

TOWN OF COOPER
425 COOPER HIGHWAY
COOPER, MAINE 04657

PERMIT APPLICATION INSTRUCTIONS

The following is a list of what is needed for a complete Shoreland and Land Use permit application for the TOWN OF COOPER. Any permit submitted without ALL of the NEEDED INFORMATION and three copies of ALL documents and photos will be considered INCOMPLETE and must be resubmitted with the MISSING INFORMATION before being considered for approval by the Town.

1. 3 Complete copies of the permit with three copies of all the needed information for the type of permit application you are applying for and signed by the owner or applicant.

Needed information:

Permit application filled out with complete information and signed

All site drawings with measurements (Plot plan and building elevations from grade)

Site photos of the area where work will be done (Minimum of two, one from the shore facing work area and one from the work area facing the shore)

Plumbing permits if needed:

Subsurface Wastewater HHE -200 signed and numbered by LPI

Internal Plumbing HHE - 211 signed and numbered by LPI

Approved Permit by Rule from the STATE OF MAINE DEP if needed for type of work requested

Copy of the deed for the property showing ownership

DOT driveway permit if needed

Army Corp of Engineering permit if needed

Or any other type of permit that is needed for the type of work being proposed

TOWN OF COOPER, MAINE
BUILDING OR WORK PERMIT APPLICATION

continued :

2. If using an outside CONTRACTOR TO DO EARTHWORK within the SHORELAND ZONE YOU MUST PROVIDE THE CONTRACTOR'S DEP CERTIFICATION NUMBER ON THE PERMIT APPLICATION FOR APPROVAL OF THE APPLICATION

(PLEASE NOTE THAT USING A CONTRACTOR WITHOUT DEP CERTIFICATION IS A VIOLATION)

3. ALL APPROVED TOWN PERMITS EXPIRE AFTER ONE YEAR FROM DATE OF APPROVAL APPLICANTS MUST REQUEST IN WRITING FROM THE TOWN AN EXTENSION OF THE PERMIT AFTER THE ONE YEAR DATE PASSES. ANY WORK DONE AFTER A PERMIT EXPIRES IS CONSIDERED A VIOLATION OF THE SHORELAND ZONING ORDINANCE WITHOUT AN EXTENSION

4. If you have ANY questions on INFORMATION NEEDED for applying for a permit please contact the CODE ENFORCEMENT OFFICER.

5. ANY WORK DONE OUTSIDE OF THE APPROVED PERMIT APPLICATION IS CONSIDERED A **VIOLATION OF THE SHORELAND ZONING ORDINANCE.**