

Town of Norway

Town Manager
Tax Collector
Town Clerk
Assessor



Police Department
Fire Department
Code Enforcement
Sewer Department

Town of Norway

Building Code

Ordinance

Town of Norway



Norway Building Code Ordinance

An ordinance to provide for the health, safety, and public welfare through regulation of new construction, alteration and replacement of buildings by specifying standards for sanitation, for prevention of destruction by fire or collapse, protection of life as well as natural resources, and for satisfying the aesthetic taste. It also provides for the issuing of permits, provides for penalties and prescribes a method of appeal.

SECTION 1. SCOPE.

All building construction in the town of Norway is governed by the Maine Uniform Building and Energy Codes, "MUBEC", which is hereby adopted by reference in accordance with 10 M.R.S. §9724. All new construction, alterations, additions, movement, enlargement, replacement, repair, removal and demolition of buildings and structures; installation or alteration to plumbing or wastewater disposal systems, insulation, mechanical systems; and electrical systems shall comply with the provisions of MUBEC.

A. EXCLUSIONS.

This ordinance does not apply to:

1. Fencing 7' in height and under.
2. Retaining walls 4' and under.
3. Landscaping, except when located in the shoreland zone.
4. Repairs, replacement and/or normal maintenance not requiring structural elements, and decorative changes in existing structures or buildings.

SECTION 2. DEFINITIONS.

For the purpose of this Ordinance the following words or phrases shall have the meaning ascribed to them in this section:

- A. **Abutting Landowners:** Owners of any lot which is located within 500' of the lot in question, including those lots located across a public or private road.

- B. **Accessory Dwelling Unit (ADU):** A self-contained dwelling unit located within, attached to or detached from a single-family dwelling unit located on the same parcel of land. An accessory dwelling unit must be a minimum of 190 square feet unless the Technical Building Code and Standards Board, pursuant to 10 M.R.S.A., Section 9722, as may be amended, adopts a different minimum standard; if so, that standard applies. An accessory dwelling unit can be no greater than 750 square feet.
- C. **Accessory Structures:** Structures which are detached from and clearly incidental to the principal use, including but not limited to sheds, lean-tos, and gazebos.
- D. **Building:** Any structure having a roof supported by columns or walls and intended for the shelter, housing, or enclosure of any individual, animal, process, equipment, goods, or material of any kind.
- E. **Code Enforcement Officer:** A person employed by a municipality to enforce all enabling state laws and local ordinances in the following areas: shoreland zoning, land use regulation, internal plumbing, subsurface wastewater disposal, and building standards, as defined in Title 30-A M.R.S.A. § 4451.
- F. **Commercial/Industrial:** Shall mean buildings, which are used, for sales, manufacturing, storage, service, warehousing, or other related purposes. It also includes non-owner-occupied apartment buildings of more than two (2) dwelling units.
- G. **Dimensional Requirements:** Numerical standards relating to spatial relationships including, but not limited to, setback, lot area, shore frontage, road frontage, lot depth and height.
- H. **Dwelling:** Any building that contains one or more dwelling units used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or that are occupied for residential occupancy.
- I. **Dwelling Unit:** Any part of a structure which, through sale or lease, is designated and equipped exclusively for use as living quarters including provisions for living, cooking, and eating, sanitation and sleeping.
- J. **Edge of Street:** Shall mean the edge of the normal travel way. Consideration should be given to the legal width of the road/sidewalk.

- K. **Historic District:** Shall mean that area of the Town of Norway that is depicted on the map titled "Norway Downtown with Historic District and Gateway Areas" on file with the Town Clerk.
- L. **Living Space:** Shall mean actual enclosed space suitable for year-round occupancy. It shall not include porches, patios, and similar areas whether enclosed or not.
- M. **Lot:** A single parcel of developed or undeveloped land described in a deed or other legal instrument.
- N. **Lot of Record:** A parcel of land, a legal description of which or the dimensions of which are recorded on document or map on file with Oxford County Registry of deeds on or before November 6, 1973.
- O. **Manufactured Housing:** A structural unit or units designed to be used as a dwelling or dwellings and constructed in a manufacturing facility and then transported by the use of its own chassis or placement on an independent chassis to a building site. For the purpose of this ordinance, there are three types of manufactured housing. They are:
1. HUD-code homes: Manufactured dwelling units constructed after June 15, 1976 that the manufacturer certifies are constructed in compliance with the HUD standards.
 2. State certified Modular homes: Manufactured dwelling units that the manufacturer certifies are constructed in compliance with the Maine Manufactured Act, MRS Title 10 Part 11 Chapter 951.
 3. Pre-HUD code homes: Manufactured dwelling units constructed before June 15, 1976.
- P. **Nonconforming Lot:** A single lot of record which on the effective date of this Code does not meet the area, frontage or width requirements.
- Q. **Principal structure:** The structure in which the main or primary use of the lot occurs or is intended to occur.
- R. **Principal use:** The main or primary purpose in which a lot is used or intended to be used.
- S. **Recreational Vehicle, tow behind camper, fifth-wheels and class A, B or C motor coaches:** Shall mean a titled and registered vehicle to include but not limited to: a motorhome, housecar, travel trailer, truck camper, or camp trailer; with or without motive power; designed for human habitation, though not permanent, or other occupancy. See Sec 4 and 6 for additional restrictions.
- T. **Single-family dwelling:** A structure containing one (1) dwelling unit.

- U. **Street:** A vehicular public way maintained by or owned by the Town of Norway or the State of Maine or private vehicular way shown on a recorded plan and/or approved by the Planning Board or Addressing Officer.
- V. **Structural Change:** Shall mean an alteration of a load carrying member or alteration of the exterior dimensions of the building footprint.
- W. **Structure:** Anything temporarily or permanently located, built, constructed or erected for the habitable support, shelter, enclosure of persons, animals, goods, or property of any kind, or anything constructed or erected on or in the ground. The term includes structures temporarily or permanently located, such as decks, patios, solar energy systems, solar arrays, and satellite dishes.
- X. **Tiny Home:** A living space permanently constructed on a frame or chassis and designed for use as permanent living quarters that:
 - 1. Complies with American National Standards Institute Standard A 119.5 on plumbing, propane, fire and life safety and construction or National Fire Protection Association standard 1192 on plumbing, propane and fire and life safety for recreational vehicles;
 - 2. Does not exceed 400 square feet in size;
 - 3. Does not exceed any dimension allowed for operation on a public way under Title 29-A Motor Vehicles and Traffic; and
 - 4. Is a vehicle without motive power.

SECTION 3. DIMENSIONAL REQUIREMENTS.

- A. **Size of Lot.** No dwelling unit shall be constructed upon, or manufactured housing moved to a lot within an area of less than 20,000 square feet, and with street frontage of less than 100 feet. Dwelling construction or placement of manufactured housing shall be permitted on a lot with a minimum of 10,000 square feet with a minimum of 100 feet of street frontage, provided that public water and public sewage are available.
 - 1. **Building in the Shoreland Zone.** Lots located in the Shoreland Zone shall comply with the minimum lot area requirements in the Town of Norway Shoreland Zoning Ordinance. Minimum shore frontage and minimum setback from the normal high-water line or upland edge of a wetland shall comply with Section 15 of the Town of Norway Shoreland Zoning Ordinance.

- B. Minimum Floor Area.** The minimum floor area for a dwelling unit shall be 500 Square feet. The minimum floor area does not apply to a Tiny House or an Accessory Dwelling Unit.
- C. Front Set-Back.** No building, principal structure or manufactured housing shall be placed on a lot unless it is set back from the edge of the normal traveled way at least 25 feet, provided however, if there is a common set-back line established by existing dwellings, the 25-foot set-back may be reduced in line with the established front set-back.
- D. Rear and Side Set-Back.** No building, principal structure or manufactured housing shall be placed on a lot unless it is 20 feet from an adjoining lot line. A single story accessory structure, not used for living area, may be placed 10 feet from the lot line. The Historic District shall be allowed to have a side setback of five (5) feet.
- E. Off Street Parking.** All driveway entrances shall be approved by the Highway Foreman and CEO. A minimum of two (2) off street parking spaces to each newly constructed residential dwelling unit, and/or one and one half (1 ½) off street parking spaces for each dwelling unit in existing buildings shall be provided.
- F. Driveway Entrance.** For new driveway locations a driveway entrance permit is required. The culvert length, if needed, will be specified by the Highway Foreman after the building permit is applied for but not be less than 30' in length. The property owner/contractor will secure and have delivered to site for installation by the Town with appropriate notice. All new driveways will be at a minimum 15' away from all cemeteries and burial grounds and meet the sightline distance provided by Maine Dept. of Transportation.
- G. Nonconforming Lots.**
 - 1. *Vacant Nonconforming Lots.* A vacant and unimproved legally nonconforming lot may be built upon provided the lot is in separate ownership and not contiguous with any other lot in the same ownership and all provisions of this Code can be met except street frontage and lot size. A Variance of setbacks or other requirements not involving lot area or width may be obtained only by action of the Board of Appeals.
 - 2. *Non-conforming Lots with Structure.* A structure which was built or placed on a legally nonconforming lot prior to the time when the lot became nonconforming may be rebuilt, repaired, improved, or replaced in conformity with the dimensional requirements imposed by this Code other than the lot area and frontage.

If an existing dwelling or structure is demolished, burns or is destroyed by natural causes by more than fifty (50) percent, it may be rebuilt or repaired within the same footprint on the same lot in accordance with this Code, even if the structure does not meet the dimensional requirements, provided that a permit for construction be obtained within eighteen (18) months from date of the qualifying event.

If an existing dwelling or structure is demolished, burns or is destroyed by natural causes by less than fifty (50) percent, it may be rebuilt or repaired within the same footprint on the same lot in accordance with this Code, even if the structure does not meet the dimensional requirements, provided that a permit for construction be obtained within one (1) year of the qualifying event.

If an existing dwelling or structure in the Historic District is demolished, burns, or is destroyed by natural causes, it may be rebuilt or repaired within the same footprint on the same lot at any time, even if the structure does not meet the dimensional requirements, provided all necessary permits are obtained.

3. *Contiguous Vacant Lots.* If two or more vacant and unimproved contiguous lots were in the same ownership or record at the time of adoption or amendment of requirements imposed by this code, the lots shall be combined to the extent necessary to meet these standards and no division of the parcel made up of the combined lots shall be made which creates any dimension of area which is less than the requirements established by this Code.
4. *Contiguous Built & Vacant Lots.* If two or more contiguous lots or parcels are in single or joint ownership of record at the time of, or since adoption, or amendment of this Code. If any of these lots do not individually meet the dimensional requirements of this code or subsequent amendments, and if one or more are vacant or contain no principal structure, the lots shall be combined to the extent necessary to meet the dimensional requirements.
 - i. This provision shall not apply to two or more contiguous lots, at least one of which is nonconforming, owned by the same person or persons on the effective date of this Code and recorded in the registry of deeds if the lot is served by a public sewer or can accommodate a subsurface wastewater disposal system in conformance with the State of Maine Subsurface wastewater Disposal Rules.
5. *Contiguous lots with existing structures.* If two or more contiguous lots or parcels are in single or joint ownership of record at the time of adoption of this Code, if all or part of the lots do not meet the dimensional requirements of this Code, if all or part of the lots do not meet the dimensional requirements of this code, and if a principal use or structure exists on the lot, the non-conforming lots may be conveyed separately or together, provided that the State minimum Lot Size Law and the Subsurface Wastewater Disposal rules are complied with.
 - i. If two or more principal uses or structures exist on a single lot of record on the effective date of this Code, each may be sold on a separate lot provided that the above referenced law and rules are complied with.

When such lots are divided, each lot thus created must be as conforming as possible to the dimensional requirements of this Code.

6. *Transfer of Ownership.* Ownership of legally nonconforming lots together with the rights of use created by this section may be transferred to subsequent owners.
7. *Illegal Reduction in Dimensions.* No lot shall be reduced in any manner that violates the requirements of this Code. If land is subdivided, conveyed, divided or otherwise transferred in violation of this ordinance, no building permit or other municipal permit shall be issued with reference to any of the land or lots so reduced until all such lands or lots fulfill the dimensional regulations.

SECTION 4. TINY HOMES.

- A. **Tiny homes.** A tiny home is permitted to be placed or erected on an individual house lot, or as an accessory structure, subject to all applicable land use requirements as single-family dwellings, or as an accessory structure. This includes but is not limited to provisions for connection to a potable water supply, sanitary facilities, and any utilities required to provide for the safety of the occupants of the dwelling.
- B. Tiny homes do not include trailers, semi-trailers, camp trailers, recreational vehicles, or manufactured housing.
- C. "Tiny home" means a living space permanently constructed on a frame or chassis and designed for use as permanent living quarters that:
 1. Complies with American National Standards Institute standard A119.5 on plumbing, propane, fire and life safety and construction or National Fire Protection Association standard 1192 on plumbing, propane and fire and life safety for recreational vehicles;
 2. Does not exceed 400 square feet in size excluding lofts;
 3. Does not exceed any dimension allowed for operation on a public way under Title 29-A Motor Vehicles and Traffic; and
 4. Is a vehicle without motive power.
- D. Tiny homes constructed on a frame or chassis are required to obtain a TITLE, similar to that of an RV or other motor vehicle intended for use on public ways, as required under Title 29-A.

E. Tiny Home Regulation and Exceptions:

1. Tiny homes shall comply with the minimum standards set forth in MUBEC Chapter 5 Appendix V Tiny Homes. For regulation of a See MUBEC Chapter 5 for Tiny Home Specific rules. Definitions found under Chapter 5 apply only to Tiny Homes.

SECTION 5. ACCESSORY DWELLING UNITS (ADUs)

A. Requirements

1. A lot where a single-family dwelling unit is the principal structure may establish one accessory dwelling unit (ADU). An ADU may be located within, attached to, or detached from the principal structure.
2. The ADU must be under the same ownership as the principal structure.
3. For an ADU located within the same structure as a single-family dwelling unit or attached to or sharing a wall with a single-family dwelling unit, the setback requirements must be the same as the setback requirements of the single-family dwelling unit, except for an accessory dwelling unit permitted in an existing accessory building or secondary building or garage as of the implementation date, in which case the requisite setback requirements for such a structure apply.
4. When an accessory dwelling unit is located in the shoreland zone, the lot area and shore frontage described in the Shoreland Zoning Ordinance for the Town of Norway shall apply to both the principal structure and the accessory dwelling unit. (*e.g.*, for a single-family dwelling and an ADU on a lot in the Shoreland Zone, the lot must have twice the minimum lot area and twice the minimum shore frontage).

B. Size

The accessory dwelling unit must be at least 190 square feet in size, unless the Technical Building Code and Standards Board, pursuant to 10 M.R.S. § 9722, as may be amended, adopts a different minimum standard; if so, that standard applies. Other size limitations apply if located within a subdivision.

SECTION 6. RECREATIONAL VEHICLES.

Occupations prohibited; exception.

- A. It shall be unlawful to occupy any camper-trailer or motor home for living purposes anywhere within the Town except in a recreational trailer park which is duly licensed under applicable law and maintained in accordance with applicable law; or when parked at an existing developed lot for the interests and enjoyment of the property owner for more than 30 consecutive calendar days.
- B. Notwithstanding Subsection A, when a building permit has been issued for the construction or alteration of a building, the CEO may issue a temporary permit, valid for twelve-(12) months, for the placement and occupation of one camper-trailer, camper or motor home in connection with the construction or alteration of such building, if he/she finds that the standards in Subsection C will be met. He/She may extend the permit for an additional six-month period if he/she finds that construction or alteration has been diligently pursued and that justifiable circumstances require the extension.
- C. Standards for permits under Subsection B are as follows:
 1. The applicant has submitted a plan showing the specific proposed location and has paid a fee established by the Town after an application has been submitted to the code enforcement officer.
 2. The proposed location of the camper is on the same lot as the building being constructed or altered.
 3. The proposed location of the camper will not violate any lot yard provision of covenants of any deed for the property.
 4. Adequate provision and submitted plan is made for disposal of all waste; including trash and sewage.
- D. Notwithstanding Subsection A, a recreational vehicle may be occupied outside of an approved RV park for up to 60 hours if it meets the following standards and obtains a permit from the Code Enforcement Office based on standards (1) through (5) below. A permit may be denied or revoked if any of the standards have not been complied with.
 1. The recreational vehicle has self-contained sewage disposal, potable water and electrical service. The recreational vehicle must be currently registered for over-the-road travel by any state government of the United States or provincial government of Canada.

2. The recreational vehicle is accessory to and is located on the same property as a duly-permitted "enclosed sports facility" or agricultural fairground.
3. The occupation of the recreational vehicle occurs only during the exhibition, or the day before or after it.
4. No more than 20 such vehicles shall be permitted on any one lot at a time.
5. External electrical generators used in association with the recreational vehicles permitted under this section are prohibited.

SECTION 7. PERMIT.

Before the construction, alteration, relocation or replacement of any structure, building, manufactured housing or part thereof, including foundations, shall be commenced, the owner or lessee, or architect, contractor or builder employed by such owner or lessee shall obtain a permit from, including but not limited to, the Code Enforcement Officer, "CEO", to cover such work; no permit shall be required for regular maintenance of dwellings. Construction, alteration, relocation, or replacement of commercial or industrial buildings or structures, requires Planning Board approval before the Building Permit can be obtained from the CEO.

- A. **Application.** The application for the Building permit shall be in writing and shall be made in such a form, as the CEO shall prescribe. It shall contain a description a copy of the deed and written approval from the owner or designee if the applicant is not the owner, and may require professional drawings of the proposed new, altered, or relocated building or the replacement contemplated.
 1. An HHE 200 subsurface wastewater and disposal design, plumbing, ~~and~~ electrical, and driveway entrance permit as well as a plot plan showing location of work, recheck worksheet, a cross section diagram, and insulation values shall accompany the building permit application. The application shall be filed with the code enforcement office at the Town Office.
- B. **Permit Approval.** The CEO, after the proper examination of the application, or Planning Board authorization, shall either issue the requested permit or transmit notice of refusal within a reasonable time, not to exceed twenty (20) working days. Notice of refusal shall be in writing and shall state the reasons thereof.
- C. **Life of a Permit.** All building permits shall expire after one calendar year unless a different term is stated on the permit.
- D. **Provisions for Renewing.** Renewal applications will be considered upon the expiration of the permit on a no fee basis for a period of two years as long as consistent and continual work is done on the structure.

- E. **Display of Permit.** Every Building permit shall be displayed in a conspicuous place on the street side of the premises upon issuance and shall not be moved until all work covered by the permit has been approved.
- F. **Prohibited.** No building permit shall be issued to an applicant if there are unresolved land use or code violations relating to the property for which the permit is sought; provided, however that a permit may be issued if it is necessary to resolve the underlying violation.
- G. **Disposal of Construction Waste and Debris.**
 - a. Construction sites shall be properly maintained. During construction, all debris (including concrete, brick, lumber, building materials, paper, cups, and trash) shall be properly disposed of daily.
 - b. A 2- to 10-cubic-yard container or dumpster must be temporarily located on a construction site to deposit any waste or debris generated by the construction.
 - c. Any building material (new or used), lumber, brick, gravel, sand or dirt is prohibited to be stored on any lot, except during such reasonable time as a house or structure is under actual construction and properly permitted by the Town of Norway, except for dirt and sand being used by the occupant of a home on such property for leveling, grading or landscaping purposes.

SECTION 8. FEES.

The building permit fee schedule will be approved by the Select Board and reviewed bi-annually.

SECTION 9. INSPECTIONS.

This code shall be administrated by the CEO who shall be appointed in a manner consistent with the appointment of other Department Heads.

- A. The CEO will inspect all buildings, structures, and manufactured housing being constructed, altered, replaced or relocated for the purpose of enforcing provisions of this Ordinance, building permits and all other local and state laws governing the construction, alteration, movement, repair, placement or replacement of buildings.
- B. Right of entry. The CEO in the performance of his or her duties, may, at any reasonable time, enter any building or manufactured housing for the purpose of making the inspection required by this code.

SECTION 10. CERTIFICATE OF OCCUPANCY.

No building or manufactured housing shall be occupied after its construction or relocation until the CEO has issued a Certificate of Occupancy. A Certificate of Occupancy shall be issued if proper examination

shows that all work including a passing radon and blower door test was performed in compliance with the provisions of the building permit and this Code. A Certificate of Occupancy shall not be issued for any manufactured housing which does not conform to ANSI No. A119-2 or MHMA Code.

SECTION 11. ENFORCEMENT.

- A. Whenever the CEO finds that work/use is performed without necessary permits or in violation of a building permit, plan, ~~or this town ordinance~~, State Statutes, or other regulation, he or she shall serve a written notice or order upon the person responsible for the condition that is in violation of the provisions or requirements of this Ordinance.
- B. If work is performed without a permit, a fine of five (5) times the permit fee will be assessed for a permit issued after the fact.
- C. The CEO is charged with the prosecution of all violations of the provisions of this Ordinance. In case such notices or orders referred to in Paragraph A, above, are not promptly complied with, he or she shall take such action as is proper to restrain, correct, remove, or punish such violations. Special liens, attorney's fees and costs and filing costs at court can all be assessed to the owner of the property.
- D. All fines will be assessed in accordance with 30-A M.R.S. §4452. Fines of \$100 to \$2,500 per day, per violation could be assessed for ongoing violations.
- E. Failure to request a timely inspection during the construction project will result in a fine of \$100 for the first offense and doubled for each offense thereafter of the construction project.

SECTION 12. CONFLICTING PROVISION.

Whenever the regulations made under the authority thereof differ from those described by any statute, ordinance, or other regulations, that provision, which imposes the greater restriction or the higher standard, shall govern.

SECTION 13. VALIDITY.

If any section, clause, provision, portion or phrase of this Ordinance shall be held to be valid or unconstitutional by any court of competent authority, such holding shall not affect, or validate any other section, clause, provision, portion or phrase of the Ordinance.

SECTION 14. RIGHT OF APPEAL.

A. Appeals.

1. Powers and Duties of the Board of Appeals. The Board of Appeals shall have the following powers:
 - a. **Administrative Appeals:** To hear and decide administrative appeals on a de novo basis where it is alleged by an aggrieved party that there is an error in any order, requirement, decision or determination made by, or failure to act by, the Code Enforcement Officer in his or her review of and action on a permit application under this Ordinance. Any order, requirement, decision or determination made, or failure to act, in the enforcement of this ordinance is not appealable to the Board of Appeals.
 - b. **Variance Appeals:** To authorize variances upon appeal, within the limitations set forth in this Ordinance.
2. **Variance Appeals.** Variances may be granted only under the following conditions:
 - a. Variances may be granted only from dimensional requirements including but not limited to, lot width, structure height, percent of lot coverage, and setback requirements.
 - b. Variances shall not be granted for establishment of any uses otherwise prohibited by this Ordinance.
 - c. The Board shall not grant a variance unless it finds that:
 - (1) The proposed structure or use would meet the provisions of this Ordinance except for the specific provision which has created the non-conformity and from which relief is sought; and
 - (2) The strict application of the terms of this Ordinance would result in undue hardship. The term "undue hardship" shall mean:
 - a. That the land in question cannot yield a reasonable return unless a variance is granted;
 - b. That the need for a variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood;
 - c. That the granting of a variance will not alter the essential character of the locality; and
 - d. That the hardship is not the result of action taken by the applicant or a prior owner.

- d. Notwithstanding Section 14(A)(2) above, the Board of Appeals or the codes enforcement officer, if authorized in accordance with 30-A MRSA §4353-A, may grant a variance to an owner of a residential dwelling for the purpose of making that dwelling accessible to a person with a disability who resides in or regularly uses the dwelling. The Board shall restrict any variance granted under this subsection solely to the installation of equipment or the construction of structures necessary for access to or egress from the dwelling by the person with the disability. The Board may impose conditions on the variance, including limiting the variance to the duration of the disability or to the time that the person with the disability lives in the dwelling. The term "structures necessary for access to or egress from the dwelling" shall include railing, wall or roof systems necessary for the safety or effectiveness of the structure. Any permit issued pursuant to this subsection is subject to the applicable provisions of this Ordinance.
- e. The Board of Appeals shall limit any variances granted as strictly as possible in order to ensure conformance with the purposes and provisions of this Ordinance to the greatest extent possible, and in doing so may impose such conditions to a variance as it deems necessary. The party receiving the variance shall comply with any conditions imposed.

3. Administrative Appeals

When the Board of Appeals reviews a decision of the Code Enforcement Officer, the Board of Appeals shall hold a "de novo" hearing. At this time the Board may receive and consider new evidence and testimony, be it oral or written. When acting in a "de novo" capacity the Board of Appeals shall hear and decide the matter afresh, undertaking its own independent analysis of evidence and the law, and reaching its own decision.

4. Appeal Procedure

a. Making an Appeal

- (i.) An administrative or variance appeal may be taken to the Board of Appeals by an aggrieved party from any decision of the Code Enforcement Officer, except for enforcement-related matters as described above. Such an appeal shall be taken within thirty (30) days of the date of the official, written decision appealed from, and not otherwise, except that the Board, upon a showing of good cause, may waive the thirty (30) day requirement.
- (ii.) Applications for appeals shall be made by filing with the Board of Appeals a written notice of appeal which includes:
 - a. A concise written statement indicating what relief is requested and why the appeal or variance should be granted.
 - b. A sketch drawn to scale showing lot lines, location of existing buildings and structures and other physical features of the lot pertinent to the relief sought.

- c. Upon receiving an application for an administrative appeal or a variance, the Code Enforcement Officer shall transmit to the Board of Appeals all of the papers constituting the record of the decision appealed from.
- (iii.) The Board of Appeals shall hold a public hearing on an administrative appeal or a request for a variance within thirty-five (35) days of its receipt of a complete written application, unless this time period is extended by the parties.

b. Decision by Board of Appeals

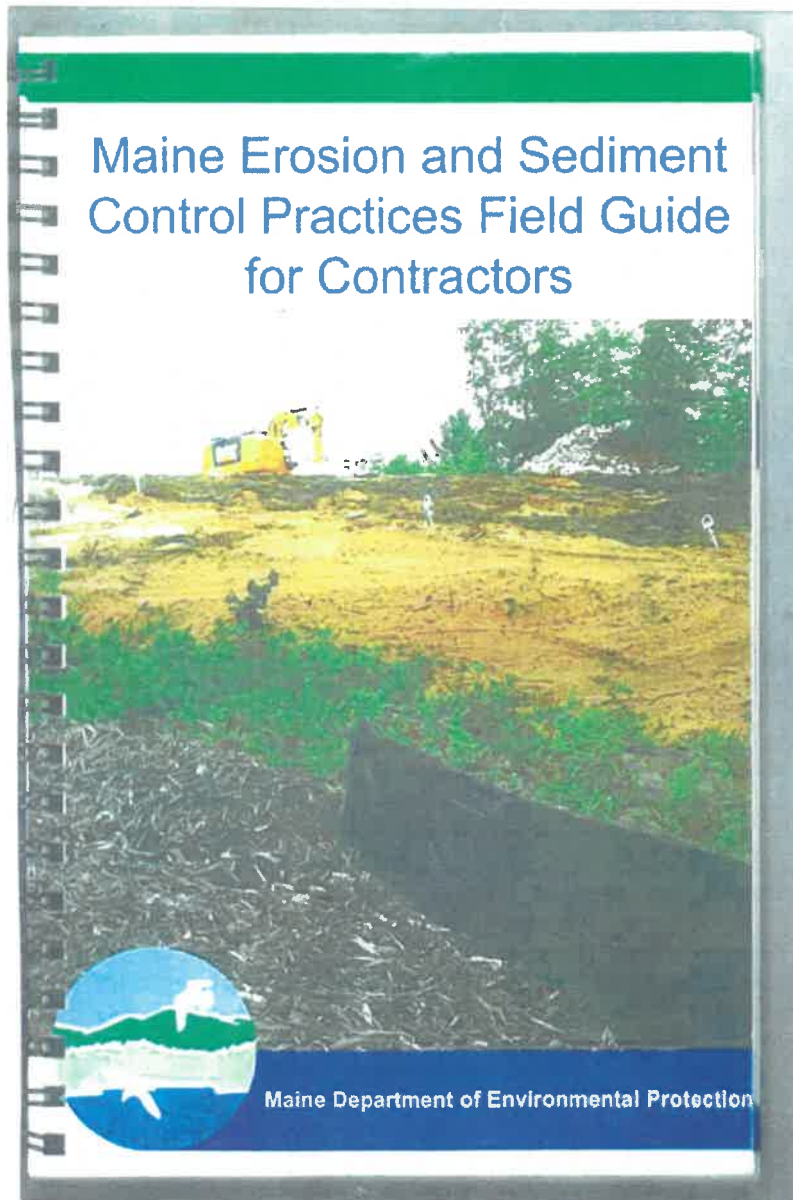
- (i) A majority of the full voting membership of the board shall constitute a quorum for the purpose of deciding an appeal.
 - (ii) The person filing the appeal shall have the burden of proof.
 - (iii) The Board shall decide all administrative appeals and variance appeals within thirty-five (35) days after the close of the hearing, and shall issue a written decision on all appeals.
 - (iv) The Board of Appeals shall state the reasons and basis for its decision, including a statement of the facts found and conclusions reached by the Board. The Board shall cause written notice of its decision to be mailed or hand-delivered to the applicant within seven (7) days of the Board's decision. Copies of written decisions of the Board of Appeals shall be given to the Code Enforcement Officer and the municipal officers.
5. Appeal to Superior Court. Except as provided by 30-A M.R.S.A. section 2691 (3)(F), an aggrieved party who participated as a party during the proceedings before the Board of Appeals may take an appeal to Superior Court in accordance with State laws within 45 days from the date of any decision of the Board of Appeals.
6. Reconsideration. In accordance with 30-A M.R.S.A. section 2691 (3)(F), the Board of Appeals may reconsider any decision within forty-five 45 days of its prior decision. A request to the Board to reconsider a decision must be filed within ten (10) days of the decision that is being reconsidered. A vote to reconsider and the action taken on that reconsideration must occur and be completed within forty-five (45) days of the date of the vote on the original decision. Reconsideration of a decision shall require a positive vote of the majority of the Board members originally voting on the decision, and proper notification to the landowner, petitioner, code enforcement officer, and other parties of interest, including abutters and those who testified at the original hearing(s). The Board may conduct additional hearings and receive additional evidence and testimony. Appeal of a reconsidered decision to Superior Court must be made within fifteen (15) days after the decision on reconsideration.

SECTION 15. EFFECTIVE DATE. This Ordinance shall become effective upon its passage.

Enacted November 6, 1973
Amended March 4, 1974
Amended August 18, 1987
Amended May 15, 1997
Amended July 1, 1999
Amended September 18, 2003
Amended June 18, 2012
Amended June 17, 2013
Amended June 16, 2014
Amended June 15, 2015
Amended June 14, 2021
Amended June 17, 2024

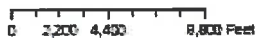
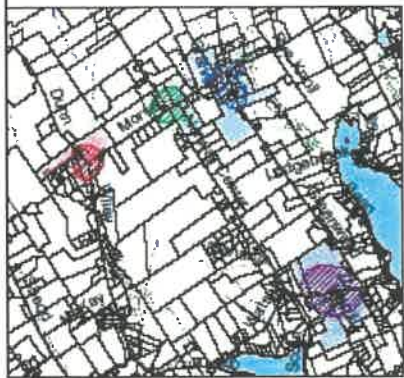
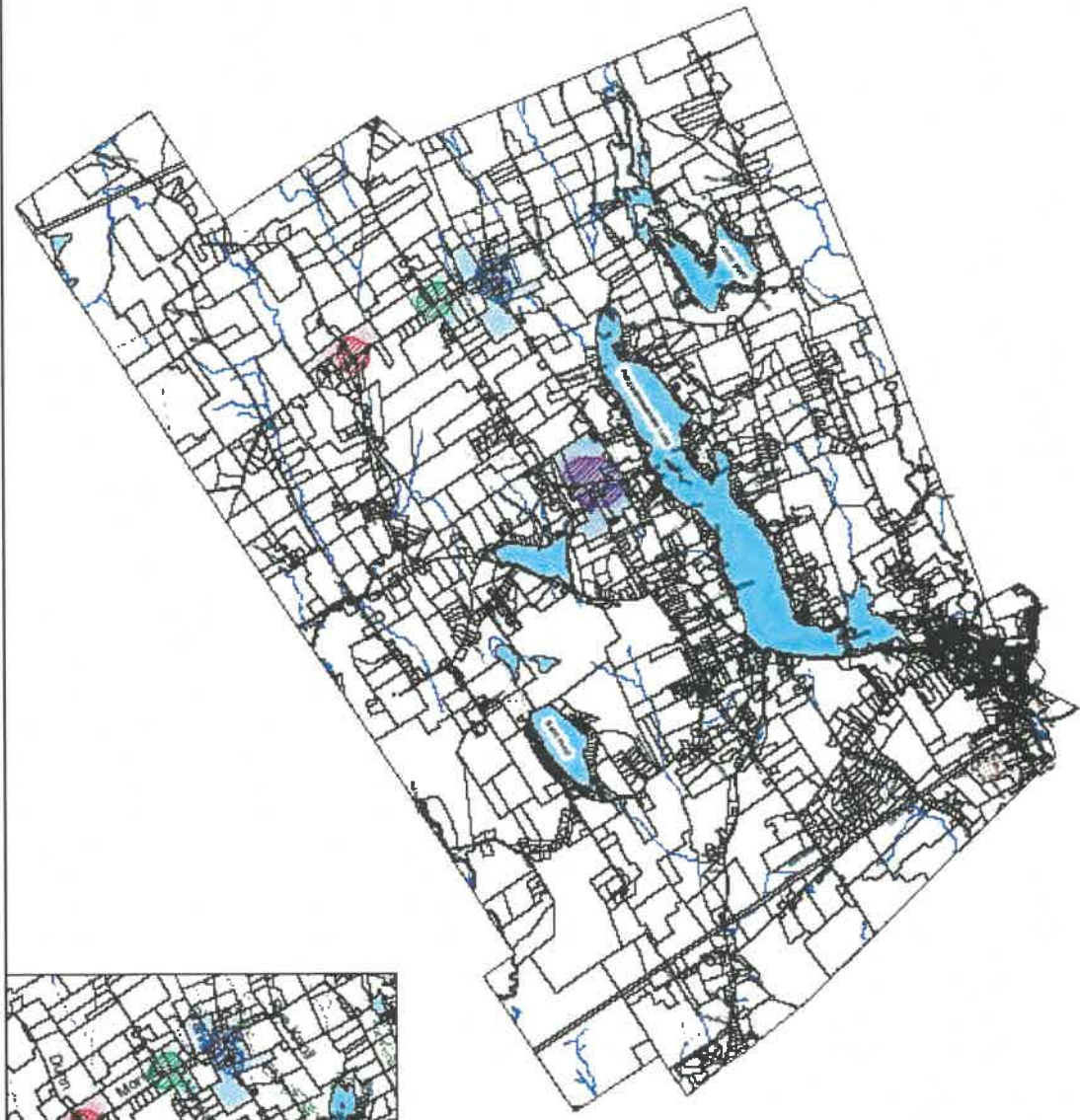
Appendix A

DEP Erosion & Sediment Control Best Management Practices



APPENDIX B

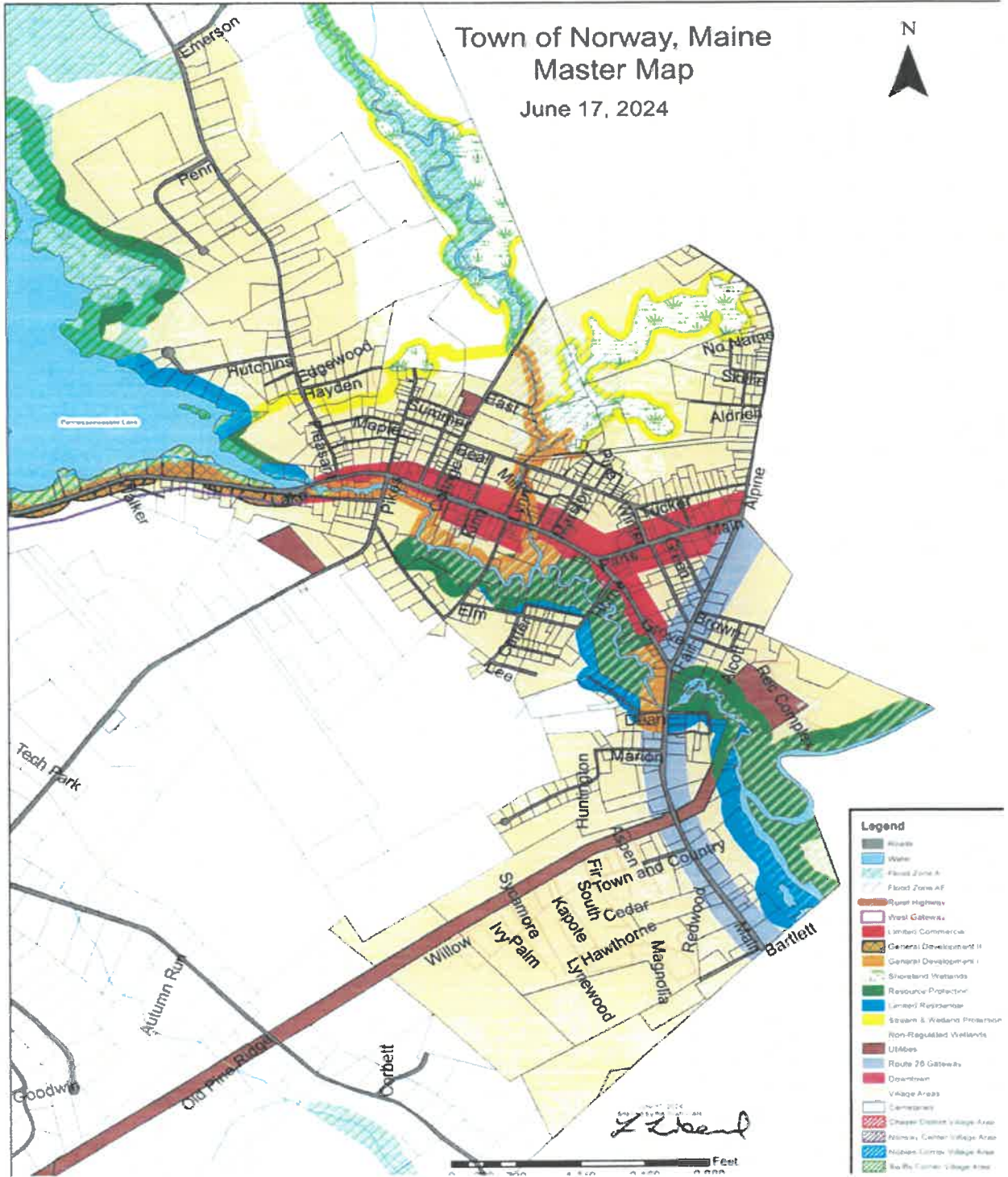
Town of Norway, Maine
Village Center Map



Legend

- Chapel District Village Area
- Norway Center Village Area
- Nubble Corner Village Area
- Swilla Corner Village Area
- Utilities
- ES 11 Roads

Appendix C
Downtown Overlay



Appendix D
Electrical Cut Off Ordinance

NORWAY ELECTRICAL ORDINANCE 2012

STANDARDS:

1. All wiring installation in any structure regulation by the Ordinance under this ordinance must conform to the provisions of the latest edition of the National Electrical Code published by the National Fire Protection Association. (The adopted State of Maine Standard) shall be the regulation to follow.

Purpose: to follow minimum safety standards

2. All newly constructed and/or created dwelling units must have an exterior main electrical shutoff disconnect located on the exterior of the structure in which the dwelling unit is located in a visible convenient location. All service upgrades will also be required to have an electrical shutoff disconnect located on the exterior of the structure.

Purpose: to enhance safety for first responders in a fire related event

3. Any dwelling that has an alternate power source (i.e. an automatic start generator) that activates once the power supply is interrupted or cut off shall have a warning sticker located on the meter socket disconnect on the exterior of the dwelling. (Warning stickers shall be provided by the Town of Norway).

Purpose: to warn Fire Personnel there is an alternate power source

Appendix E

Norway Fee Chart

Building Drawings for new, expansions, & renovations are requirement of the MUBEC building code. The drawings will include floor plan, framing, foundation, elevation, and window and door schedule.

Updated fee structure for building permits.

- Accessory (sheds, barns, garages, decks, docks, stairs to the waterbody, slabs, foundations etc...) structure fees - \$ 0.10/ sq. ft.
- Usable residential living space fees- flat \$30.00 plus \$.15/sq. ft.
- Commercial fees- flat \$50 fee with \$.20/sq. ft.
- Renovations are (renovations are considered moving of interior walls, enlarging windows/doors, expanded kitchens or bathrooms and/or adding square footage) – Flat \$40 for the first \$20,000 then maintain the \$1/\$1,000 after that.

Planning Board fees

Subdivision is \$125/lot

Shoreland Zoning is \$50 plus the \$50 for advertising

Site Plan is \$125

Board of Appeals is at \$100.00 filing cost

Appendix F Scenic Views

Scenic Views in Norway, Maine			
Taken from the Norway Comprehensive Plan Adopted May 2011			
View #	View Location	Direction of View	View
1	Upton Road ~1,000 ft. from Round the Pond Road	south	Penn Lake & Pike's Hill Area
2	Crockett Ridge Road just south of Larson Road	west	Penn Lake & Brown Hill
3	Norway Center Road	east	Overlooking Norway Center
4	Morrell Road ~150 ft. south of Norway Center Road	northeast	Overlooking Thurston's Farm
5	Old Stage Road ~500 ft. from the end	north	Pike's Hill Area (winter view)
6a	Old Stage Road ~500 ft. from Brackett Road	west/south	
6b	Old Stage Road at the end of Brackett Road	south	Oxford
6c	Old Stage Road ~500 ft. from Brackett Road	north	Narrow view
7	Rest Area on Route 117	north	Penn Lake
8	Pennesseewassee Lake	All	Ridge lines from Lake

Appendix G

Historic Places

Map Reference	Address	Brief Description
1	279 Main Street	Grammar School - 1866 - Greek Revival
2	265 Main Street	Evans - Cummings House c. 1855
3	265 Main Street	Store - between 1851-58 - Greek Revival
4	265 Main Street	Bartlett Store - between 1851-58
5	265 Main Street	Store - noncontributing - c. 1960-70
6	221 Main Street	Hathaway Block - 1881
7	225-27 Main Street	Store - 1894
8	229 Main Street	Woodman's Store - 1894 - log face added c. 1936
9	219 Main Street	Opera House Block - 1894
10	201 Main Street	Oddfellow's Block - 1894 (1st story) 1911 (upper)
11	199 Main Street	Z.L. Merchants Store - between 1895-1901
12	Main Street	J.J. Newberry c. 1960 - noncontributing
13	Main Street	(New England Furniture) ?Aubuchon Hardware noncontributing - c. 1960-70
14	185 Main Street	Denison - Hathaway House c. 1855 - remodel 1893
15	171-75 Main Street	Noyes Block - 1894
16	169 Main Street	Savings Bank Block - 1894
17	167 Main Street	Tucker Block - 1894

Map Reference	Address	Brief Description
18	Main Street	Hawkins House - 1894
19	161 Main Street	Dr. Frank Barker House - 1894
20	163 Main Street	Dr. Augustus French House - 1894
21	165 Main Street	Victorine Blanchard House - 1894 - remodel 1913-24 Colonial Revival Style
22	Main Street	Norway Memorial Library - 1938 - Georgian Revival
23	Main Street	Baker House - 1894
24	Main Street	Hobbs Variety Store - 1894
25	Main Street	Store 1913 - 1924
26	Main Street	Knights of Pythias Hall - 1894
27	144 Main Street	Danforth Block - 1896
28	146 Main Street	Asa Danforth House - 1830
29	134-36 Main Street	U.S. Post Office - 1940 - Georgian Revival
30	Main Street	Schiavi Block - 1950 - noncontributing
31	Main Street	Norway Water District - 1860 - moved to site 1863
32	160 Main Street	Old Beal Block - c. 1852
33	170 Main Street	Pike's Blue Store - 1885
34	174 Main Street	Norway National Bank - 1926
35	178 Main Street	Weary Club - 1926
36	182 Main Street	Store - 1860-1865 - Greek Revival

Map Reference	Address	Brief Description
37	194 Main Street	Crooker Building c. 1865-75
38	198 Main Street	Leavitt Hardware -1816
39	200 Main Street	Store - 1916
40	204 Main Street	Barjo's - noncontributing - facade added - 1946, Art Deco influence
41	206 Main Street	Jackson's Store - 1899
42	208 Main Street	Henry Bangs House - 1806 - remodel 1907
43	Main Street	Mark Poole Smith House - 1832 moved to site c. 196
44	234 Main Street	Increase Robinson House 1818 - Federal style
45	Main Street	Universalist Church - 1829, removal-1865
46	Bridge Street	Advertiser Block - 1848, enlarged c. 1887
47	9 Whitman Street	Stephen & Edward Cummings House - 1886
48	8 Whitman Street	Norway Grange - 1909 - Colonial Revival
49	Whitman Street	Battery Storage Building c. 1918
50	Whitman Street	Storage Building - 19th century - noncontributing
51	13 -15 Deering Street	Clement - Noyes House c. 1937 - Greek Revival
52	19 Deering Street	James Crooker House c. 1860-65 - Greek Revival
53	21 Deering Street	House c. 1840-55 - Greek Revival
54	Deering Street	Edward Cummings House - 1924 - Colonial Revival

Map Reference	Address	Brief Description
55	Deering Street	House c. 1860-1880 - Greek Revival Trim
56	Deering Street	House c. 1880-1895 - Queen Anne Style
57	Deering Street	Samuel Farrar House c. 1840-1850
58	12 Deering Street	Ichabod Bartlett House c. 1820
59	8 Deering Street	House c. 1860-70
60	11 Cottage Street	House c. 1850-55
61	13 Cottage Street	Ames House c. 1880
62	10 Cottage Street	Baptist Church - 1889
63	17 Cottage Street	House c. 1850 - noncontributing
64	21 Cottage Street	Peter Frost House c. 1870
65	23 Cottage Street	Jonathan Blake House c. 1840-1850 - Greek Revival
66	25 Cottage Street	House c. 1880-1890
67	Cottage Street	Mixer House c. 1880
68	Cottage Street	Daniel Beal House - 1852
69	Cottage Street	George Beal House - 1852
70	Cottage Street	Arthur Hebbard House c. 1897 - Queen Anne style
71	8 Cottage Street	Masonic Temple - 1887 - Queen Anne style
72	Cottage Street	Rex Theater - 1913, brick facade added 1924-34

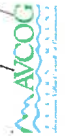
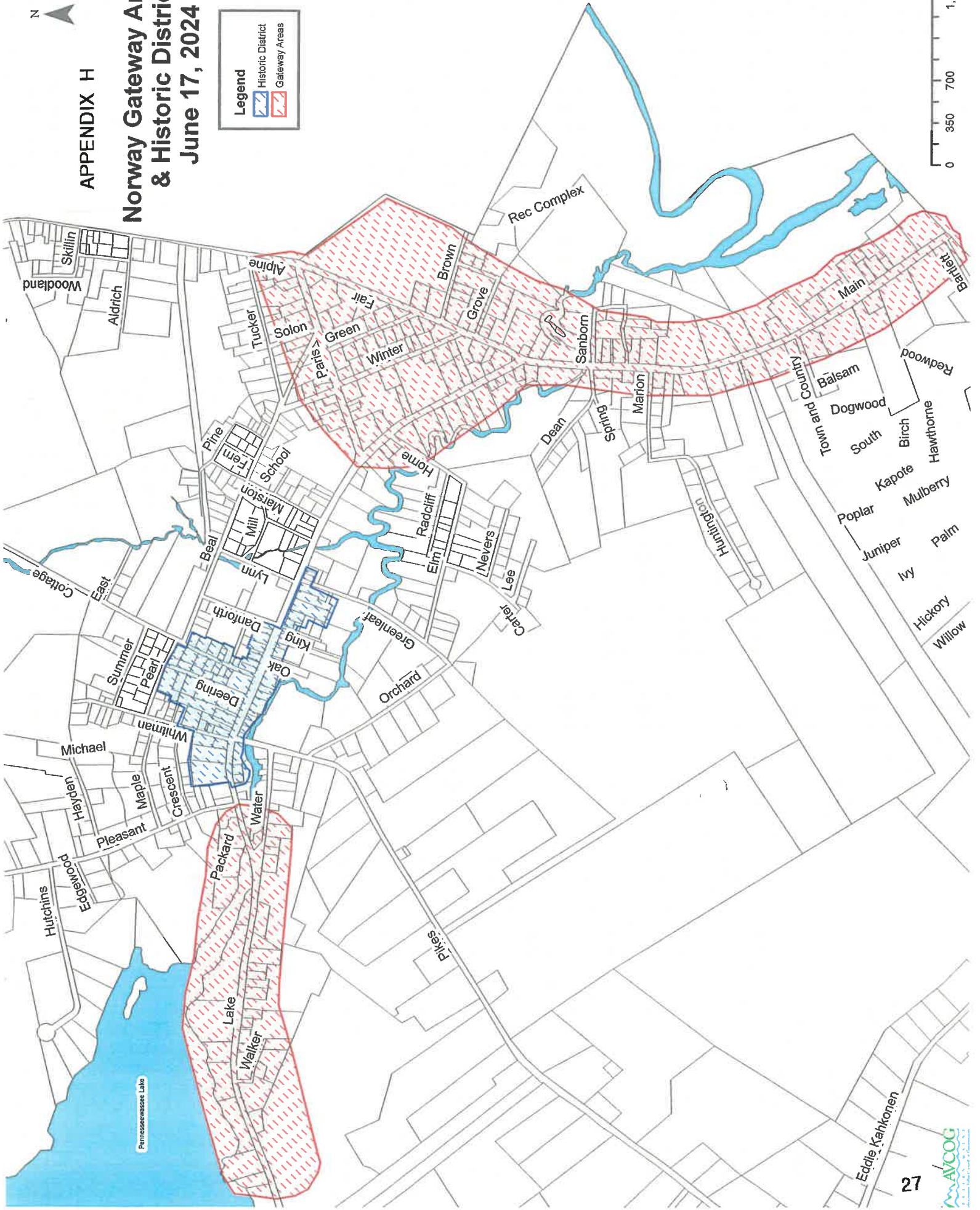


APPENDIX H

Norway Gateway Areas & Historic District June 17, 2024

Legend

-  Historic District
-  Gateway Areas



Eddie Kahkonen