

Information Sheet for Completing the Frenchboro Building Permit Application

8/8/2026

1. There is one permit application for creating, modifying, or expanding new or existing structures or land uses on Frenchboro.
2. It is available on the Frenchboro website <https://frenchboro.maine.gov/> and can be completed electronically. The form has fillable space for responses. If you prefer, you can print the form out and complete a hard copy application, but it must then be converted to an electronic file (e.g. pdf) so it can be emailed to the code enforcement officer (CEO), Caitlin Trafton, at frenchborocodeenforcement@gmail.com
3. If you need assistance with accessing property records or need technical assistance with the file conversion, contact the office manager, Tammy Smith, at office@frenchboro.maine.gov or the town clerk, Brook Knight at townclerkfrenchboro@gmail.com who can meet with you at the town office and assist you.
4. To learn about what specific local and state regulations apply to your property and proposed project, refer to the Land Use Guidance Ordinance (LUGO) found on the Frenchboro website or <https://frenchboro.maine.gov/wp-content/uploads/2026/07/Frenchboro-LUGO-Amended-June-17-2026-2.pdf>
5. To locate your property within a planning district, shoreland protection zone or the 100-year floodplain, check the Frenchboro land use maps available through a link on the Frenchboro website or here https://frenchboro.maine.gov/?page_id=2330
6. There is an application fee recently approved by the Select Board at the recommendation of the Planning Board. The fee is now set at \$50 plus \$0.25 per square for all proposed structures. There is no fee for non-structure work (e.g. driveways).
7. The code enforcement officer (CEO) will review all applications for their completeness (including receipt of fee) and then send them on to the appropriate reviewing authority per the Schedule of Uses in the LUGO (CEO, Planning Board or Licensed Plumbing Inspector).

Frenchboro Planning Board: Eric Best, Kirk Emerson (Chair), Nicki Rundlett, Ken Siriani, Tammy Smith

Town of Frenchboro

Building and Use Permit Application

FOR OFFICE USE ONLY

Permit No. _____

Issue Date _____

Fee Amount _____

Approved by _____

Property Owner

Phone

Property Address

Map

Lot

District

Owner's Address

LOT OF RECORD

What year _____

Contractor

Phone

List of Abutters

Contractor's Address

Proposed Use

Cost

Historical Building

What Year _____

SPECIAL ZONES

- ☐ Shoreland*
- ☐ Wetlands
- ☐ Flood Zone
- ☐ Lowlands

Project Description

Number of Stories

Present _____

Proposed _____

Height of Buildings

Present _____ (ft)

Proposed _____ (ft)

Number of Bathrooms

Present ____ (Full) ____ (Half)

Proposed _____ (Full) _____ (Half)

Number of Bedrooms

Present _____

Proposed _____

Present Septic System is

Approved for _____ Bedrooms

☐
☐

Year Round Use

Seasonal Use

**See page 5 for additional information*

Water Supply

- ☐ Existing Well
☐ Existing Well Improvement
☐ New Well

ADDITIONAL PERMITS, APPROVALS AND INSPECTIONS REQUIRED

- | | | | |
|--|---|--|--|
| ☐ PLUMBING | ☐ BEACH WETLANDS | ☐ D.E.P. | ☐ SWIMMING POOL |
| ☐ SEPTIC/HHE200 | ☐ BOARD OF APPEALS | ☐ E.P.A. | ☐ WELL |
| ☐ SEPTIC VARIANCE | ☐ SELECT BOARD | ☐ FIRE MARSHALL | ☐ FILL |
| ☐ PLANNING BOARD | ☐ ARMY CORPS OF ENG. | ☐ ROAD OPENING | ☐ SIGN |
| ☐ SHORELAND | | | |
| ☐ _____ | ☐ _____ | ☐ _____ | ☐ _____ |

PROPERTY INFORMATION

FRONTAGE _____ (FT)

☐ NONCONFORMING

More than one use existing on property

Accessory use: _____

☐ NONCONFORMING

Setbacks (in feet)

FRONT _____ SIDE _____ REAR _____

Put an asterisk * by an nonconforming

How many dwelling units are presently existing on the lot? _____

Lot Size (in sq. Feet or acres)

_____ sq. Ft. _____ acres

Total Square Feet of ALL Buildings

Present _____

Proposed _____

Lot Coverage (in percent)

Present _____

Proposed _____

Percent allowed in District _____

Number of Off-Street Parking Spaces

Present _____

Proposed _____

Building permits do to include plumbing, septic or commercial electrical work. Building permits are valid for one year. Any false information may invalidate a building permit and stop all work.

Applicant

Date

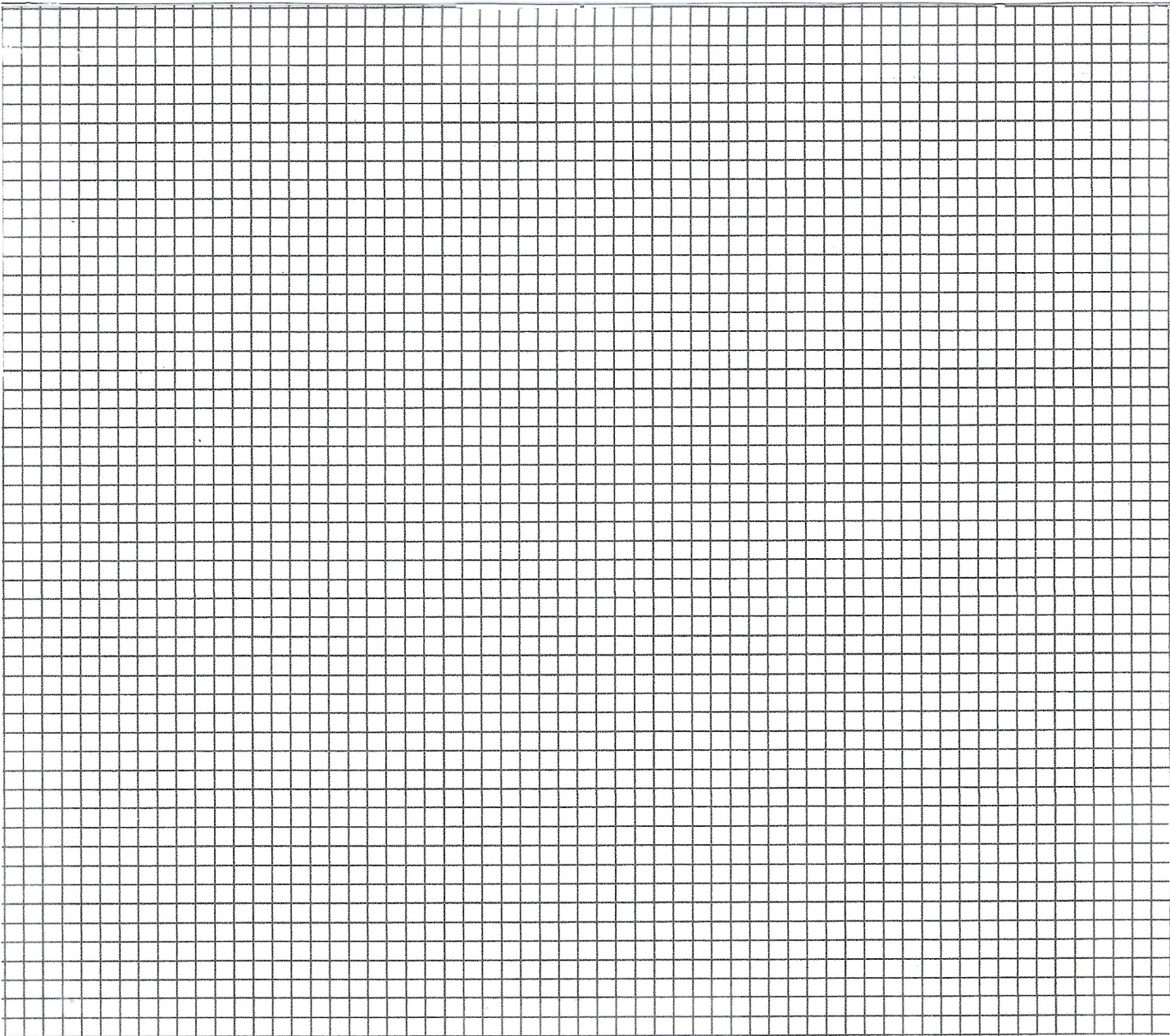
SITE PLAN

It is not necessary to have this plan professionally prepared. However, it must be legible, dimensions shown and should be drawn to a scale that allows clear representation of distances and measurements on the plan. Please include:

- Location of shoreland boundary;
- Areas to be cleared of trees and other vegetation;
- Disturbed areas to be mulched and/or revegetated;
- The exact position of proposed structures, including decks, porches and accessory structures with accurate setback distances from the shoreline;
- All property lines;
- The location of proposed wells, septic systems and driveways; areas and amount of fill material to be filled, removed or graded.

If the proposal is for the **expansion** of an existing structure, please distinguish between the existing structure and the proposed expansion.

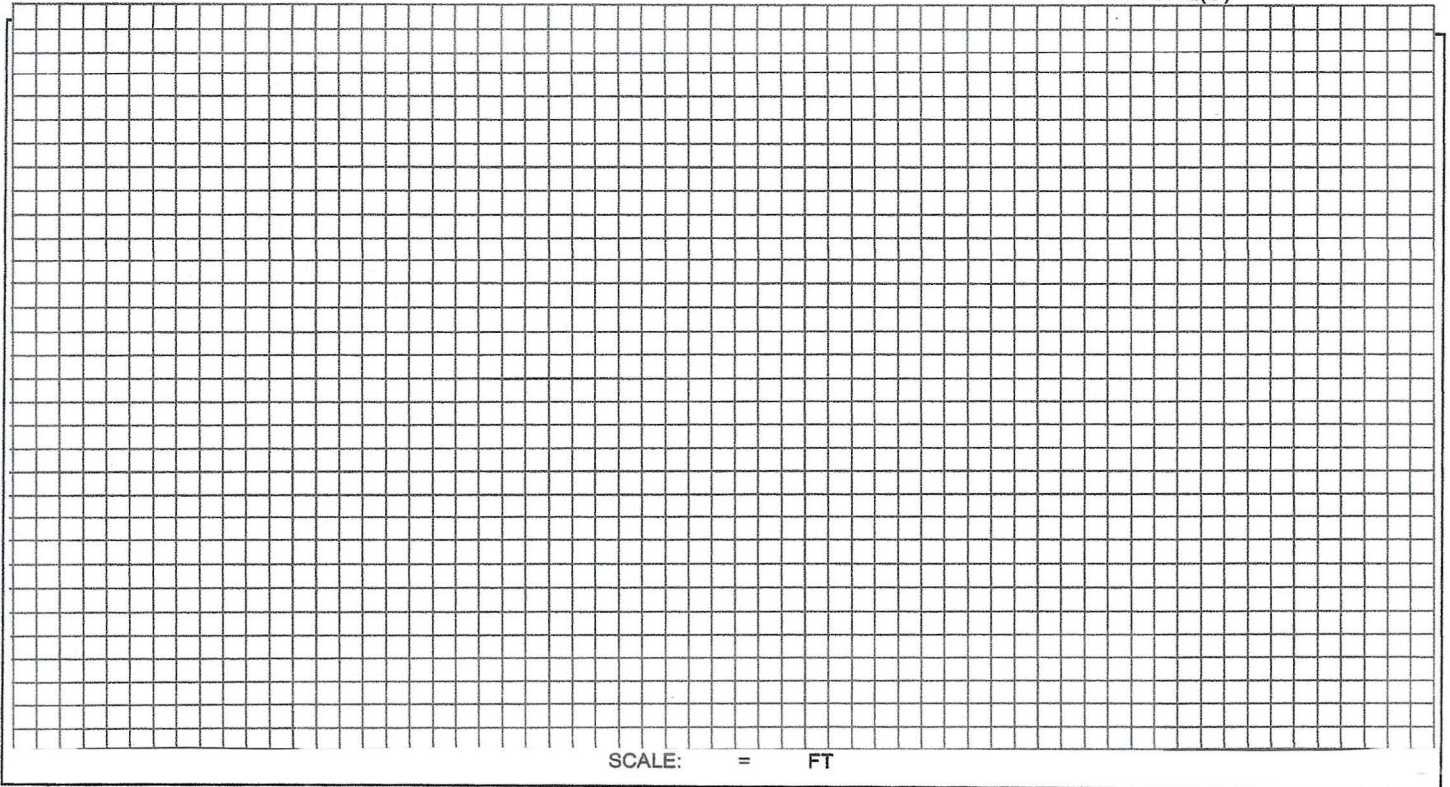
Note: For all projects involving filling, grading, or other soil disturbance, you must provide a soil erosion control plan describing the measures to be taken to stabilize disturbed areas before, during and after construction. All clearing activities require the submission of a revegetation plan. See LUGO section 15 S for further guidance.



SCALE: = FT

FRONT OR REAR ELEVATION

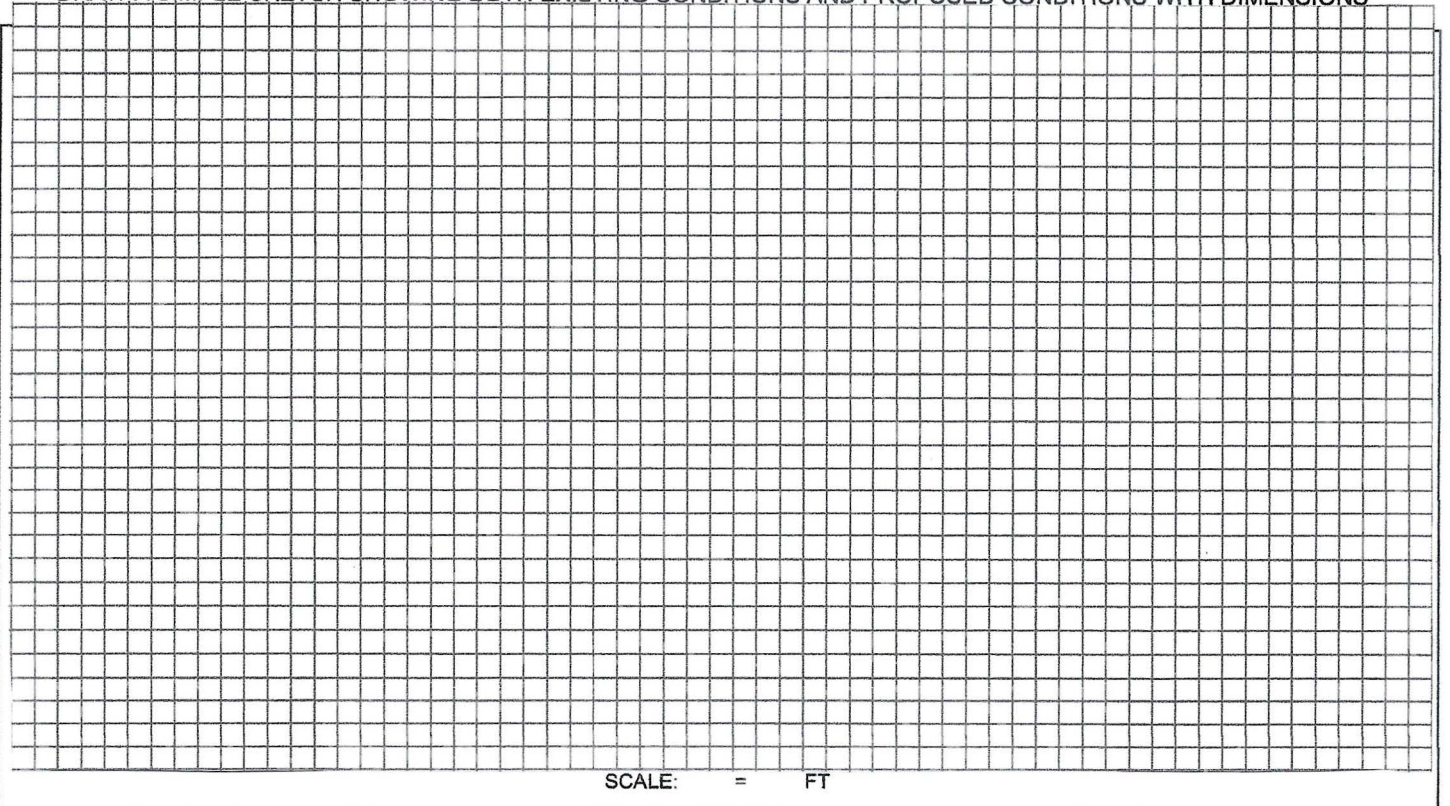
DRAW A SIMPLE SKETCH SHOWING THE DIMENSIONS OF ANY PROPOSED STRUCTURE(S)



SCALE: = FT

SIDE ELEVATION / PROFILE DRAWING

DRAW A SIMPLE SKETCH SHOWING BOTH EXISTING CONDITIONS AND PROPOSED CONDITIONS WITH DIMENSIONS



SCALE: = FT

ADDITIONAL INFORMATION FOR SHORELAND PROTECTION ZONE

These questions apply ONLY to proposed new or expanded structures that are in the Shoreland Protection Zone.

FOR STRUCTURES WITHIN 25' OF THE NORMAL HIGH-WATER LINE

Existing total footprint for the principal structure within 25 feet of a waterbody, wetland, or tributary stream as of 01/01/1989 _____ sq ft	Proposed total footprint of the principal structure within 25 feet of a waterbody, wetland, or tributary stream (not to exceed 800 sq ft or 30%). _____ sq ft.
Existing height of a structure within 25 feet of a waterbody, wetland or tributary stream _____ ft.	Proposed height of structure within 25 feet of a waterbody, wetland, or tributary stream _____ ft.

FOR STRUCTURES WITHIN 75' OF THE NORMAL HIGH-WATER LINE

Existing total footprint for the principal structure with 75 feet of a waterbody, wetland, or tributary stream as of 01/01/1989 _____ sq ft.	Proposed total footprint of the all structures within 75 feet of a waterbody, wetland, or tributary stream (not to exceed 1000 sq ft or 30%) _____ sq ft.
Existing height of structure within 75 feet of a waterbody, wetland, tributary stream _____ ft.	Proposed height of structure within 75 feet of a waterbody, wetland, or tributary stream _____ ft.

FOR STRUCTURES WITHIN 100' OF THE NORMAL HIGH-WATER LINE

Existing total footprint for the principal structure with 100 feet of a great pond or river flowing to a great pond as of 01/01/1989 _____ sq ft.	Proposed total footprint of all structures within 100 feet of a great pond or river flowing to a great pond (not to exceed 1500 sq ft. or 30%) _____ sq ft.
Existing height of structure within 100 feet of a great pond or river flowing to a great pond _____ ft.	Proposed height of structure within 100 feet of a great pond or a river flowing to a great pond. _____ ft.