

A Guide to Doing Business in Fryeburg, Maine



The Town of Fryeburg

Settled 1762 - Incorporated 1777

Municipal Office

16 Lovewell Pond Road

Fryeburg, ME 04037

207-935-2805 telephone

207-935-6008 fax



Greetings!

On behalf of the Town of Fryeburg, we want to thank you for your interest in doing business here in our Town. Whether you are looking at locating your business here or looking to expand your existing business, the Town is ready to assist you.

As we are sure you have already noticed, the Town of Fryeburg has a lot to offer. Our location is convenient and the environment around us is beautiful. We are nestled between the larger municipalities of North Conway and Bridgton, and serve as a major gateway into the State of Maine. Larger cities such as Lewiston, Auburn, and Portland are only an hour away. Eastern Slope Regional Airport is located right in Fryeburg allowing for air travel to and from Fryeburg.

Fryeburg's beautiful setting hosts a variety of recreational opportunities to be enjoyed. Whether it is a quick walk-up Jockey Cap, a more difficult hike on the trails of the adjacent White Mountain National Forest, a bike ride on the Mountain Division Rail Trail, a canoe trip down the Saco River, casting a line in one of the numerous ponds, or just a scenic drive taking in the mountain views and picturesque agricultural land, we are sure you will find plenty to do in your spare time.

Fryeburg is also home to the Fryeburg Academy, an independent secondary school that has boarding students from around the world, but which is open to local students; the Fryeburg Fair, known as Maine's Blue-Ribbon Classic which takes place the first week of October; and numerous other established businesses. Hunting Dearborn operates a 140,000 square foot manufacturing facility that specializes in precision machining. HarMac, formerly MacFarlane Steel, is a large rebar fabrication facility that originated in Fryeburg. Both of these companies employ many skilled manufacturing professionals. Farming and agriculture are also a booming industry in Town with large acreage being dedicated to the growing of corns, potatoes, beans, turf, and trees.

There are several restaurants to choose from ranging from pizza, Chinese, BBQ, or fine dining. Additionally, there are hotels, inns, bed and breakfasts, or camping options available. Fryeburg also has shopping opportunities which include grocery stores for necessities, a pharmacy, farm stands full of local produce and products, and numerous local merchants carrying health food supplies, craft beers and wines, flowers, and locally made crafts.

With all of this in mind, we are sure that you will agree that Fryeburg is a great place to consider developing your business. We have compiled this guide to better help business owners understand the permitting processes required and what resources are available for businesses, and mostly to welcome you to the great community of Fryeburg, Maine!

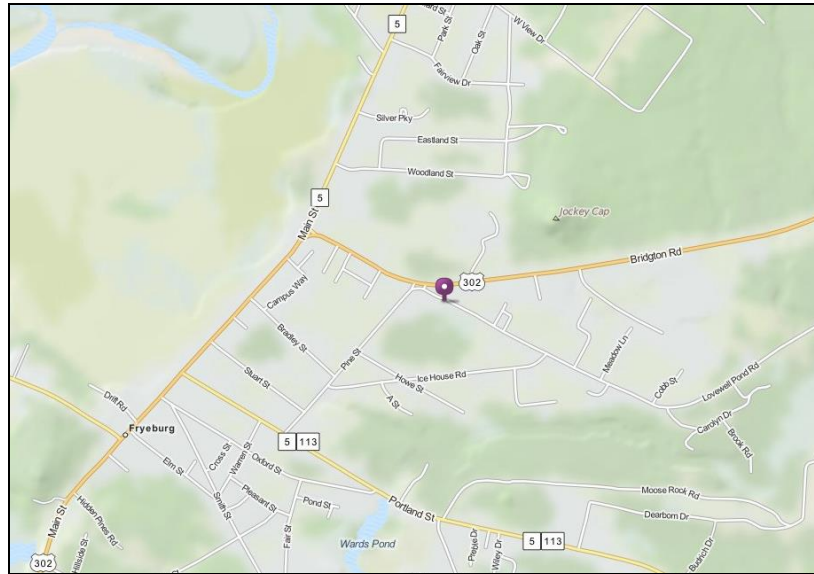
Table of Contents

Table of Contents	1
Town Office Information	2
Scheduled Meetings	3
A Note From the Code Enforcement Officer	4
Permit Guide	5-7
Tax Guide	8
Business Registration	8
Local Organization & Business Resources	9

Town Office Information

Location

16 Lovewell Pond Road
Fryeburg, ME 04037



<https://www.google.com/maps/place/16+Lovewell+Pond+Rd/@44.0180181,-70.9643639,17z/data=!3m1!4m2!3m1!1s0x4cb3a845361321f1:0x323bf2b59ff66836>

Town Office Hours

Sunday..... Closed
Monday.....8:00 A.M. – 5:00 P.M.
Tuesday..... 8:00 A.M. – 5:00 P.M.
Wednesday.....8:00 A.M. – 5:00 P.M.
Thursday..... 9:30 P.M. – 6:30 P.M.
Friday.....Closed
Saturday.....Closed

Transfer Station Hours

Sunday..... 6:30 A.M. – 4:00 P.M.
Monday..... 6:30 A.M. – 4:00 P.M.
Tuesday..... Closed.
Wednesday..... 6:30 A.M. – 4:00 P.M.
Thursday..... Closed
Friday..... Closed
Saturday.....6:30 A.M. – 4:00 P.M.

Town Department Telephone Numbers and Contact Information

Town Office	935-2805 935-6008 (fax)
Town Email/Web Site	townmanager@fryeburgmaine.org / www.fryeburgmaine.org
Code Enforcement Officer	codeofficer@fryeburgmaine.org
Town Garage	935-2772
Transfer Station	935-2660
Recreation Dept	935-3933 / www.fryeburgrecreationdepartment.org
Police Dept	935-3323 or 911 / chief@fryeburgpolice.org
Fire Dept	935-2615 or 911 / fryefire@fryeburgmaine.org
Fryeburg Rescue	935-3335 or 911 / www.fryeburgrescue.com
Fryeburg Library	935-2731 / library@fryeburgmaine.org
Animal Control	890-2211
Eastern Slope Airport	935-4440 / ESAA@fairpoint.net

Scheduled Meetings

Meetings are held at the David & Doris Hastings Recreation Center unless otherwise posted.

- Selectmen's Meetings: See the website or call the Town Office for specific dates. Meetings are typically held on Thursdays at 6:00 pm.
- Planning Board: Regular meetings- 4th Tuesday of each month at 6:00 pm, workshops - as needed.
- Board of Appeals: As needed
- Other Committees: As needed

All meetings are posted on the Town's website: fryeburgmaine.org
Please call specific departments for deadlines relating to submission items and applications.

A Note from the Code Enforcement Officer

Hello-

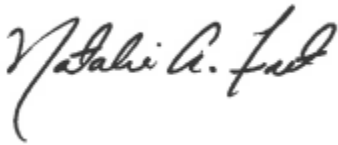
My name is Natalie A. Foret and I am the Code Enforcement Officer for the Town of Fryeburg. I wanted to introduce myself, as you progress in your plans to establish or expand your business, since we will be seeing a lot of each other. I am usually involved in each project from start to finish.

First off, I want to say - I am always available to answer any questions you might have. I understand the process of starting a business, while exciting, can also be confusing and daunting. All questions are worth asking. I may not know the answer immediately but will do my best to find the answer or guide you to the correct place where your questions may be answered. I also recommend the prospective business owners go to the following website: <https://www1.maine.gov/cgi-bin/online/businessanswers/index.pl> . Said site, provides information on State permits and licensing, which may be needed.

On the following few pages you will find a "Permit Guide". This is an attempt to summarize the local permits and approvals might be required. Again, I understand this information may be overwhelming; however, the process is not intended to be burdensome. You can always set up a time to meet with me and I will review the process with you. If the Planning Board approval is required as part of your business, I will be your main point of contact. I will do my best to make sure you have supplied the Planning Board with all of the required information. I will also be your contact for building, plumbing, driveway and sign permit submittals.

I look forward to working with you and as always, please contact me if you have any questions or concerns.

Best Regards,

A handwritten signature in black ink, reading "Natalie A. Foret". The signature is written in a cursive, flowing style.

Natalie A. Foret
Code Enforcement Officer

Permit Guide

Land Use Authorization Procedure

Any use other than those allowed by the designation “A” in the Land Use Table in Section 5 of the Land Use Ordinance require Land Use Authorization. Every applicant for Land Use Authorization must submit a written application on the proper form to the CEO, along with the appropriate application fee (\$150- Planning Board, \$50-CEO). There are separate forms for projects requiring CEO approval and for projects requiring Planning Board Approval.

More information regarding the application procedures is provided in Section 2 of the Land Use Ordinance. Also refer to Section 21 for information on Subdivision Applications and Section 18 for information of the Board of Appeals process. The CEO is also available to answer questions regarding these procedures.

CEO Approval

If CEO approval is required, then within seven days of receipt of the application, the CEO must determine whether the application is complete. If it is not complete, the CEO must notify the applicant and indicate what information is missing. Once the application is complete the CEO must determine whether all of the Land Use Ordinance standards have been met. Within 14 days the CEO must issue a written Findings of Fact to the applicant either approving or denying the project.

Planning Board Approval

Once the Planning Board receives an application from the CEO, a completeness review of the application must be scheduled within 31 days. An application may not be reviewed for completeness unless it has been received by the Planning Board at least 14 days prior to a regularly scheduled meeting. If the application is not complete, the Planning Board must notify the applicant in writing.

If the application is determined to be complete, then the Planning Board may begin reviewing the application for its conformance to the Land Use Ordinance. The Planning Board will vote on whether a public hearing is necessary and schedule a meeting date.

If a public hearing is scheduled, then the applicant is required to notify the owners of properties that lie within 200 feet of the proposed project in the Village Residential and Village Commercial or within 500 feet of the property in the other zoning districts of the meeting. Notice must be given in a written format, either personally with proof of delivery, or via certified mail, return receipt requested.

Upon thorough review of the application the Planning Board will make a decision to either approve or deny the project. The Planning Board must issue its decision and Findings of Fact in writing within 10 days of making the decision.

Appeals

If the applicant or another party chooses to appeal a decision made by the CEO or the Planning Board, an application must be submitted to the Board of Appeals, via the CEO, within 30 days of the date the decision was made.

Permit Guide continued

Shoreland Zone

Activities within the Shoreland Zone (the area within 250 ft of most water bodies) typically require a stringent permitting process. It is dependent on the proposed activity whether the Planning Board or the CEO will review the proposal. Please contact the CEO for more specific information regarding the regulations within the Shoreland Zone.

Building Permit

“A Building Permit is required from the Town of Fryeburg prior to constructing, erecting, placing, moving, or altering a structure when the value is in excess of \$1000.” (Land Use Ordinance Section 2.C). Please note that the necessity for a building permit is based on the value of the proposed structure, rather than the cost of materials.

A permit is not required for cosmetic or decorative changes to existing structures, such as re-siding, painting, replacing trim, or the replacement of windows or doors. If you are unsure if your project will require a permit, please contact the Code Enforcement Officer.

Plumbing Permit

A plumbing permit is required for the following activities:

- The installation or replacement of all water distribution and drainage pipes, hot water storage tanks, and hot water heaters.
- The installation of all new faucets, valves, and plumbing backflow preventers.

Floodplain

If your property is in the mapped flood zone then a permit is required for any construction or development. Development is defined as any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation, or storage of equipment or materials. There are different levels of permits so please see the Code Enforcement Officer for the correct application.

Signs

Any sign over 9 square feet requires a permit from the CEO. Section 16.N of the Land Use Ordinance outlines the regulations for signs.

State Permits May Be Required

Other state regulations might apply to your project including but not limited to:

- MDOT- Driveway Entrance Permits required for access onto Route 5, Route 113, Route 302, Fish Street and Harbor Road.
- Department of Public Safety- Construction permits are required for new construction and renovation work affecting fire safety elements of public buildings.
- DEP- Regulates work within and adjacent to wetlands and waterbodies. Different permits are required based on the specific activity.
- Electrical Permit- Please contact the State Electrical Inspector for any electrical installations.

Permit Guide continued

Other Town Permits

Mass Gathering Permits

- Required for events, gatherings, festivals, etc., where more than 500 people gather for 1 hour or more.
- Note: Fryeburg Fair, School activities, and Town sponsored events are exempt from needing a permit.
- Applications available on website, Clerks office, CEO office

- Application fees vary based on type/size of mass gathering
- Reviewing authority- Town Manager or Selectmen, based on type/size of mass gathering
- Public hearing may be required
- Reference: Mass Gathering Ordinance
- Contact: CEO, Police Chief, Town Manager, Fryeburg Rescue

Liquor Licenses

- Municipal approval required prior to selling liquor on premise as part of state approval process
- Application available at Department of Public Safety
- Application fee- \$40
- Reviewing Authority- Selectmen
- Public Hearing required for 1st 5 years
- Annual renewal required
- Reference: Maine Liquor Laws, Rules, & Regulations
- Contact- Town Clerk

Special Amusement Permits

- Required for an establishment that has a liquor license and also has dancing or entertainment
- Application available at Town Clerks Office, CEO office
- Application fee- \$100
- Reviewing Authority- Selectmen
- Public Hearing required
- Annual renewal required at time of liquor license renewal
- Reference: Town of Fryeburg Special Amusement Ordinance, Maine Liquor Laws, Rules, & Regulations
- Contact- Town Clerk

Games of Chance

- Application available at Department of Public Safety
- No fee, no public hearing required
- Reviewing Authority- Selectmen

Mobile Vendors

- Required for mobile vendors (lunch carts, seafood trucks, etc.)
- Application available from Town Clerk, CEO, or Towns website
- Public Hearing required
- \$100 Application fee, \$25 renewal fee
- Yearly renewal required
- Reviewing Authority- Selectmen
- Reference: Mobile Vending Ordinance

Off Premise Catering:

- Application available at Department of Public Safety
- No fee, no public hearing required
- Reviewing Authority- Town Manager

Tax Guide

Local Taxes:

Pursuant to State Statutes the Town imposes a local property tax on both real estate and personal property (business equipment). Business owners should be prepared to declare their personal property used in support of their businesses. Yearly, the Assessor will mail a Personal Property Declaration Form which you are required to

fill out and return to the Assessor. More information can be obtained about personal property taxes at the Town's website at: <http://fryeburgmaine.org/index.php/assessing>, including what items are deemed personal property and potential exemption or reimbursement programs that you might qualify for.

The Business Equipment Tax Exemption (BETE) program is a program which exempts certain personal property that was placed in service after 4/1/2008 from being taxed. A BETE application needs to be submitted to the assessor yearly along with the personal property declaration.

The Business Equipment Tax Reimbursement program offers a reimbursement for local taxes paid on certain items that were placed in service between 1995 and 2008. This application is filed with the Maine Revenue Services.

All property in Fryeburg is assessed as it was/is on April 1st. Ownership of the property for tax purposes is also set by April 1st. If you purchased your property after April 1st, then the tax bill will be issued in the name of the former owner. Tax bills are generally due in October and May. The bills are usually sent out in September. Please let the Town know if your address changes at any point so that we can keep our files current.

State & Federal Taxes:

All businesses must have a State ID Number and a State Sales Tax Number. For more information contact the Maine Revenue Services, Sales Tax Section at PO Box 1060, Augusta, ME 04332 or at 207-624-9693.

An Employer Identification Number (EIN) Form SS-4 must be applied for at the Internal Revenue Service (1-800-829-3676) if you have not obtained an EIN before and if:

- You pay wages to one or more employees, or
- You are required to have an EIN to use on any return, statement, or other document, even if you are not an employer, or
- You are required to withhold taxes on income other than wages paid to non-resident alien.

Business Registration

State Statutes require that a person engaged in a business that uses a business name or designation other than their own name must file a certificate with the Town. The "Certificate of Sole Proprietor Adopting Name Other Than His Own" can be obtained from and filed with the Town Clerk.

Local Organizations and Business Resources

Fryeburg Business Association

<http://fryeburgbusiness.com>

Mount Washington Valley Chamber of Commerce

<http://www.mtwashingtonvalley.org>

Greater Bridgton Lakes Region Chamber of Commerce

<http://www.minelakeschamber.com/>

Eastern Slope Regional Airport

210 Lyman Drive
PO Box 334
Fryeburg, ME 04037

Phone: 207-935-4440

Fax: 207-935-3797

Email: ESAA@fairpoint.net

Website: www.airnav.com/airport/KIZG

Airport Manager: David Cullinan

Phone: 207-890-7636

Western Maine Economic Development Council

<http://www.wmedc.org> 207-739-6445

Mount Washington Valley Economic Council

<http://www.mwvec.com> 603-447-6622

Fryeburg Fair Association

<http://www.fryeburgfair.org> 207-935-3268

Pythagorean Lodge #111

<http://www.mainemasons.org>

Fryeburg Area Rotary Club

<http://www.fryeburgarearotary.org>