

## Procedure for Obtaining Permits

This application for a building, shoreland zone, or wood harvesting permit must be completely filled out and returned to the Town Clerk, Carol Cochran, by the **First Tuesday of the month** with the appropriate fee (please see the attached fee schedule). Checks should be made payable to the Town of Weld, Planning Board. Katherine Shoaps, the Code Enforcement Officer (CEO), makes copies for each Planning Board member and retains the original. The Planning Board meets the 2nd **Wednesday of every month** at 6:00 p.m. at the town office. It is to your advantage to attend this meeting since the Planning Board may have questions regarding your application. Once the Board has met, the CEO or Board Chairman will notify you of the Board's decision.

**Please read the application very carefully and complete all of the questions, as incomplete applications will be tabled.**

A Maine Department of Transportation (MDOT) entrance permit is required if you are making an entrance or changing the use of your property (even if there is an existing entrance) from your property to a **state maintained roadway**. The entrance needs to be completed and inspected by MDOT within one year or the permit must be renewed. There is no fee for this permit.

MDOT phone # (207)562-4228  
Bill Austin, MDOT evaluator,

A property owner should consult with the town's Road Commissioner, David Fish at **#(207)585-2312**, about placement of an entryway or culvert onto a **town maintained road** before submitting the final plan to the Planning Board for approval.

If you have any questions regarding plumbing, buildings, or shoreland zoning regulations, please contact one of the following:

**Code Enforcement Officer-** Katherine Shoaps at (207)585-2348 or [weldceo@megalink.net](mailto:weldceo@megalink.net) Office Hours: Thursday, 9:00 a.m. to noon

**Plumbing Inspector-** David Errington at (207) 562-8081

### Planning Board-

Chairman, Mike Pratt	585-2336
Ted Simanek	585-2898
Nancy Pratt	585-2227
Margot Joly	585-2837
George Brown	585-2259