



ENGINEERING & PUBLIC SERVICES



Eric Dudley, PE
Director, Engineering & Public Services
371 Saco Street
Westbrook, Maine 04092
Phone: 207-854-0660
Fax: 207-854-0672

PRE-BUILDING PERMIT APPLICATION

Date Received: _____

Checklist

	Required	Not Required
<input type="checkbox"/> Surface Drainage Plan (City Engineer)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Driveway Permit (City Engineer)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sewer Connection Permit (Wastewater Manager)	<input type="checkbox"/>	<input type="checkbox"/>

Descriptions

Surface Drainage Plan: Each application for a building permit for new construction or for additions to existing buildings, which involves excavation, filling, or regrading of land, shall include appropriate information relative to the topography, existing and proposed grades of the applicant's land and the grade of all abutting streets. Any natural water courses, ditches, or swales, whether water runs constantly or intermittently, must be identified and shown on plans submitted. If any natural drainage is affected by the proposed construction, the application must show how the applicant intends to provide adequate drainage to prevent any unnecessary runoff onto abutting properties and/or streets. **It is strongly encouraged for this plan to be designed by a licensed professional engineer or equivalent professional.**

Driveway Permit: If any driveway is added or changed in location or grade or is improved or repaved, a permit is required with the Public Services Department. If any existing driveway is changed in degree or kind of use, such as from residential to business, a permit shall be required. The City of Westbrook adheres to the MaineDOT driveway and entrance rules which can be found at <https://www.maine.gov/mdot/traffic/drivewaypermits/>

Sewer Connection Permit: No person shall uncover, make any connection with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the City Code Enforcement Office. All such work shall comply with all applicable state and local codes, ordinances, statutes, and regulations. Connection to the public sewerage system shall be completed within one year after the official notice to do so. Every building located on premises abutting a public sewer and being within 200 feet of such public sewer shall connect to the public sewer system in the most direct manner possible.

Sewer ability to serve (ABS) letters will not be administered as part of this application. ABS letters are only issued when the sewer has been designed and accepted by the Wastewater Manager and/or City Engineer. The ability to serve letter authorizes that the City has the ability to treat and dispose of all sewage generated from a site by means of the public sewer system and treatment plant.



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SURFACE DRAINAGE PLAN APPLICATION

For Office Use

Date: _____ Fee Paid: _____ Map: _____ Lot: _____ Zoning District: _____

Application #: _____ Permit # _____ Date Issued: _____

Property Address of Proposed Work _____

Description of Project: _____

Anticipated Start Date: _____ Estimated Completion Date: _____

Residential Use: _____ Non-Residential Use: _____

Floodplain

Shoreland
Zone

Garage

Addition

Accessory
Unit

Other

Property Owner Information	Name		Mailing Address	
	Phone			
	Email			

Contractor Information	Name		Mailing Address	
	Phone			
	Email			

Project Contact	Name		Mailing Address	
	Phone			
	Email			

Notes*	Surface drainage plans are required for new construction or additions that involve excavation, filling, or regrading of land.
	All appropriate information relative to topography, existing and proposed grades of the applicant's land and the grade of all abutting street.
	Any natural watercourses, ditches or swales must be identified.

	If any natural drainage is affected by proposed construction, the application must show how the applicant intends to provide adequate drainage to prevent unnecessary runoff onto abutting properties and/or streets.
	The plan submitted must be drafted and stamped by a licensed Professional Engineer.

****Article II Surface Drainage of the City of Westbrook Ordinances***

I certify that I have provided, to the best of my knowledge, the information requested for this application and will not deviate from the plans submitted.

Applicant/Owners Signature _____ Date _____

For Office Use Only				
Approval	Approved			
	Denied			
		Public Services Official		Date

Guidance for Engineer:

The plan needs to include topographic lines across the parcel showing how the land will look in post condition with elevations stated for the contractor to meet. Spot grading is also acceptable provided there is enough detail for the contractor to follow. All culverts/drainage structures need to have elevations shown on the inlet and outlets (inside base of pipe) along with the size of pipe and provide dimension of how much fill will be over the pipe. This is not an exhaustive list of items to include on the plan but covers the basics.

If there are issues after construction, it is the responsibility of the applicant to address the situation to the satisfaction of the City.

The City's role in this process is to protect the rights of the abutting property owners in relation to any modifications made to surface water drainage that could impact their properties.



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PERMIT APPLICATION FOR CURB CUT, DRIVEWAY ENTRANCE & DRIVEWAY WIDENING

For Office Use

Date: _____ Fee Paid: _____ Map: _____ Lot: _____ Zoning District: _____

Application #: _____ Permit # _____ Date Issued: _____

Property Address of Proposed Work _____

of Existing Curb Cuts _____ Width of Proposed Curb Cut _____

Distance and Direction from Proposed Curb Cut to Nearest Intersection: _____

Anticipated Start Date: _____ Estimated Completion Date: _____

Residential Use: _____ Non-Residential Use: _____

Please provide a survey or a plot plan of property indicating locations and sizes of existing curb cuts and proposed curb cut. Show location of all adjacent public ways and distance and direction from proposed curb cut to nearest point of the intersection closest to the proposed curb cut.

Property Owner Information	Name		
	Phone		
	Email		

Contractor Information	Name		
	Phone		
	Email		

Project Contact	Name		
	Phone		
	Email		

All driveway installations and alterations shall comply with article V of the City of Westbrook Code of Ordinances and with the "Rules and Regulations Relating to Entrances to Highways" as adopted by the MaineDOT under provisions of 23 M.R.S.A § 704.

Notes	The proposed driveway must be clearly marked with stakes.
	The culvert should be smooth-bored HDPE or approved equivalent. The minimum culver size is 15 inches inside diameter by 30 feet in length.
	The minimum depth of gravel over the culvert is twelve (12) inches.
	A driveway apron must be paved with four (4) inches of bituminous concrete. The paved apron will extend from the edge of the existing roadway and will extend to the limit of the public right-of-way. Paved aprons will be a minimum of twelve (12) feet in width, having five (5) foot radii.

Any questions, please contact Public Services at (207) 854-0660

I certify that I have provided, to the best of my knowledge, the information requested for this application and will not deviate from the plans submitted.

ONCE THE DRIVEWAY/CULVERT IS INSTALLED – CALL PUBLIC SERVICES 207-854-0660 FOR AN INSPECTION.

Applicant/Owners Signature

Date

For Office Use Only				
A culvert is needed	Yes No	If Yes, Explain:		
Approval	Approved			
	Denied			
		Public Services Official	Date	



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SEWER CONNECTION PERMIT

For Office Use

Date: _____ Fee Paid: _____ Map: _____ Lot: _____ Zoning District: _____

Application #: _____ Permit # _____ Date Issued: _____

Location of Property _____ Map _____ Lot _____

a. Repair or replacement of Sewer Lateral

b. New Construction - Residential

i. Single-Family # of Bedrooms _____
ii. Duplex/
Multi-Family # of Units _____ # of Bedrooms/Unit _____

c. Existing Building - Residential

i. Addition (Room over Garage, Basement Room, Etc.) # of Bedrooms _____
ii. Additional
Apartment/ADU Existing Bedrooms _____ New Bedrooms _____

d. Business or Commercial (See Instructions)

Type of Business _____

e. Industrial (Requires IPT Overview; See Instructions)

Type of Industry _____

f. Change of Use (See Instructions)

Current or Former Use(s) _____

Proposed Use _____

g. Other

Explain _____

Property Owner Information	Name		Mailing Address
	Phone		
	Email		

Contractor Information	Name		Mailing Address
	Phone		
	Email		

Project Contact	Name		Mailing Address
	Phone		
	Email		

I hereby agree to accept and abide to the conditions set forth in Chapter 260 and 281 of the Code of Ordinances of the City of Westbrook, Maine. I further authorize the contractor indicated on the application to complete the work for which this permit is issued. I also agree in the event that a contractor other than the contractor stated on page one of this application performs the work stated, that I would file an amended application.

Applicant/Owners Signature

Date

For Office Use Only				
Approval	Approved			
	Denied			
			Public Services Official	Date