

## **PLANNING BOARD: FREQUENTLY ASKED QUESTIONS**

### **Q: How often does the Planning Board meet?**

A. The Planning Board meets once a month. Our meeting night is the third Tuesday of every month at 7:00 PM, unless otherwise noted. Aside from regularly scheduled meetings public site walks and public hearings are scheduled on an as needed basis. A workshop or regular meeting will be held on the first Tuesday of the month if needed. The agendas and dates of all meetings will be posted on our website and at the Town Office on the bulletin board.

### **Q: Is it easy to get on an agenda?**

A. Yes, Contact PB Secretary or Code Enforcement Office to get on an agenda. Telephone # 207.539.2360, fax 207.539.2246, Email: [Townofotisfield@hotmail.com](mailto:Townofotisfield@hotmail.com). The agendas are finalized and posted a week prior to the meeting. It is possible to be added to the Planning Board agenda within 1- 2 meetings after submitting an application.

### **Q: How many copies do I need to bring with me to the meeting?**

A. Any material to be submitted to the Planning Board will have (9) copies submitted to the CEO or a Town Office employee by noon (2) Fridays before the regularly scheduled meeting.

### **Q: What is the definition of a driveway?** From the Definition Ordinance:

A. DRIVEWAY- A vehicular access-way serving one (1) lot that provides access to a street. A vehicular access-way serving two lots or less that provides access to a street. In the Shoreland Zone a driveway is limited in length to 500 feet.

### **Q: Do I need a permit to replace an existing oil tank?**

A. No, however our ordinance requires all replacement tanks to have self-containment. If the tank is outside the dwelling, it must have self-containment and a protective roof structure against the elements.

### **Q: Do I need a permit to have a home occupation or business in Otisfield?**

A. To date, Otisfield does not having a mandatory permit. The town is currently asking all residence based business to complete an application, available through the CEO or the town website, to be reviewed by the PB and possibly the Fire Dept.

### **Q: Do I need a permit for a gravel pit?**

A. Yes, as per our Otisfield Site Plan Review Ordinance, Section 5,B,9. Please see the CEO for the application and ordinance details.

### **Q: Is there a requirement for above or below ground power?**

A. Yes, our ordinance is as follows; any and all utilities from the road/street, public or private, to a new structure, may be installed above or below ground. The last pole prior to the structure can be no closer than 25' from said structure. This distance shall be underground.

### **Q: Does Otisfield have a Road Construction Ordinance?**

A: Yes, please refer to it online or at the Town Office.

### **Q: What do I do if the Code Enforcement Officer or the Planning Board denies my permit?**

A. If the CEO or the PB has denied a permit, bring the letter of denial to the Board of Appeals Secretary and complete a BOA application.

**Q: Should I decide to divide my land, how can I determine if this is defined as a subdivision?**

A: A subdivision is the division of a tract or parcel of land, into three or more lots, within any five-year period. For additional information on the Subdivision Ordinance, please refer to our Subdivision Ordinance section of our website or contact the Town Office.

**Q: What is a minimal size building lot for new construction?**

A. Outside of a Shoreland Zone, Otisfield has a 2-acre minimum building lot requirement with a 200' minimum road frontage or an "existing lot of record" that still meets current setback requirements.

A. Within a Shoreland Zone, Otisfield has a 1-acre minimum building lot requirement with a 200' minimum road frontage or an "existing lot of record" that still meets current setback requirements.

Questionable lots can be addressed with the CEO or Planning Board

**Q: What is a Shoreland Zone?**

From the Definition Ordinance:

A. SHORELAND ZONE - The land area located within two-hundred fifty (250') feet, horizontal distance of the normal high-water line of any great pond or river; within two-hundred fifty (250') feet of the upland edge of a freshwater wetland rated "moderate" or "high" value by the DIFW; within seventy-five (75') feet of the upland edge of a freshwater wetland rated "low" or not rated by the MDIFW; or within seventy-five (75') feet horizontal distance of other wetlands identified in the Otisfield Comprehensive Plan; or within seventy-five (75') feet of the normal highwater line of a stream and/or outlet stream.

**Q: What trees can I cut in the Shoreland Zone?**

A: Please refer to Shoreland Zoning Ordinance, Section 15, P, Q, R & S. before speaking with CEO who can further clarify.

TANYA TAFT  
10.04.06  
05.05.14  
07.20.15  
11.15.16