

## INSTRUCTIONS FOR COMPLETING RESIDENTIAL CONSTRUCTION APPLICATION

The following instructions should be used for completing the attached construction application. When the application is complete, including a sketch on the reverse side of the application, please return it to the Unity Town Office together with the appropriate fee. This application should be submitted no later than the Thursday preceding a regularly scheduled meeting of the Unity Planning Board. The Planning Board generally meets the fourth Wednesday of each month at 7:00 p.m. at the Unity Town Office on School Street.

After submission of your application, the Code Enforcement Officer will contact you to arrange a site visit. He will make recommendations to the Planning Board based on that site visit. It is strongly recommended that you attend the Planning Board meeting to answer questions or provide additional information as well as have any of your questions answered by the Planning Board, this will help prevent delays in your application. Further information regarding construction applications and requirements for approval can be found in the Land Use Ordinance, which is available at the Town Office.

- If the applicant is not the property owner, please attach a signed statement from the landowner authorizing you to act on his/her behalf.
- Size of lot, tax map and lot number may be obtained at the Town Office.
- Indicate whether you are proposing an addition, expansion or renovation to an existing building, or construction of an entirely new, separate structure. Also indicate the use of the new structure (for example; single family home, garage with breezeway, garage with apartment, commercial building, etc.)
- If the proposed structure will discharge wastewater into a septic system, you should attach a copy of the septic system design with a plumbing permit. The plumbing inspector for the Town of Unity is David Schofield. Dave can be reached at 568-3547.
- If the proposed structure will be connected to the Unity Utilities District sewer system (Depot Street, School Street, Main Street and parts of Quaker Hill Road), you should attach a copy of the approved Unity Utilities District Permit authorizing such connection. **Please note** that the Unity Utilities District is a Board of Trustees that is separate from the Unity Town government, however, failure to secure Unity Utilities District permit approval, if that process applies to your proposed structure, will negatively impact the Planning Board's ability to approve your construction application. For more information go to [www.unityutilitiesdistrict.org](http://www.unityutilitiesdistrict.org).

***A copy of the completed Construction Application and Permit should be prominently displayed at the site after being approved and signed by the Planning Board Chairman.***

### \*\*PLEASE NOTE\*\*

*This permit is approved on the basis of information provided by the applicant in the record regarding his ownership of the property and the boundary location. The applicant has the burden of ensuring that he has a legal right to the use of the property and that he is measuring required setbacks from the legal boundary lines of the lot. The approval of this permit in no way relieves the applicant of this burden. Nor does the permit approval constitute a resolution in favor of the applicant regarding property boundaries, ownership or similar title issues. The permit holder would be well-advised to resolve any such title problems before expending money in reliance on this permit.*

Permit No. \_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_

Shoreland (y/n) \_\_\_\_\_

### Town of Unity

#### Residential Construction Application and Permit

Please reference current land use ordinance and attached instruction sheet before completing this form.

On the reverse side of this application, please make a sketch (does not need to be to scale) showing the lot with dimensions; location of existing structures, well, etc; location of proposed structures; location of wells and septic systems with dimensions from main structure and from boundaries; any other information you consider pertinent to your proposed structure.

1. Applicant's name \_\_\_\_\_ Telephone number \_\_\_\_\_
2. Applicant's mailing address \_\_\_\_\_
3. Name of Property owner(s) \_\_\_\_\_  
(if different from the applicant, a signed note from the property owner must be attached)
4. Street address of building site \_\_\_\_\_
5. Size of lot \_\_\_\_\_ Number of buildings currently on lot \_\_\_\_\_
6. Type and description of construction proposed for lot \_\_\_\_\_
7. Size of proposed structure \_\_\_\_\_ square feet. Maximum height \_\_\_\_\_
8. Will any proposed structure be within 100 feet of abutting farmland? \_\_\_\_\_
9. Will any proposed water well be located within 300 feet of abutting farmland? \_\_\_\_\_
10. Will any proposed structure result in the discharge of wastewater? \_\_\_\_\_
11. Is proposed structure in an area serviced by the public sewer operated by the Unity Utilities District? \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

.....  
**Town Office Action**

Date application received \_\_\_\_\_ Fee paid \_\_\_\_\_

.....  
**Code Enforcement Officer Recommendation**

Date of site visit \_\_\_\_\_ Approve \_\_\_\_\_ Approve with conditions \_\_\_\_\_ Deny \_\_\_\_\_

Conditions for approval or reasons for denial: \_\_\_\_\_

.....  
**Planning Board Action**

Approve \_\_\_\_\_ Approve per CEO conditions \_\_\_\_\_ Approve with additional conditions \_\_\_\_\_ Deny \_\_\_\_\_

Additional Conditions: \_\_\_\_\_

Date of Action \_\_\_\_\_ Signature of Planning Board Chair \_\_\_\_\_

.....  
**Unity Utilities District Action (if applicable). See attached construction application instruction sheet.**

Approve \_\_\_\_\_ Approve with Conditions \_\_\_\_\_ Deny \_\_\_\_\_

Conditions for approval or reasons for denial: \_\_\_\_\_

\*\*\*IMPORTANT\*\*\*

\*\*\*DRAW SKETCH ON REVERSE SIDE\*\*\*

Please Note: Building Permit expires 1 year from Planning Board Approval Date

Town of Unity

**Building Permit Fee Schedule**

<b>Unity Application &amp; Permit</b>	<b>Fee</b>
Residential Construction Permit	
up to 499 sq. ft.	\$25.00
over 500 sq. ft.	\$50.00
Commercial Construction Permit	
up to 499 sq. ft.	\$25.00
over 500 sq. ft.	\$50.00
Shoreland Tree Removal	\$25.00
Occupancy Permit	\$25.00
Change of Use	\$25.00
Development Review	\$100.00
Marijuana Building New Construction	\$1,000.00
Medical Marijuana Building	\$500.00

updated 04/13/2022