

## **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. These meetings will be posted on our website agenda and at the Town Office on the bulletin board.

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

A. Yes, Contact Tanya Taft, the PB Secretary or Richard St. John, CEO to get on. 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. (9) complete sets of submittals are required

### **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?**

Yes, as per our Otisfield Site Plan Review Ordinance, Page 27, letter L, # 1,2. 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 Tanya Taft, Board of Appeals Secretary, 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 our Subdivision Ordinance, please refer to our Subdivision Ordinance section of our website, or at the Town Office.

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

A. 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. Questionable lots can be addressed with the CEO or Planning Board.

TANYA TAFT  
10.04.06  
05.05.14  
07.20.15