

## FAQ'S and How to Find Information At your Town Office

### Meeting cancellations due to bad weather?

If you are the chair of a board or committee and wish to cancel a meeting, please notify Carol at the Town Offices by 3 pm on the day of the meeting. Cancellations will be posted through the following media: Television Stations: WABI TV 5, WLBZ TV 2 and Radio Stations: WEZQ, WDEA FM (Ellsworth 1320 AM), Clear Channel Radio Stations and WBACH 107.7. Additionally, Carol will make every attempt to add your notice to the Southwest Harbor cable channel information page.

### Need a copy of your deed?

Don't make a trip to Ellsworth to the Registry until you check with the Town Office. Often we will have a copy of a property deed on file here and for a minimal fee will be able to photocopy that for you.

### Property Sales/Transfers.

When a property is sold, the Town, within a few months of the sale date, *usually* receives a "Transfer" or "Declaration" from the State. The Transfer provides information such as: name of seller, name of buyer, new book and page for the new deed, date of sale, and purchase price. The information, once received, is transferred into the TRIO system (our Tax and Real Estate program), and a hard copy of the document is retained in a binder and available to the public at the Town Offices.

### Real Estate Interest.

Our Property Tax files contain (in most cases) a sketch of the building(s) on the property, as well as land and building value, acreage and tax information. With the exception of sketches, most of the information is available on our website; in an excel database; just click on Assessments near the bottom of the Home page. However, you may access the information here at any time.

### Commitment Books:

The Commitment Book is the property tax information that is produced each year by the Assessors for each piece of taxable property within Town limits. This is public information. There are two books in the Code/Assessing Office – one by name alphabetically and one listed by Map & Lot.

### Minutes of Meetings:

Printed copies of the minutes of meetings for the Board of Selectmen and the Planning Board are available in the Code/Assessing area of the Town Offices. The minutes are also posted on the Town of Southwest Harbor website: [www.southwestharbor.org](http://www.southwestharbor.org) or you may purchase a hard copy at the Town Offices. Recordings of the meetings are also available, but must remain in the Town Offices.

### Board of Appeals:

Decisions and Findings of Fact rendered by the Board of Appeals are housed in the Code/Assessing area of the Town Office and are available for viewing in the Office during regular office hours.

### Ordinances:

Copies of most of Southwest Harbor's ordinances are listed and downloadable from our website. Additionally, you may view or purchase copies at the Town Office, where the Code Enforcement Officer can answer questions when you need guidance or clarification.

### Permits:

Building Permits, Sign Permits, Liquor Licenses (new and renewing) and Special Amusement Permits are all available at the Town Office. Some, but not all of the applications for permits, have a fee attached and a waiting period to allow time for advertising. These permits must come before the Board of Selectmen for approval. Building Permits may or may not need to go before the Planning Board, depending on the zone and/or the complexity of the project. The Code Enforcement Officer will be able to answer your questions including an estimate of the cost of the permit.