



GENERAL NOTICE AND SELF-VERIFICATION FORM: ACCESSORY STRUCTURES

WHO NEEDS TO SUBMIT THIS FORM?

Anyone intending to construct an accessory structure that is:

- In a subdistrict where accessory structures are allowed without a permit subject to standards in the Maine Land Use Planning Commission's ("LUPC" or "Commission") service area; and
- In conformance with all the standards listed on the form.

Maine Law and the Commission's rules define "Accessory Structure" as: "A use or structure subordinate to a permitted or conditional use or structure and customarily incidental to the permitted or conditional use of the structure." 12 M.R.S. § 682. Accessory structures include but are not limited to garages, decks, porches, accessory solar energy generation facilities, and sheds.

WHERE CAN I GET HELP TO COMPLETE THIS SELF-VERIFICATION FORM?

Call the LUPC office that serves your area (use the QR code for locations and contact information). You can also visit the LUPC website at www.maine.gov/dacf/lupc/ to browse through our rules, recent publications, and other valuable information. If you are unable to access the website, please call 207-287-2632 for assistance.



MAILING YOUR SELF-VERIFICATION FORM

Submit your completed notification including Exhibit A - a Land Use Guidance Map marked with the location of your project to the LUPC's main office in Augusta: Land Use Planning Commission, 22 State House Station, Augusta, ME 04333. There is no fee for this notification. **NOTE: this notice can also be filed electronically through this website portal:**

www.maine.gov/dacf/lupc/accessory

CONSTRUCTION ACTIVITIES MAY NOT BEGIN PRIOR TO SUBMISSION OF A COMPLETED, SIGNED SELF-VERIFICATION FORM

The landowner may proceed with the proposed project after formally filing a completed notification with the Commission unless the Commission staff informs the landowner in writing that issues have been identified regarding the adequacy in which the Commission's rules are met.

THIS NOTICE IS NOT A PERMIT.

SUBMISSION DOES NOT CONSTITUTE COMMISSION APPROVAL.

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For office use:

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Tracking No.

Action No.

Accessory Structure Self-verification Notice Form

1. OWNER INFORMATION (REQUIRED) AND AGENT AUTHORIZATION (OPTIONAL)

Landowner / Lease holder Name(s)	Daytime Phone	
Mailing Address	E-mail	
Town	State	Zip Code
Agent Name, if applicable	Agent Daytime Phone	

2. PROJECT DESCRIPTION AND LOCATION

Township, Town, or Plantation	County
Name of the Road (if named)	Tax Information (<i>check tax bill</i>) Map: _____ Plan: _____ Lot(s): _____
Prior LUPC Permits Approved for this Property (e.g., BP 13046)	GPS Coordinates (<i>or attach an LUPC Land Use Guidance Map with the project location indicated</i>) Latitude: _____ Longitude: _____

2. PROJECT DESCRIPTION AND LOCATION

Type of proposed activity:		
structure #1: (type/use) _____	(e.g., shed, garage)	Dimensions: (L)___x (W)___x (H)___
structure #2: (type/use) _____	(e.g., shed, garage)	Dimensions: (L)___x (W)___x (H)___
structure #3: (type/use) _____	(e.g., shed, garage)	Dimensions: (L)___x (W)___x (H)___
When will the accessory structure(s) be constructed or placed on the property? Month: _____ Year: _____		

This Notice must provide landowner self-verification that all the following standards will be met.

Standards:

(The LUPC has helpful brochures on Accessory Structures and Dimensional Requirements online and available by mail)

1. The **total footprint** of all new or expanded accessory structures built on a lot within a two-year period **must not be more than 750 square feet**. Freestanding accessory solar energy generation facilities are limited to not more than 750 square feet in total.
2. The accessory structure(s) must:
 - a. Meet all of the applicable dimensional requirements in rule Sections 10.26,D through F, **including waterbody, property line, and roadway setbacks**;
 - b. Have unfinished interiors and **NOT be used for human habitation (i.e. dwelling)**;
 - c. Be located in a subdistrict that allows the principal use;
 - d. Be accessory to a legally existing principal structure or use;

- e. Meet the definition of accessory structure in Chapter 2 of the Commission's rules;
- f. Meet the applicable development standards in Sections 10.25,B (prospectively zoned areas only), F (noise and lighting), H (solid waste disposal), and M (erosion control);
- g. Meet any applicable permit conditions or deed restrictions recorded for the property;
- h. Be consistent with the use of the principal structure and not add a new activity to those currently permitted at the site or facility (e.g., not adding a commercial use to a residential property);
- i. If the accessory structure is a non-residential greenhouse, lighting will be fully shielded between sunset and sunrise. It will not illuminate exterior areas or otherwise make the greenhouse appear to glow.

3. The accessory structure(s) **must not**:

- a. **Have internal plumbing** or be supplied with water other than for a hose bib (exterior hose faucet);
- b. Be used for a home-based business;
- c. Be located in a flood prone area as defined in Chapter 2 of the Commission's rules and described in Section 10.23,C, which includes P-FP subdistricts and FEMA-mapped flood hazard areas;
- d. Use in construction nor produce any hazardous or toxic materials or substances; and
- e. Cause the total development on a property to exceed any gross floor area limitation related to the type of use (generally applying to non-residential development).

If you do not meet all the above standards, please STOP here! A permit is required if the standards are not met. Please contact the LUPC office that serves your area to determine what permit(s) you will need.



I, the LANDOWNER/LEASEE/AGENT, have personally examined and am familiar with the information submitted in this notification, and to the best of my knowledge and belief, this notification is true, accurate, and complete, and the accessory structures will be constructed/placed on-site in accordance with the standards listed above. I understand that if the notification is incomplete, it will be returned as incomplete. If there is an Agent listed above, I hereby authorize that individual or business to act as my legal agent in all matters relating to this notification. I understand that I am responsible for compliance with all standards administered by the Maine Land Use Planning Commission for accessory structures as well as any applicable state and federal standards.

This notification is not valid without the signature and date of the landowner(s), lessee(s), or authorized agent.

Landowner/Lessee/Agent Signature(s)*

Date

* By signing, the Agent is representing that they have the authority to act as an agent for the landowner or lessee.

Mail this form to: **The Land Use Planning Commission, 22 State House Station, Augusta, ME 04333.**