

**Town of Prospect**

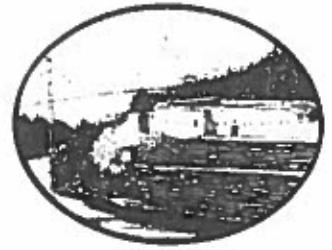
958 Bangor Road • Prospect, Maine 04981

Tel: 207-567-3661 • Fax 207-567-4366

Tuesday 1-7, Wednesday 12-6, Thursday 10-12 & 1-5, Friday 10-12 & 1-4

prospectmaine.org, Town Clerks Email: [prospecttown@fairpoint.net](mailto:prospecttown@fairpoint.net)

**INTENTION TO BUILD NOTIFICATION FORM**



Date: \_\_\_\_\_ Building/Addition or Type of Structure to be built \_\_\_\_\_

Location Street name and number \_\_\_\_\_ Map & Lot# \_\_\_\_\_

Owner's Name \_\_\_\_\_

Present Address \_\_\_\_\_

\_\_\_\_\_ Tel: \_\_\_\_\_ Cell \_\_\_\_\_

Estimated cost of project (including labor) \_\_\_\_\_ (For Pre-fabricated structures, use purchase price)

Proposed use of building \_\_\_\_\_

Other Buildings on same lot \_\_\_\_\_

General description of project \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Ordinances or conditions:**

	Applicable/Attached	Not applicable
Permitted Septic System	_____	_____
Indoor Plumbing	_____	_____
Shoreline Ordinance	_____	_____
Subdivision Ordinance	_____	_____
Minimum Lot Size Ordinance 2 acres required per dwelling unit	_____	_____

Name \_\_\_\_\_

Date \_\_\_\_\_

**Town of Prospect**

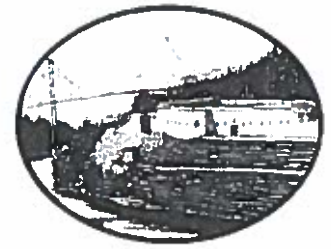
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**INTENTION TO BUILD NOTIFICATION FORM**



**INTENTION TO BUILD  
SKETCH OF PROPOSED STRUCTURE**

Please sketch the layout of the proposed structure showing measurements. **Setback dimensions** from the **property lines, other buildings** and **road frontage** need to be included.

\* Must be 15 feet from abutting property lines. Setback is a minimum of 40 feet from the road limit, which is usually 33 feet from the center line in the road.

Visits may be necessary in connection with this project. By signing this form, I agree to any site visit(s), with or without advance notification, and agree to hold the Town of Prospect harmless in any incident that may arise from such visit(s).

Construction shall not begin before this form is reviewed and signed by the Code Enforcement Officer.

Signature of Owner(s) \_\_\_\_\_

Signature of Code Enforcement Officer \_\_\_\_\_ Date \_\_\_\_\_

**Town of Prospect**

**Tues 1-7, Thurs 10-12 & 1-5, Fri 10-12 & 1-4**

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**NOW OPEN WED. 12PM-6PM**

prospecttown@fairpoint.net  
prospectmaine.org  
PHONE: (207) 567-3661

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Prospect ME 04981  
FAX: (207) 567-4366

**Hamlin Associates,  
INC.**

*Property Assessor & Consultant*

*Joshua Morin C.M.A.*

*625 State HWY 150 Parkman, ME 04443*

*Phone: 207-876-3300 Fax: 207-876-3330*

*Email: [hamlinassociatesinc@gmail.com](mailto:hamlinassociatesinc@gmail.com)*

**Town of Prospect  
Luke Chiavelli  
Code Enforcement Officer  
Plumbing Inspector  
Phone: 207-735-6428  
[Lchiavelli@roadrunner.com](mailto:Lchiavelli@roadrunner.com)**



**2012 AMENDMENTS TO  
PROSPECT MINIMUM LOT SIZE ORDINANCE**

**Section I: Purpose**

It is declared a necessary public purpose for the preservation of the public health, safety, welfare and prevention of public nuisance to regulate the minimum lot size upon which all new dwellings and/or buildings are erected or placed in the Town of Prospect.

**Section II: Authority and Administration**

- A: Authority: Authority. This ordinance is adopted pursuant to and **with Title 30-A, M.R.S.A. Section 3001**, and may be known and cited as the "Minimum Lot Size Ordinance and Regulations of the Town of Prospect".
- B: Administration: **The Code Enforcement Officer (CEO) of the Town of Prospect shall administer this ordinance.**

**Section III: Applicability**

This Ordinance shall apply to all new seasonal or permanent houses, mobile homes, modular homes, and all other dwellings and/or buildings erected or placed on any land within the Town of Prospect.

**Section IV: Specifications**

- A: The minimum lot size for all new dwellings and/or buildings shall be 2 acres per dwelling and/or building and shall be of such dimensions as to accommodate within the boundaries a square measure no less than 150 by 150 feet.
- B: All new dwellings and/or buildings shall be set back a minimum of 40 feet from all public or private right-of-way property lines.
- C: No part of any dwelling and/or building shall be closer than 15 feet to any property line.

**Section V: Qualifications**

- A: Any lot conveyed by registered deed to the present owner(s) prior to the enactment of this Ordinance, which is of smaller size or dimension than specified in Section IV, above, may be utilized as a building lot by the present owner(s).

- B: Any dwelling and/or building destroyed by fire or other act of God and which is on a lot of smaller size or dimension than specified in Section IV, above, may be replaced by any type of dwelling and/or similar building so long as replacement is the complete or substantially underway within 2 years of the original loss, and new dwelling and/or building is located no closer to property lines than was the original.
- C: For the purposes of this Ordinance, buildings, other than dwellings, shall be classified as either (1) a Principal building or (2) an Accessory building. (1) A principal building is one that is not incidental to or accessory to the use of a dwelling or building on the same lot. Accessory buildings shall be exempt from Section IV A.
- D: For the purposes of this Ordinance, a dwelling shall be construed to mean one residential housing unit, a single family house, mobile home, or modular home.

#### Section VI: Waiver and Modification of this Ordinance

- A: Where the Planning Board finds that extraordinary and unnecessary hardships may result from strict compliance with this Ordinance, or where there are special circumstances of a particular building-lot location, it may waive any provision of this Ordinance provided that such a waiver will not have the effect of nullifying the purpose of this Ordinance, any Comprehensive Plan, Shoreland Zoning, or any other land use Ordinance or regulation.
- B: In granting any waiver, the Planning Board shall require such conditions as will, in its judgment, secure substantially the objectives of the requirements so waived.

#### Section VII: Validity, Effective Date, Conflict of Ordinances

- A: Validity: Should any section or provision of the Ordinance be declared by the courts to be invalid, such decision shall not invalidate any other section or provision of this Ordinance, and to this end, the provisions of this Ordinance are hereby declared to be severable.
- B: Effective Date: November 3, 1977

- C: Conflict of Ordinances: This Ordinance shall not repeal, annul, or in any way impair or remove the necessity of compliance with any other rule, regulation, by-law, permit or provision of law. Where this Ordinance imposes a higher standard for the promotion and protection of health, safety, or welfare, the provisions of this Ordinance shall prevail.

#### Section VIII: Appeal

- A. The Board of Appeals may, upon written application of the affected landowner, grant a variance from the strict application of this Ordinance under the following conditions:
- a. The strict application of the terms of this Ordinance would result in undue hardship to the applicant. The term "undue hardship" shall mean:
    1. That the land in question cannot yield a reasonable return unless a variance is granted.
    2. That the need for a variance is due to the unique circumstances of the property and not the general conditions in the neighborhood.
    3. That the granting of a variance will not alter the essential character of the locality; and
    4. That the hardship is not the result of action taken by the applicant.
  - b. The Board of Appeals, based upon clear and convincing evidence presented to it will make a finding. A variance is authorized only for dimension requirements. A variance may not be granted regarding offsets from property lines or set back requirements from the property line of public or private right-of-ways.
  - c. The Board of Appeals may upon written application of an aggrieved party and after public notice, hear appeals from the determinations of the **Planning Board** or **CEO** in the administration of this Ordinance. Such hearings shall be held in accordance with state laws. Following such hearing, the Board of Appeals may reverse the decision of the **Planning Board** or **CEO** only upon finding that the decision is clearly contrary to specific provisions of this Ordinance.
  - d. An appeal may be taken within thirty days after any decision is rendered by the Board of Appeals, by any party, to Waldo County Superior Court in accordance with State laws.

## Section IX: Amendments

This Ordinance may be amended by a majority vote in a special or regular town meeting of the Town of Prospect.

## Section X: Enforcement

- A. The CEO shall act in all cases of violations of this Ordinance by notifying, in writing, the owner or lessor of the lot and the Selectpersons of the kind of nature of the violation and correction of same, if possible. Said notification shall be deemed to have been made when sent to the owner or lessor by certified or registered mail.
- B. The Selectpersons are charged with the prosecution for all violations of the provisions of this ordinance. In cases where such notices referred to in Paragraph XA, above, are not promptly complied with after receipt of said notices, the Selectpersons shall make such complaints to the courts as, in their judgment are proper, or may institute such action or proceedings at laws or in equity as are proper to restrain, correct, remove, or punish such violations.
- C. Any person or corporation who shall violate any provisions of this Ordinance or fail to comply with any of the requirements thereof shall, upon conviction, be punished by a fine of not less than \$100. Nor more than \$2500 and each day on which such violations shall continue shall constitute a separate offense. In accordance with Title 30-A, M.R.S.A., Section 4452

## Section XI: Amendments

March 27<sup>th</sup>, 1978 warrant article 30;

To see if the Town will amend the ordinance entitled "Minimum Lot Size and Specifications" so as to protect the present lots of less than two acres


March 20<sup>th</sup>, 1989 warrant article 71;

To see if the Town will amend the ordinance entitled "Minimum Lot Size and Specifications" so as to: clarify and define the terms Building and Dwelling"; establish a 200 foot road frontage requirement; to revise the appeals process; to revise the fines.



Action: Motion to pass over "establish a 200 foot road frontage requirement" and accept rest of article as read. -Sneed-2<sup>nd</sup> Dwight Accepted

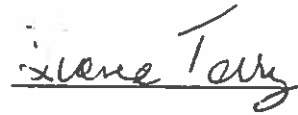
March 31<sup>st</sup>, 2012; to see what action the Town will take regarding proposed changes to the "Minimum Lot Size Ordinance".



Heather Boynton

\_\_\_\_\_

William Sneed Jr.



Diane Terry

True attested copy:

\_\_\_\_\_ 3/31/12 \_\_\_\_\_

Jill Orestis, Town Deputy Clerk



# **BUILDING NOTIFICATION ORDINANCE TOWN OF PROSPECT, ME**

## **Section 1. Title and Purpose:**

This ordinance shall be known as the "Building Notification Ordinance of the Town of Prospect, Maine" and will be referred to herein as "this Ordinance." It is enacted by the inhabitants of the Town of Prospect to promote the health, safety, convenience, welfare, and property values of the inhabitants by requiring notification of intention to build for all dwellings and structures, as defined by this Ordinance.

## **Section 2. Authority:**

- 2.1 This ordinance is enacted pursuant to the authority given the town in 30A MRSA 3001 (home rule) and 30A MRSA 4201 and 4211.
- 2.2 The effective date of this ordinance shall be thirty (30) days after it is adopted by the vote of the legislative body of the Town of Prospect.
- 2.3 This ordinance in no way shall impair or remove the necessity of compliance with any other rule, regulation, by-law, permit or provision of law.
- 2.4 This ordinance shall apply to all construction commenced after the effective date of this ordinance.
- 2.5 Should any section of this ordinance be declared by the courts to be invalid, such decision shall not invalidate any other section or provision of this ordinance, and to this end, the provisions of this ordinances are hereby declared to be severable.

## **Section 3. Administration:**

- 3.1 The Code Enforcement Officer(s) or Plumbing Inspector shall enforce all State plumbing laws and the regulations of this ordinance, with the assistance of the Town Selectmen.
- 3.2 The Code Enforcement Officer(s) or Plumbing Inspector shall immediately report any violations of this ordinance to the Board of Selectmen.
- 3.3 The Town Clerk shall receive completed Intention to Build Notification Forms and shall notify Code enforcement Officer or receipt. Copy of submitted forms shall be placed on file in the Town Office.
- 3.4 The Code Enforcement Officer shall sign the completed form before construction shall begin.

## **Section 4. Notification of Intention to Build Form**

- 4.1 Before construction is started on any structure, the owner shall complete an Intention to Build Notification form. Forms may be obtained from the Town Office.
- 4.2 A completed Intention to Build Notification Form shall include:
  - A. Sketch showing locations and layout of proposed structure(s).
  - B. Estimated cost of the proposed structure(s), including cost of labor. A pre-fabricated structure, estimated purchase price.

- C. for new dwellings, expansion of existing dwellings, conversion of seasonal dwellings to year round use, or the placing of pre-fabricated dwellings, a valid permit for subsurface disposal system or letter that such a permit is not necessary from the local plumbing inspector.
- D. Indoor plumbing permit if applicable.
- E. Shore land zoning permit for construction within the shore land district.

4.3 "Structure" is hereby defined as a building(s) or portion thereof on a single parcel constructed or erected or placed with a fixed location on or in the ground or attached to something on or in the ground which occupies a ground area in excess of 200 sq. feet or value of materials and labor to construct in excess of \$1,500. "Structure" is further defined to be anything built for the support, shelter, or enclosure of persons, animals, goods or property of any kind, exclusive of fences.

4.4 "Dwelling" is hereby defined as a room or suite of rooms used as a habitation which is separate from other such rooms or suites of rooms, and which contains independent living, cooking, sleeping, bathing, and sanitary facilities; includes single family houses, and units in a duplex, apartment house, multifamily dwellings, residential condominiums, trailer, mobile homes, and modular homes.

#### **Section 5. Enforcement and Violations:**

The Code Enforcement Officer(s) shall notify in writing by registered mail any individual proceeding to build without prior notification to discontinue until such notification has been provided. A copy of such notices shall be maintained as a permanent record.

Any person continuing to build without providing notification after notice by the Code Enforcement Officer(s) shall have committed a civil violation subject to a fine of not less than \$100.00 and not to exceed \$2,500.00 and other penalties provided pursuant to 30A MRSA \_\_\_\_\_. Each day that such violation exists shall be deemed a separate offense.

#### **Section 6. Appeal:**

An aggrieved party may appeal any decision of the Code Enforcement Officer(s) under this ordinance to Waldo County Superior Court.

#### **Section 7. Amendments:**

This ordinance may be amended by majority vote of the Town at any Town meeting, the warrant for which gives notice of the proposed change.

Adopted at Town Meeting: 3/20/89

Amended at Town Meeting: \_\_\_/\_\_\_/2012