

Greenwood Planning Board Members

Matt Mitchell
Board chair

Members
David Newcomb
John Kwoka
Andrew Baker
Sarah Wood

Anne Kwoka
code enforcement officer
207-890-3812

Kingston Brown
Plumbing Inspector
207-595-4811

Highway Department
Richard Diaz
road foreman
207-875-3555
207-890-4522

Kimberly sparks
(contact to be placed on agenda)
Town office 207-875-2773

Greenwood Planning Board Meetings

Regular Board Meeting Time

5:30 p.m.

(The Board can vote to adjourn early or extend a meeting)

Regular Board Meeting Dates November-

April: 1st Monday of the Month

May-October: 1st & 3rd Monday of the Month

*(If the 1st or 3rd Monday of the month falls holiday, the Board will meet the following Monday.)

Meetings may be cancelled by the Board Chair due to weather or other safety concerns. The Board Chair may also call special meetings at times other than stated above.

Owners wishing to conduct business with the board **must contact** the Town Manager, Kimberly Sparks (207) 875-2773 **to be placed on the agenda**. However, an owner may designate **(in writing)** another person as proxy.

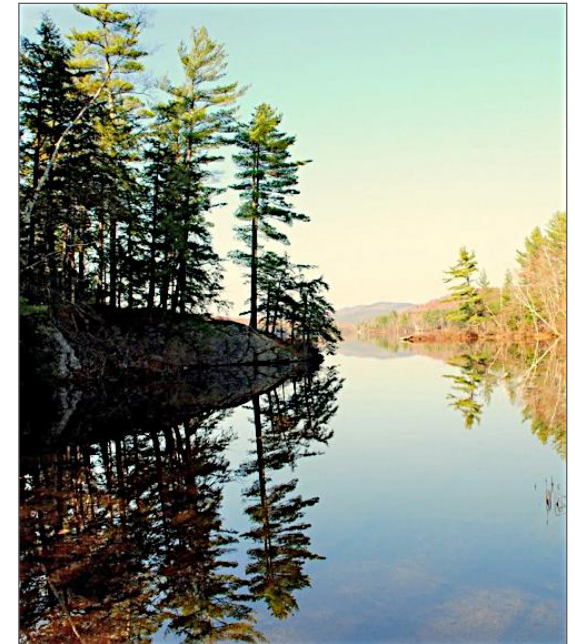
This brochure will be updated periodically. Please remember it is your responsibility to ensure you have the most recent version by contacting the Greenwood Planning Board or the Greenwood Town Manager.

Greenwood Planning Board Brochure,

Issued 12/18/2024

TOWN OF GREENWOOD, MAINE

Planning Board General Information



If you are planning a construction project in our town, please take a few minutes to read the following information.

It is required that property owners read and understand the town ordinances when applying for any permits.

May 19, 2012, an Electrical Cutoff Ordinance was passed.

It is the responsibility of the owner to ensure all building projects and change of use projects meet Greenwood Town Ordinances.

The following list addresses some of the most common concerns regarding construction and land use projects in the Town of Greenwood. It is not all inclusive Refer to Greenwood Town Ordinances for more information.

Application: The Permit Application is available at the Greenwood Town Office. This application **must be filled out completely and accurately** and presented to the Town Office. Applications will be reviewed by the Codes Officer. Completed Shoreland Zoning Applications will be placed on the Planning Board agenda at least seven days prior to the Planning Board meeting. The application contains instructions and requirements for completion. **Failure to submit a complete and accurate application may result in a rejection of the application by the Codes Officer and will delay the approval of the project.**

Appeals: Applicants have the right to appeal decisions of the Greenwood Planning Board. Contact the Greenwood Appeals Board for procedures.

Construction Permits: Permits approved by the Greenwood Planning Board or Codes Officer are required before any construction can be started.

Driveway Location: The Road Foreman must approve the location of all driveways before applying for a building permit and prior to construction.

Fees:

\$50.00 per each condominium unit.

\$50.00 per each family unit converted from a single-family house.

\$50.00 per single family unit converted from a seasonal residence to a year-round residence.

\$50.00 per lot for subdivision and trailer parks. Non-refundable, to be paid at the time of application. See Town of Greenwood Subdivision Ordinances for detailed explanations.

\$.20 per square foot for all single-family dwellings.

\$.10 for each additional story (sub and/or upper).

Minimum fee for residential construction is \$60.00.

\$.10 per square foot for all out-buildings, garages, barns, sheds and porches.

\$.10 per square foot for deck with roof

\$.10 per square foot for open decks.

\$.25 per square foot for commercial and industrial.

\$15.00 for in-ground swimming pools. No fee for above-ground pools.

\$.10 per square foot for decks and stairways constructed around any pool.

\$20.00 minimum fee applies to all projects other than residential.

Fire & EMS Impact fee, 1.5% of project cost - \$100,000

Fee Payment: Fees are to be paid at the time the preliminary plans are presented to the board. An additional \$50.00 per lot upon approval of the final plans.

Fines for non-compliance: Any person who continues to violate any provision of the ordinances after receiving notice of such violation shall be guilty of a misdemeanor subject to a fine of \$100.00 for each violation. Each day such a violation is continued it is a separate offense. Anyone applying for a permit after starting a project will be charged the permit fee plus a penalty charge of five times the permit fee.

YOU ARE NOT TO START ANY PROJECT BEFORE APPLYING FOR A BUILDING PERMIT.

Lot Lines: The minimum distance from all side and rear lot lines to a new structure is 10 feet. If, prior to acceptance of the 10-foot rule, a structure was within 10 feet of a lot line, a structure can be rebuilt in the exact same space. All lots shall be able to accommodate a circle having a diameter of 150 feet.

Maximum Lot Coverage: Structures shall not cover more than 20% of the lot. If more than one principal structure is constructed on a single lot, all dimensional requirements shall be met separately for each principal structure. **Minimum Lot Size:** 40,000 square feet

Right-of-Way Setbacks: All structures on right-of-ways of less than 33 feet will be set back at least 25 feet from the center of the right-of-way. All structures on rights-of-way of 33 feet or more will be 50 feet from the center of the right-of-way.

Modular Home Sales Tax: No municipality may allow the construction or location of any form of new manufactured housing within the municipality (except by a licensed dealer registered to collect the Maine sales tax) unless the buyer presents evidence that the Maine sales or use tax has been paid on the manufactured housing.

Multiple Units: All condominium units and multifamily units must have at least 1/2 acre of buildable land per unit. Each ten-dwelling unit within a planned development shall be located on its own five-acre parcel. Where there is less than 10 units, the required parcel site shall be determined by multiplying the number by 1/2 acre.

Subsurface wastewater disposal systems: Septic System designs need to be approved by the Plumbing Inspector before building permit applications can be submitted.

Site Review: The Town of Greenwood requires that a site review be done for projects located within Shoreland Zoning. Two members of the Greenwood Planning Board and the Greenwood Code Enforcement Officer are required to visit the site before any permits can be issued.

Structure Height: The maximum height for all single-family dwellings, condominium units, multifamily units, commercial and industrial structures and outbuildings shall be 35 feet from the lowest ground level.

Subdivisions: Subdivisions in the Town of Greenwood must have roads suitable for easy and safe access by law enforcement, fire, rescue and emergency medical vehicles.