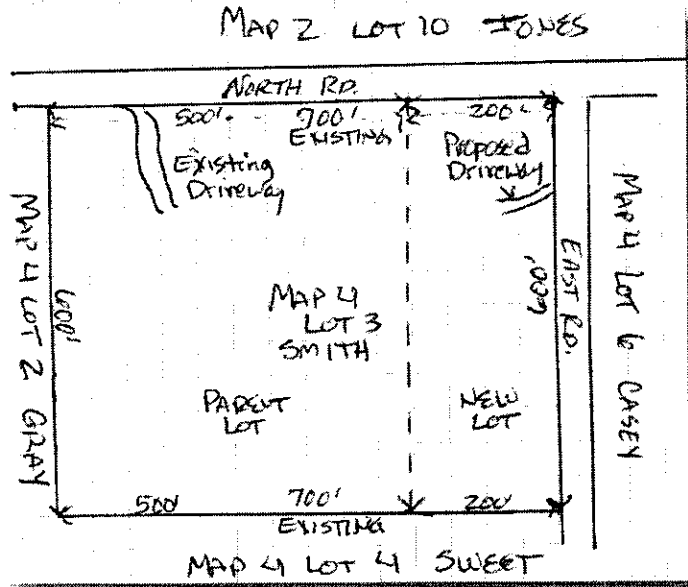
Application # \_\_\_\_\_

## Instructions:

Please draw as close to scale as you can. Be sure to include the following information

- Parent lot, with existing boundary lines clearly marked
- Proposed new lot, with boundary line marked
- Length of all boundary lines, existing and proposed
- Length of road frontage and/or length & width or right-of-way
- Existing or proposed entrance location
- Owners and tax map/lot numbers of abutting properties
- Any streams or wetlands marked on Shoreland Zoning Map
- Boundary of Flood Hazard Area, if applicable

Sample Sketch



A large grid area provided for the applicant to draw their lot permit application. The grid is approximately 40 units wide and 40 units high.

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## Lot Permit Requirements & Road Commissioner Certification Form

### (1) Application Requirements

The application for a lot permit must include the following: Diagram of the proposed lot, drawn roughly to scale, with dimensions of each proposed boundary line, road frontage and/or right-of-way marked; if accessed via right-of-way, copy of deed guaranteeing right-of-way; location of existing or proposed access way; acreage of proposed lot and remaining portion of existing lot; tax map and lot number; names and lot numbers of abutter; identification of any subdivision the proposed lot lies within; copy of deed to existing lot; names of legal owners of existing lot, and proposed lot, if to be conveyed to known party; and any deed restriction or other limitation to be placed on the use of the lot.

### (2) Conditions for Approval of Lot Permit

The Planning Board shall approve an application for a Lot Permit if each of the following conditions are met:

#### (a) Either:

(i) The proposed lot meets the dimensional standards of the district(s) in which it is located. Note: These standards are outlined in the Albion Land Use Ordinance, and must be considered together with any relevant provisions of the Shoreland Zoning Ordinance or Floodplain Management Ordinance, if located in these overlay districts. **OR**

(ii) The proposed lot does not meet the minimum dimensional requirements of the district(s) in which it is located, but the applicant certifies that the lot is dedicated to a non-building purpose. For such lot, the Planning Board shall require that the deed or other instrument creating the lot contains the following statement: "This lot, as of its creation \_\_ (date) \_\_, does not meet the minimum lot standards required for structural use as per Town of Albion ordinance, due to the following deficiency: \_\_ (state deficiency) \_\_." The CEO shall send a copy of any Lot Permit issued with this requirement to the Kennebec County Registry of Deeds.

(b) The creation of the proposed lot will not cause another lot to become landlocked. **AND**

(c) The proposed lot has at least one of the following forms of access:

- (i) an existing entrance that was legally established at the time of its creation;
- (ii) an approved entrance permit;
- (iii) Deeded access through another property as required for back lots; or
- (iv) a certification by the Road Commissioner that the proposed lot has at least one permissible entrance location.

*Note: The location identified is not binding on a future entrance permit application.*

### ROAD COMMISSIONER CERTIFICATION (if needed)

I hereby certify that there is at least one permissible entrance location for the proposed new lot of **Application**

Road Commissioner (Signature)

Road Commissioner (Print)

Date

### (3) Copy of Deed Filed at Town Office

A copy of any deed filed pursuant to the issuance of a Lot Permit shall be filed with the Town Clerk within 15 days of the date of filing at the Registry of Deeds.