

Current Use Classification – application and plans must be received on or before April 1st.

Farmland – property owners with agricultural land and who own at least five acres and who can show evidence of income from production or consumption by another may receive a reduced per acre rate on those acres that qualify.

Tree Growth - property owners who own at least ten forested acres and who has obtained a forest management plan from a licensed forester and who meets the objectives according to statute may receive reduced rate per acre.

Open Space – no minimum acreage requirement, but the land must be undeveloped and provide a level of public benefit. Typically, this is done through conservation easements, public access and perpetual restrictions. Qualified applicants will receive a percentage reduction from the assessment based on the level of benefit.

Reimbursement Programs –

www.maine.gov/revenue/propertytax/propertytaxbenefits/propertytaxbenefits.htm

BETR – Business Equipment Tax Refund – for business owners, this is a refund on personal property tax paid during the previous year on qualified equipment.

Resource Guide



A Community for *all* Ages

Published in April 2026

Emergency Dial 9-1-1

Ambulance Services (Non-Emergency):

Augusta Fire Department, (207) 626-2421

Gardiner Fire Department, (207) 582-4535

County:

Sheriff (Non-Emergency), (207) 623-3614

TDD, 9-1-1

State:

D.E.P., 1-800-452-1942

Poison Control, 1-800-222-1222

Police (Non-Emergency), (207) 624-7076

Game Warden (24 hours), 1-800-452-4664

Social Services (Dial 2-1-1):

Bureau of Elder/Adult, (207) 624-5335

Department of Human Services, (207) 287-3707

Family Domestic Violence, 1-877-890-7788

Meals on Wheels, (207) 622-9212

Rape Crisis Center, 1-800-871-7741

Red Cross, (207) 729-6779

Salvation Army, (207) 623-3752

KVCAP, (207) 622-4761

Hospital:

Maine General, (207) 625-1000

Togus VA (207) 623-8411, press zero

For a no cost Fire/Burning Permit:

<https://apps1.web.maine.gov/burnpermit/public/index.html>

Tax Relief: There are property tax relief programs available through an application process, including local property tax exemptions and reduced land valuation on current use classification. Please contact the town office for more information and for an application for the following:

Exemptions: All applications must be received on or before April 1st.

Homestead – a homeowner who can claim a Maine residency and ownership of a homestead for at least the past 12 months, even if you moved here from another Maine town.

Veteran – for a veteran or their widow, if the veteran has served in the armed forces during a recognized war period and is 62 years of age or older or is receiving 100% disability as a Veteran. (\$6,000 exemption)

Blind – for those considered to be legally blind may provide us with a written statement from an optometrist or medical doctor. (\$4,000 exemption)

Organizations & Institutions – non-profit organizations who must meet certain requirements as required by statute may receive 100% exemption.

BETE – Business Equipment Tax Exemption for businesses operating as a manufacturer or non-retail service facility and who has equipment first subject to tax on April 1, 2008, may receive an exemption on those items.

Houses of Worship:

Farmer Church, 62 Windsor Road, Chelsea, Maine 04330,
(207) 458-3002

Kennebec Valley Assembly of God, 44 Hallowell Road, Chelsea,
Maine 04330, (207) 622-1572

Advent Christian Parsonage, 1158 Eastern Avenue, Chelsea, Maine,
(207) 582-7919

Grace Baptist Church, 28 Togus Road, Chelsea, Maine 04330

Social Groups & Activities:

The Reading Connection ~ an intergenerational reading
program. Call (207) 582-4802 for more information

Free Monthly Luncheon 3rd Thursday of the month,
Chelsea Town Office, 560 Togus Road

Chat with the Manager, twice a year, 560 Togus Road

Christmas Tree Lighting held in December

Sand for Seniors: Residents aged 60 and above can call the
town office, (207) 582-4802, and ask to have one 5-gallon
bucket of sand delivered to their house, when needed, for use
on stairs and walkways, not for use on driveways

Kick Off to Summer BBQ, outside the Chelsea Town Office,
held in June. Free BBQ Dinner

Butternut Park: Walking trail, hand carry boat launch

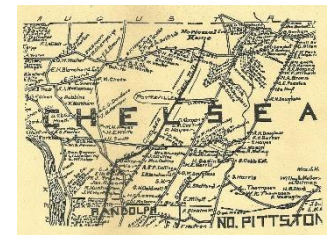
Annual Battle of the Bands Fundraiser, Crystal Falls, Chelsea.
Held in April

12 Months of Giving in Chelsea, contact the town office for more
information, (207) 582-4802

Welcome to Chelsea *Gateway to the Capital*

Volunteers have created this Resource Guide. It is a
compact booklet designed to provide information about a
variety of services, activities and contact information. We
hope that all will find it useful. We welcome any suggestions
for future editions.

Sheri Truman, Select Board Chair
Christine M. Landes, Town Manager



We have tried to include accurate information, but know that
information changes. Please let us know if you find incorrect
or outdated information.

Chelsea Town Office
560 Togus Road
Chelsea, Maine 04330
www.chelseamaine.org

Town Office Hours:

Monday.....Closed
Tuesday.....8:30 a.m. to 4:30 p.m.
Wednesday.....8:30 a.m. to 6:00 p.m.
Thursday.....8:30 a.m. to 4:30 p.m.
Friday.....8:30 a.m. to 4:30 p.m.

Code Enforcement Hours:

Monday: 9:00 a.m. – 6:00 p.m.
Tuesday & Wednesday: 9:00 a.m. – 4:45 p.m.
Thursday: 9:00 a.m. – 6:00 p.m.

Assessor Hours: Call the Town Office to schedule an appointment. (207) 582-4802

Municipal Officials:

Christine M. Landes, Town Manager, (207) 582-4802
Sandra Devaney, Finance Director, (207) 582-4802
Sammie Peaslee, Town Clerk, (207) 582-4802
Sophia Lapointe, Deputy Town Clerk, (207) 582-4802
Dot Grady, Part Time Office Clerk, (207) 582-4802
Spencer Gagnon, Fire Chief, EMA Director, (207) 623-7648
Joe Murphy, Assessors Agent, (207) 582-4802
Greg Lambert, Code Enforcement Officer, (207) 592-7073
Gretchen Patrick, Animal Control Officer, (207) 458-8361

Sheepscot Valley Regional School Unit:

Howard Tuttle, Superintendent, SVRSU #12, (207) 549-3261
Allison Hernandez, Principal, Chelsea Elementary School,
(207) 582-2214

Elected Committees and Boards:

Select Board, 3 seats
Planning Board, 7 seats
Budget Committee 7 seats
Road Advisory Committee, 5 seats
Board of Appeals, 5 seats
Board of Assessment Review, 5 seats
Cemetery Maintenance Committee, 5 seats

Volunteer/Appointed Committees:

AD HOC Comprehensive Planning Committee
AD HOC Chelsea Community Events & Fundraising
AD HOC Age-Friendly Chelsea

Library:

Hubbard Free Library, 115 2nd Street, Hallowell, Maine 04347
(207) 622-6582, \$40.00 a year membership fee

Cemeteries: John K. Thompson, Cemetery Sexton
(207) 458-5515

Allen Cemetery, Eastern Avenue, Chelsea
Chelsea Heights Cemetery, River Road, Chelsea
Searls Mills Cemetery, Windsor Road, Chelsea
Douglas Extension Cemetery, River Road, Chelsea
Chase Riverside Cemetery, Ferry Road, Chelsea
Davenport Cemetery, Dr. Mann Road, Chelsea
Morrill Cemetery, Togus Road, Chelsea
Trask Cemetery, Hallowell Road, Chelsea

Key to the contents of your Welcome Packet

Left side of folder:

#1 Vital Records Form:

This form must be completed if you wish to request a copy of a birth, marriage, or death record in this town. (Please note, that most towns have their own form they will ask you to complete if the record is to be obtained from another Town Office or even the Office of Vital Records in Augusta.

#2 Intentions to Marry:

Should you wish to be married in the State of Maine, this form must be completed and presented to the Town Office where you reside. If one party resides in Chelsea, and one resides in Augusta (for example) you can complete this form(which) is a standard form for the State of Maine and present it to either Town. If you both reside in Chelsea, the form must be completed and presented to the Clerk in Chelsea for filing. It is a multi-part form, Party A & Party B BUT please DO NOT SIGN until you are BOTH in the presence of the Clerk. Thank you.

#3 Application for Boards, Committees & Commissions:

The Town of Chelsea welcomes the residents of the town to take part in the Government which oversees and guides your community. The Selectboard will try to appoint anyone who would like to be involved in an active role in Town Government.

#4 Animal Control Officer Complaint – Intake Form:

All Dogs must be registered by 6 months of age or if they have been in Town for 10 days or more. Dog registrations are due by the end of December, but the state of Maine does allow a 30-day grace period so if not registered by January 31, there will be a late fee of 25.00 for each dog in addition to the license fee.

If you need to complete the Complaint Form, you can turn it into the Town Office, and it will be given to the Animal Control Officer for processing.

5. Chelsea Fire Dept 911 Address Signs:

The E911 signs are bright red in color with white lettering/numbering and can either be mounted to your mailbox or to your home for ease of emergency personnel to find your home in a time of need. If you wish to order one, please complete this form and submit it to the Town Office with payment. The order will be placed and when it arrives, we will call you and have you come to pick it up.



Town of Chelsea
 560 Togus Rd
 Chelsea ME 04330
 207-582-4802

Vital Records Form

Version 07/2012

Please note that a request may take up to 24 hours to process a request. EDRS requests will be subject to State processing time limits

Current Fees: \$ 15.00 for the first certified copy and just \$5.00 for each additional copy of the record.
 \$ 5.00 for a non-certified (non-legal) or genealogy copy. Searching for a genealogy record may result in additional search fees if the date of occurrence is unknown by applicant.

Request Directions: Please fill out the application below and enclose a check or money order (made out to the Town of Chelsea) with copies of supporting documents listed below. Be sure to include a self-addressed, stamped envelope and mail to the address above. **Please Note:** The Office is prohibited from confirming or accepting vital record requests (s) via fax, email or by phone. Processed record(s) may not be faxed or emailed for any purpose.

Type of document requested: (Please select type to the far right and list number below)

Certified Copy \$15.00 Non-Certified \$5.00
 Additional Copies \$ 5.00 TOTAL DUE: _____

Birth Certificate (Closed * 75 yrs.)
 Marriage Certificate (Closed * 50 yrs.)
 Death Certificate (Closed * 25 yrs.)

Name(s) on the record: _____ Date of Event: _____

If Female, Maiden Name: _____ Groom's/Applicant #1: _____

Applicant's relationship to the person(s) on the record: (check at least one)

Self Parent/guardian Grandparent Child Spouse Sibling Other*
 Parent in-law Aunt/uncle Niece/nephew Gov't Agency Funeral Director

*if other is selected, please explain relationship: _____



By checking this box, I attest that I furnished documents verifying a relationship to the record(s) requested or meet the State's guidelines for establishing a Direct and Legitimate Interest.

Applicant's Name: _____ Telephone: _____ Date: _____

Address: _____ Email: _____

Applicant's ID: (supply one) Driver's License Passport Other Government Document

If the form of ID listed above is unavailable, please send/present two of the following items listed unless you are seeking a record as defined by Maine State Law. *Open records (time limits above) are not subject to this state requirement:

Utility Bill, Bank Statement, Vehicle Registration, Signed Income Tax Return, Social Security Card, DD214, Dept. of Corrections ID, Personal Check, Previously Issued Vital Record, Rental Agreement, Paycheck Stub, W-2 or SSA Disability Award Letter, Insurance Policy, Mortgage company or bank statement.

For Town Office Staff / Funeral Director use only -- do not mark in this area

State ID Case #: _____ EDRS Request First Copy # of Copies Non-Certified

Fee(s) Collected: _____ CK#: _____ Cash CC Date Picked Up: _____

Clerk _____ Cert # (s) _____ to _____

If application denied, list reason why: _____

**State of Maine
Department of Health and Human Services
Intention of Marriage Application (VS2-A)**

Please type or clearly print with **black ink**

Party A (check one): <input type="checkbox"/> Bride <input type="checkbox"/> Groom <input type="checkbox"/> Spouse <i>(Please complete the Parental Consent form if Party A is less than the age of 18.)</i>						<i>Proposed Date of Marriage:</i>	
1. Current Name <i>(First, Middle, Last, Suffix)</i>							
2. Name Prior to First Marriage <i>(First, Middle, Last, Suffix)</i>							
3. Birthplace State		4. Birthplace Country		5. Date of Birth <i>(mm/dd/yyyy)</i>		6. Age	7. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Nonbinary X
8. Father/Parent Name Prior to First Marriage <i>(First, Middle, Last, Suffix)</i>				9. Birthplace State		10. Country	
11. Mother/Parent Name Prior to First Marriage <i>(First, Middle, Last, Suffix)</i>				12. Birthplace State		13. Country	
14. Party A Residence Address <i>(Street number, name and/or designator)</i>				15. City/Town			
16. County		17. State		18. Country		19. Zip Code	
20. Party A Mailing Address <i>(Street or PO) (Apt/Unit)</i>				21. City/Town			
22. County		23. State		24. Country		25. Zip Code	
26. Party A Telephone Number (10 digits)				27. Party A E-mail Address <i>(If applicable)</i>			
28. Party A Proposed New Name After this Marriage <i>(First, Middle, Last, Suffix)</i>						29. Social Security Number*	
30. Number of this Marriage: <i>(First, Second, etc.)</i>				31. If Previously Married, Last Marriage Ended by: <input type="checkbox"/> Death <input type="checkbox"/> Divorce <input type="checkbox"/> Annulment			
32. Date Last Marriage Ended <i>(mm/dd/yyyy)</i>			33. Name of Former Spouse <i>(First, Middle, Last, Suffix)</i>				
34. Name and Location of Court <u>or</u> City/State and Country of Death							
35. Is Party A registered with the State of Maine as a Domestic Partner? <input type="checkbox"/> Yes <input type="checkbox"/> No							
36. First cousins are required by law to obtain a certificate of genetic counseling by a physician. Are you first cousins? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Signed Certification ~ I hereby certify that the information above is correct to the best of my knowledge and belief and that I am free to marry under the laws of Maine. I understand this "intentions to marry" application is valid only for marriages performed in the State of Maine to obtain a marriage license.							
Signature of Party A ▶						Date Signed	
The above-named party has personally appeared before me and made oath to the truth and foregoing statement. Notaries, please do not use a notary seal, embosser or stamp on marriage intentions or marriage licenses.							
Signature of Notary Public or Filing Official ▶				Printed Name		Date Signed	
My Term Expires		City/Town		County		State	

*Federal law requires the collection of social security numbers from applicants for a marriage license. (42 USC §666). *The SSN is confidential information and may not be disclosed (1 M.R.S. §402 (3)(N)).* This document (the "State of Maine Intentions of Marriage" application) becomes a public record 50 years *after* the date on this intention to marry application (19-A M.R.S. §651). Because the SSN is confidential information that may *not* be disclosed, the SSN must be deleted (redacted) from this document before it is open for public inspection after 50 years. The social security number (SSN) is retained by the State Agency and the municipal clerks responsible for the administration of the vital statistics system.

**State of Maine
Department of Health and Human Services
Intention of Marriage Application (VS2-A)**

Please type or clearly print with **black ink**

Party B (check one): <input type="checkbox"/> Bride <input type="checkbox"/> Groom <input type="checkbox"/> Spouse <i>(Please complete the Parental Consent form if Party B is less than the age of 18.)</i>				<i>Proposed Date of Marriage:</i>	
37. Current Name (First, Middle, Last, Suffix)					
38. Name Prior to First Marriage (First, Middle, Last, Suffix)					
39. Birthplace State	40. Birthplace Country	41. Date of Birth (mm/dd/yyyy)	42. Age	7. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Nonbinary X	
44. Father/Parent Name Prior to First Marriage (First, Middle, Last, Suffix)			45. Birthplace State	46. Country	
47. Mother/Parent Name Prior to First Marriage (First, Middle, Last, Suffix)			48. Birthplace State	49. Country	
50. Party B Residence Address (Street number, name and/or designator)			51. City/Town		
52. County	53. State	54. Country		55. Zip Code	
56. Party B Mailing Address (Street or PO) (Apt/Unit)			57. City/Town		
58. County	59. State	60. Country		61. Zip Code	
62. Party B Telephone Number (10 digits)			63. Party B E-mail Address (If applicable)		
64. Party B Proposed New Name After this Marriage (First, Middle, Last, Suffix)			65. Social Security Number*		
66. Number of this Marriage: (First, Second, etc.)		67. If Previously Married, Last Marriage Ended by: <input type="checkbox"/> Death <input type="checkbox"/> Divorce <input type="checkbox"/> Annulment			
68. Date Last Marriage Ended (mm/dd/yyyy)	69. Name of Former Spouse (First, Middle, Last, Suffix)				
70. Name and Location of Court <u>or</u> City/State and Country of Death					
71. Is Party B registered with the State of Maine as a Domestic Partner? <input type="checkbox"/> Yes <input type="checkbox"/> No					
72. First cousins are required by law to obtain a certificate of genetic counseling by a physician. Are you first cousins? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Signed Certification ~ I hereby certify that the information above is correct to the best of my knowledge and belief and that I am free to marry under the laws of Maine. I understand this "intentions to marry" application is valid only for marriages performed in the State of Maine to obtain a marriage license.					
Signature of Party B ▶				Date Signed	
The above-named party has personally appeared before me and made oath to the truth and foregoing statement. Notaries, please do not use a notary seal, embosser or stamp on marriage intentions or marriage licenses.					
Signature of Notary Public or Filing Official ▶		Printed Name		Date Signed	
My Term Expires	City/Town	County		State	

*Federal law requires the collection of social security numbers from applicants for a marriage license. (42 USC §666). *The SSN is confidential information and may not be disclosed (1 M.R.S. §402 (3)(N)).* This document (the "State of Maine Intentions of Marriage" application) becomes a public record 50 years after the date on this intention to marry application (19-A M.R.S. §651). Because the SSN is confidential information that may not be disclosed, the SSN must be deleted (redacted) from this document before it is open for public inspection after 50 years. The social security number (SSN) is retained by the State Agency and the municipal clerks responsible for the administration of the vital statistics system.

State of Maine
Department of Health and Human Services
Intention of Marriage Application (VS2-A)

INSTRUCTIONS FOR PARTIES: Complete every item carefully. Type or neatly print in BLACK ink only. Check the boxes and sign the certification portion in the presence of a notary public, municipal clerk or the State Registrar. Return the completed intentions to the municipality in which at least one party resides or the State Registrar of Vital Statistics. If neither applicant is a Maine resident, parties may file the completed intentions in any municipality or the State Registrar of Vital Statistics.

Previously Married Persons

Persons who have been previously married must present a certified copy of the death certificate of the deceased spouse or the record of divorce or annulment prior to a marriage license being issued. A record of divorce from another state or foreign country is evidence of divorce. If the record is not in English, the record must be translated into English by a disinterested 3rd person at the parties' expense. A marriage contracted when either party fails to submit a certificate or certified copy of the divorce decree or annulment of the last marriage or the death certificate of the last spouse or when either party makes false representations about previous marriages to obtain a marriage license, the marriage will become VOID.

Parties under 18 Years of Age

Parties under *18 years of age* must present the written consent of their parents, guardians, or persons to whom a court has given custody. If both parents are living and have joint custody, the written consent of both parents is required. If a parent is no longer living, a certified copy of the death certificate of the parent and the birth certificate of the party listing the parent is required.

Parties under *16 years of age* must present the written consent of their parents, guardians, or persons to whom a court has given custody and the written consent from the Judge(s) of Probate in the county in which the minor resides. If both parents are living and have joint custody, the written consent of both parents is required. If a parent is no longer living, a certified copy of the death certificate of the parent and the birth certificate of the party listing the parent is required.

Related Parties (First Cousins)

If parties are related as specified by Title 19-A §701 subsection 2, the parties must provide a signed certification certificate from a physician stating that they have received genetic counseling.

Incarcerated Parties

If either of the parties to the marriage are incarcerated in a state correctional facility, a marriage license may be issued (after filing the intentions) without the incarcerated party's original signature on the marriage license. A letter from the facility in which the party is incarcerated must be provided to the issuing official to obtain the marriage license. The letter must be on facility letterhead and state that the party is incarcerated. The signature of the incarcerated party must be obtained on the marriage license at the time the ceremony is performed.

Imminent Death

An authoritative request must be presented at the time marriage intentions are filed from a minister, clergyman, priest, rabbi, or attending physician stating that the death of either party is imminent. The authoritative request must be on facility letterhead, provide the name of patient, state that death is imminent and state the patient is conscious and coherent. The patient must make it known that it is their wish to be married and sign the letter in addition to the signature and printed name of the minister, clergyman, priest, rabbi, or attending physician declaring death is imminent.

Marriage License

Once the marriage intentions have been filed, a marriage license may be issued and is valid for 90 days from the date the intentions were filed. Each party to the intended marriage shall complete the license by appearing in person before the municipal clerk or State Registrar to sign the certification statement on the marriage license. The parties are responsible to provide the marriage license to the Officiant who will solemnize the marriage by performing a marriage ceremony, completing the marriage ceremony section on the marriage license, and obtaining the original signatures of two witnesses who are physically present during the ceremony. The Officiant must return the marriage license to the issuing authority who issued the license within 7 days after the ceremony was performed.

Town of Chelsea
Application for Boards, Committees & Commissions

To the Town Manager:

I hereby request to be considered for membership to the following board(s) and/or committee(s):

Please check:

- | | |
|---|---|
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Cemetery Committee | <input type="checkbox"/> Economic Development |
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Solid Waste Committee |
| <input type="checkbox"/> Road Advisory Committee | <input type="checkbox"/> SVRSU #12 School Board |
| <input type="checkbox"/> Comprehensive Plan Committee | <input type="checkbox"/> Board of Appeals |

Signature of Applicant

Date

Only complete the section below if you haven't previously volunteered in another capacity in Chelsea

Preliminary Information:

Name (Print): _____
Residence address _____ Phone: _____
Cell Phone: _____
Mailing Address: _____
(If different)
Email Address: _____

Membership in community and other organizations:

Organization	Dates	Activities
_____	_____	_____
_____	_____	_____
_____	_____	_____

A brief biography

Specific qualifications for these boards/committees

Please return the signed completed application to: Town Manager, 560 Togus Rd, Chelsea, ME 04330

**TOWN OF CHELSEA
ANIMAL CONTROL OFFICER
COMPLAINT – INTAKE FORM**

Complaint taken by: _____ Date: _____ Time: _____ a.m./p.m.

Complaint Against:

Name: _____ Phone (H): _____

Address: _____ Phone(W): _____

Directions: _____

Types of Animal(s) involved:

Nature/Reason of Complaint:

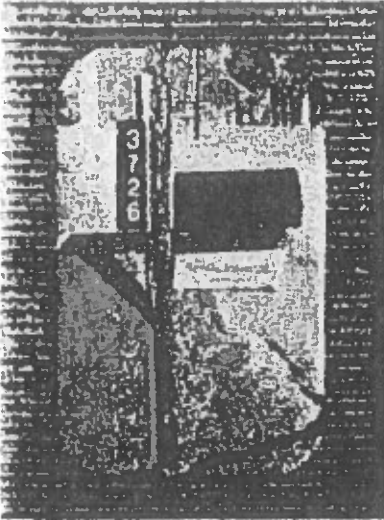
Complainant:

Name: _____ Phone (H): _____

Address: _____ Phone (W): _____

Email: _____

Chelsea Fire Department 911 Address Signs



Address Signs Are available through the town office @
582-4802 or any member of the fire department

Name: _____

Address: _____

Single or double sided: _____ **SEE BACK** _____

Cost is \$15.00 dollars and will be delivered to you location once
completed. Please allow a week or two for delivery.

Contact: Chief Shawn Ramage @ 623-7648 or
cfdchief@ne.twcbc.com

Assist Chief Jim Gagnon @ 582-1138

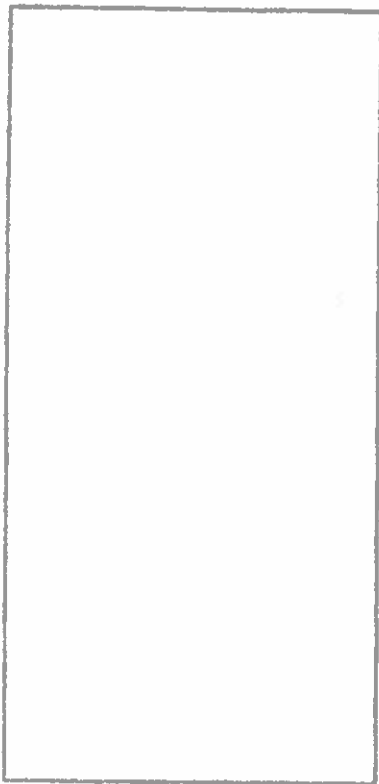
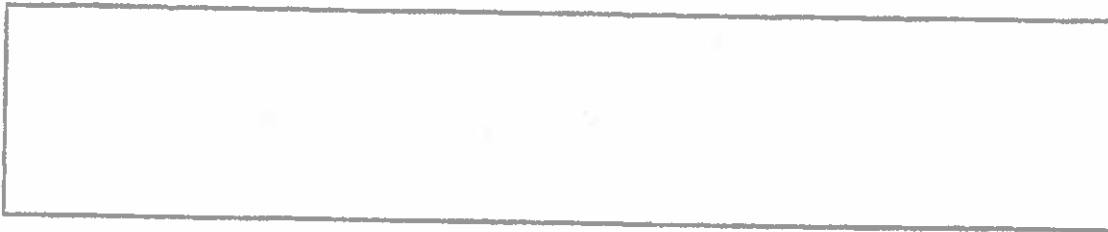
SEE BACK FOR FURTHER

CHECKS MADE PAYABLE TO:
TOWN OF CHELSEA

Number of address _____

Single or Double Sided _____

Horizontal



Vertical

Key to the contents of your Welcome Packet

Right-hand side

6. What do we Need to Register a Car

Document clearly lists what is needed for each type of automobile registration, if there is another scenario which we have missed, please call our office, and ask what will be required. 207-582-4802

7. Sample bill of sale (please feel free to use if needed)

8. & 9. If you are a new property owner in the Town of Chelsea, you should complete the Homestead Exemption, if you are a Veteran then you should also complete Maine Veteran Property Tax Exemption application.

10. Please help us to help you, complete the Residential Sales Questionnaire and submit it to the Assessor's Office.

11. Moving a Mobile Home into/out of Chelsea. This form must be completed to obtain a permit.

12/13. Plumbing and Building Permit Application. If you are anticipating new construction/renovations, these applications must be completed prior to ANY construction. If they are not, fines can be doubled.

WHAT DO WE NEED TO BRING TO REGISTER OUR CAR??

Register/Re-register: Customer required to bring the following:

- ***Current registration
- ***Accurate mileage
- ***Current proof of insurance

New Registrations (private sale) Customer to provide:

- ***All vehicles 1995 or newer must have title from previous owner signed over to the new owner and signed off by all owners on the front
- ***A valid bill of sale
Must list year, make and model, VIN, who vehicle was sold to (full name) and address, for the amount of \$-----, signed by both parties (buyer/seller), seller's full name and address
- ***Accurate mileage
- ***Proof of insurance which must have an effective date the same as or prior to the date of registration.

New Registrations (dealer sale) Customer to provide:

- ***Copy of title application (blue paper provided by dealer), current mileage
- ***Itemized statement of charges from dealer
- ***Window sticker (Maroney Label)
- ***Proof of insurance which must have an effective date the same as or prior to the date of registration.

New Registrations (dealer sale) lease agreement

- ***Copy of title application (blue paper provided by dealer), current mileage
- ***Itemized statement of charges from dealer
- ***Window sticker (Maroney Label)
- ***Proof of insurance which must have an effective date the same as or prior to the date of registration.
- ***Copy of Lease Agreement

New Registrations (from another state)

- ***Title/copy of lease agreement, current mileage
- ***If car financed, we will need all information on lien holder, name, mailing address
- ***Current registration from previous resident state
- ***Proof of insurance which must have an effective date the same as or prior to the date of registration.

Transfer of Tags:

- ***Current registration form
- ***Mileage
- ***Proof of insurance
- ***Along with all other information on new vehicle option above

Bill of Sale

Date: _____

I/We sell/gift one _____, _____, _____
Yr Make Model

Vin# _____, to _____

and _____ for the sum of \$ _____.

Current mileage: _____

Seller (1) Signature

Buyer (1) Signature

Seller (2) Signature

Buyer (2) Signature

Printed name of seller

Printed name of buyer(s)

Seller's address

Buyer's address



APPLICATION FOR MAINE HOMESTEAD PROPERTY TAX EXEMPTION
36 M.R.S. §§ 681-689

Completed forms must be filed with your local assessor by April 1. Forms filed after April 1 of any year will apply to the subsequent year tax assessment. See reverse for instructions.

SECTION 1: CHECK ALL THAT APPLY

- 1a. I am a permanent resident of the State of Maine.
- b. I have owned a homestead in Maine for the past 12 months.
(1) If you owned a homestead in another municipality within the past 12 months, enter the address (street number, street name, municipality): _____
- c. I declare the homestead in this municipality is my permanent residence and I am not claiming or receiving a homestead property tax exemption for any other property.
(Summer camps, vacation homes, and second residences do not qualify)

IF YOU HAVE NOT CHECKED ALL THREE BOXES, STOP HERE
You do not qualify for a Maine homestead property tax exemption

SECTION 2: DEMOGRAPHIC INFORMATION

- 2a. Names of all property owners (names on your tax bill): _____
- b. Physical location of your homestead (i.e. 14 Maple St.): _____
City/Town: _____ Telephone #: _____
- c. Mailing Address, if different from above: _____
City/Town: _____ State: _____ ZIP: _____

SECTION 3: MAINE RESIDENCY IS BASED ON ONE OR MORE OF THE FOLLOWING (check all that apply):

- 3a. I file a Maine resident income tax return.
- b. The address on my driver's license is the same as the above address in Section 2.
- c. The legal residence on my resident fishing and/or hunting license is the same as the above homestead location on line 2b.
- d. I pay motor vehicle excise tax in this municipality.
- e. I am a registered voter in this municipality.

(If you did not check any boxes, please attach an explanation that shows your residency.)

I hereby declare, aware of penalties for perjury, that the answers to the above are, to the best of my knowledge and belief, true, correct and complete. A person who knowingly files false information for the purpose of obtaining a homestead property tax exemption is guilty of a criminal offense.

Signature of Homestead Owner(s) _____ Date: _____
_____ Date: _____

INSTRUCTIONS

SECTION 1. Check the appropriate box related to each question. You must check all three boxes to qualify for the Maine homestead property tax exemption. If you have moved during the year and owned a homestead in Maine prior to your move, enter the address of the homestead you moved from on line 1 b(1). Your ownership of a homestead must have been continuous for the 12-month period prior to application. If you did not check all boxes in this section, you do not qualify for the homestead property tax exemption. A person on active duty serving in the Armed Forces of the United States who is permanently stationed at a military or naval post, station or base in this state is deemed to be a permanent Maine resident. A person on active duty serving in the Armed Forces of the United States does not include a member of the National Guard or the Reserves.

SECTION 2. Enter your full name(s) as shown on your property tax bill, the physical location of your home and your mailing address, if different than the physical location.

SECTION 3. This section gives the local assessor information which may be used to determine if you qualify and should support your answers to the questions in SECTION 1. Please check the appropriate box for each of the statements in this section.

At least one of the owners of the homestead must sign this document. Please file the application with your local municipal assessor. If, for any reason, you are denied exemption by the assessor, you may appeal the assessor's decision under the abatement statute, 36 M.R.S. § 841.

DEFINITIONS

Homestead. "Homestead" means residential real property owned by an individual or individuals and occupied by those individuals as their permanent residence. Residential real property held in a revocable living trust for a beneficiary who occupies the property as his or her permanent residence also qualifies as a homestead. A resident homeowner who is subject to foreclosure and subsequently purchases the home back from the municipality is considered to have no interruption in homeownership for purposes of this exemption.

Municipality. "Municipality" means any city, town, plantation, or any location in the unorganized territory.

Permanent residence. "Permanent residence" means that place where an individual has a true, fixed, and permanent home and principal establishment to which the individual, whenever absent, has the intention of returning. An individual may have only one permanent residence at a time and, once a permanent residence is established, that residence is presumed to continue until circumstances indicate otherwise.

Permanent resident. "Permanent resident" means an individual who has established a permanent residence.

A cooperative housing corporation may apply for a homestead exemption to be applied against the valuation of property of the corporation that is occupied by qualifying shareholders. To qualify, the corporation must complete an Application for Maine Homestead Property Tax Exemption for Cooperative Housing Corporations.

APPLICATION FOR MAINE VETERAN PROPERTY TAX EXEMPTION

36 M.R.S. § 653

Please refer to Bulletin #7 for additional information – this application is confidential.

File this application, including all required attachments with your town by April 1.

1. Name: _____ 2. Telephone: _____

3. Mailing Address: _____

4. Legal Residence: _____ 5. Date of Birth: _____

6. Date of Entry into Armed Forces: _____ 7. Service Number/SSN: _____

8. Legal Residence on Date of Entry into Armed Forces: _____

9. Date of Discharge or Separation from Armed Forces: _____

10. Check the box that applies:

I am 62 or older (or receiving a non service-connected total disability pension) and served in the U.S. Armed Forces during an accepted war period.

I am 62 or older (or receiving a non service-connected total disability pension) and received an Armed Forces Expeditionary Medal.

I receive a service-related total disability pension from the U.S. Government for:

Service in the U.S. Armed Forces during any Federally recognized War Period.

Injury or disease incurred in the line of duty during active military service.

VA disability pension Claim Number: C- _____

11. Did you receive a grant from the U.S. Government for specially adapted housing as a paraplegic?

Yes No

12. Is the property you are requesting an exemption for in a revocable living trust with you as the beneficial owner of that trust? Yes No

13. Enter a description of the property (map, lot, location, etc.): _____

I hereby apply for an exemption from property tax in accordance with 36 M.R.S. § 653. No property on which I claim tax exemption as a veteran was conveyed to me for the purpose of obtaining exemption other than from my spouse. The answers to the above questions are correct to the best of my knowledge and belief.

Signature: _____ Date: _____

GENERAL INSTRUCTIONS

If you are a Maine resident and a veteran who served on active duty in the U.S. Armed Forces, you may be eligible for a limited exemption from property tax on real estate or personal property. You qualify for an exemption if:

- 1) You served in the U.S. Armed Forces during a recognized war period or other recognized service period or you received an Armed Forces Expeditionary Medal; and
- 2) You will be at least 62 years old on April 1 or you are receiving a total disability pension from the U.S. Government.

Proof of eligibility is generally covered by a copy of your Certificate of Release or Discharge from Active Duty (DD Form 214 or similar form issued by the Department of Defense) or the benefit summary letter issued by the Department of Veterans Affairs ("VA"). A copy of VA Form 20-5455 may be used if you do not have a benefit summary letter.

RECOGNIZED WAR PERIODS

- World War I - April 6, 1917 through November 11, 1918;
- World War I - (service in Russia) - April 6, 1917 through March 31, 1920;
- World War II - December 7, 1941 through December 31, 1946;
- Korean Conflict - June 27, 1950 through January 31, 1955;
- Vietnam Era - February 28, 1961 through May 7, 1975. For the period, February 28, 1961 through August 4, 1964, federal law restricts the definition of the Vietnam Era war period to relating only to veterans who served in the Republic of Vietnam.
- Persian Gulf War - August 2, 1990 to the date that the U.S. Government recognizes as the end of the Persian Gulf War. This period also includes Operation Enduring Freedom, Operation Iraqi Freedom, and Operation New Dawn.

OTHER RECOGNIZED SERVICE PERIODS

- February 28, 1961 through August 4, 1964 (Maine property tax exemption applies to all veterans who served during February 28, 1961 through May 7, 1975, regardless of where they served);
- August 24, 1982 through July 31, 1984; and
- December 20, 1989 through January 31, 1990.

SPECIFIC INSTRUCTIONS

Line 4. Legal Residence. Enter the municipality where your primary home is. You can have only one legal residence.

Line 7. Service Number/SSN. If you were issued a service number, enter that number. Otherwise, enter your Social Security Number ("SSN").

FOR ASSESSOR USE ONLY - CERTIFICATE OF APPROVAL OF APPLICANT'S EXEMPT STATUS

The applicant has applied for the following exemption amount:

- \$6,000 Post W.W.I \$7,000 W.W.I \$50,000 Paraplegic

In determining the local assessed value of the exemption, the assessor shall multiply the amount of the exemption by the ratio of current just value upon which the assessment is based.

Date Approved: _____ Effective Date: _____

Approved by: _____ Title: _____

RESIDENTIAL SALES QUESTIONNAIRE – PLEASE SUBMIT TO THE ASSESSOR’S OFFICE

Please take a moment and answer the following questions and return to the Assessor’s Office as soon as possible. This request will help us to verify and confirm the sale itself for future analysis and maintenance of town wide assessments for tax purposes. Thank-you!

PROPERTY OWNER NAME: _____

CURRENT MAILING ADDRESS: _____

PROPERTY’S PHYSICAL LOCATION: _____

1. What was the actual purchase price? _____
2. Is the seller related to you? ____ If yes, how? _____
3. Was there a special circumstance for this sale? ____ If yes, explain (estate sale, related parties, distress)

4. Was the sale through a broker? _____
5. If not, was it a private sale? _____ Other? _____
6. How long was the property on the market before you purchased it? _____
7. What was the original asking price? _____
8. Why did you buy this particular property? _____

9. What was the condition of the property at the time of sale? _____

10. Did it need any immediate repairs? _____
11. Estimated cost of renovation since the purchase? _____
12. If renovated, what were the updates? _____
13. Did the sale price include any personal property? ____ If yes, what? _____
14. Do you plan to do any future updates to the property? _____ Please describe _____

15. Was the property surveyed? ____ If yes, we would appreciate a copy for our records!

Date _____

Contact Number: _____

Please e-mail to chelseatownmanager@chelseamaine.org or mail to the below address.

Thank-you for very much for your cooperation!

**CHELSEA ASSESSOR
560 TOGUS ROAD
CHELSEA, MAINE 04330
(207)582-4802**

CHELSEA ASSESSOR'S OFFICE

Assessor Agent

207-582-4802

roger@ridappraisal.com

Data Entry Assistant

207-582-4802

chelseadeputy@chelseamaine.org

The office is in the Town Office and we encourage you to contact us if you have questions.

SERVICES - property records, tax maps, deeds, surveys, forms and applications for different property tax programs. You can also visit our website at www.chelseamaine.org and log into our assessing data base to view your own property and others in Chelsea.

You may request a copy of your property record to review for accuracy and notify us of any changes such as mailing address, building components, etc. You may also request an on-site review of your property assessment!

TAX RELIEF

There are property tax relief programs available through an application process, including local property tax exemptions and reduced land valuation on current use classification.

Please contact our office for more information and for an application for any of the following:

EXEMPTIONS – all applications must be received on or before April 1st

- **Homestead** – a homeowner who can claim a Maine residency and ownership of a homestead for at least the past 12 months, even if you moved here from another Maine town. (\$20,000 exemption)
- **Veterans and/or Widows** – for a veteran or their widow; if the veteran has served in the armed forces during a recognized war period and is 62 years of age or older, or; is receiving 100% disability as a veteran. (\$6,000 exemption)
- **Blind** – for those considered to be legally blind may provide us with a written statement from an optometrist or medical doctor. (\$4,000 exemption)
- **Organizations & Institutions** – non-profit organizations who must meet certain requirements as required by statute may receive 100% exemption.
- **BETE** – Business Equipment Tax Exemption for businesses operating as a manufacturer or non-retail service facility and who has equipment first subject to tax on April 1, 2008 may receive an exemption on those items.

CURRENT USE CLASSIFICATION – applications and plans must be received on or before April 1st

- **Farmland** – Property owners with agricultural land and who owns at least five acres and who can show evidence of income from production or consumption by another may receive a reduced per acre rate on those acres that qualify.
- **Tree Growth** – Property owners who own at least ten forested acres and who has obtained a forest management plan from a licensed forester and who meets the objectives according to statute may receive reduced rate per acre.
- **Open Space** – no minimum acreage requirement, but the land must be undeveloped, and provide a level of public benefit. Typically, this is done through conservation easements, public access and perpetual restrictions. Qualified applicants will receive a percentage reduction from the assessment based on the level of benefit.

REIMBURSEMENT PROGRAMS – www.maine.gov/revenue/propertytax/propertytaxbenefits/propertytaxbenefits.htm

- **BETR** – Business Equipment Tax Refund – for Business Owners, this is a refund on personal property tax paid during the previous year on qualified equipment.

STATE OF MAINE
CERTIFICATE OF TAXES/SEWER FEES PAID ON MOBILE HOME
Title 29-A, Sections 462-4; 1002-9; 2382-10

Property tax, water/sewer release for the municipality of: _____

This is to certify that all property taxes and water, drain and sewer assessments have been paid on the mobile home described below, including taxes and assessments for the current tax year. Providing a signed and town-stamped copy of this form to the taxpayer is sufficient documentation that all obligations have been met. Municipal tax collectors should not sign this form until satisfied that all property tax, water and sewer charges are paid. If necessary, first refer the taxpayer to the appropriate local officials for their signatures. A release also is required for intra-municipal moves.

Mobile Home Information

Make: _____ Model: _____ Year: _____ Color: _____

Serial #: _____ Dimensions: _____

Taxpayer: _____ Mover: _____

Moved from: _____ Moved to: _____

I certify that all applicable property taxes have been paid on the above mobile home including for the current tax year.

Town Stamp

Date: _____ Tax collector: _____
(Typed or printed)

Tax Collector Signature: _____

Water Fees

I certify that all applicable water fees and assessments have been paid on the above mobile home.

Date: _____ Name and title: _____
(Typed or printed)

Signature: _____

Sewer Fees

I certify that all applicable sewer fees and assessments have been paid on the above mobile home.

Date: _____ Name and title: _____
(Typed or printed)

Signature: _____

Return to: Overlimit Permit Unit, 29 State House Station, Augusta, ME 04333-0029 or any Motor Vehicle Branch office. This certificate is necessary to obtain a permit/registration to move the mobile home. O/L Unit phone: (207) 624-9000 X 52134; fax (207) 622-5332.

PLUMBING APPLICATION HHE-211

Maine CDC Drinking Water Program / Subsurface Wastewater

PROPERTY ADDRESS				ISSUING MUNICIPAL OFFICE			
City, Town, or Plantation				Town/City			
Street/Subdivision Lot #				Permit #		Total Fee \$	
PROPERTY OWNER INFORMATION				Date Issued		Double Fee	
Name (Last, First)							
Applicant Name (Last, First)				Local Plumbing Inspector Signature		License #	
OWNER/APPLICANT MAILING ADDRESS				FEES		State \$	
Street				Local \$			
City				LOCATION		Map #	
State		Zip Code		Lot #			
OWNER/APPLICANT STATEMENT				<p>CAUTION: INSPECTION REQUIRED I have inspected the installation authorized above and found it to be in compliance with the Maine Plumbing Rules Application.</p>			
<p>I certify that the information submitted is correct to the best of my knowledge and understand that any falsification is reason for the Local Plumbing Inspector(s) to deny a permit.</p>							
Signature of Owner/Applicant		Date		LPI Signature		Date (Rough-In)	
Copy:		Property Owner <input type="checkbox"/>		Town <input type="checkbox"/>		State <input type="checkbox"/>	
						Date (Final)	

PERMIT INFORMATION					
This application is for: <input type="checkbox"/> New Plumbing <input type="checkbox"/> Relocated Plumbing <input type="checkbox"/> HUD Homes (permanent frame) <input type="checkbox"/> Certified Modular Home		Type of structure to be served: <input type="checkbox"/> Single Family Residence <input type="checkbox"/> Modular or Mobile Home <input type="checkbox"/> Multiple Family Dwelling <input type="checkbox"/> Other (specify below)		Plumbing to be installed by: <input type="checkbox"/> Master Plumber License # <input type="checkbox"/> Mfd. Housing Rep. License # <input type="checkbox"/> Property Owner	
Column 1 – Hook-Up & Relocation		Column 2 – Fixtures		Column 3 – Fixtures	
Maximum 1 Hook-Up		Type of Fixture	Qty	Type of Fixture	Qty
Hook-Up (a) <input type="checkbox"/> <i>Hook-up to public sewer in those cases where the connection is not regulated and inspected by the local sanitary district.</i>		Hosebib/Sillcock		Bathtub (and Shower)	
		Floor Drain		Shower (Separate)	
		Urinal		Sink	
		Drinking Fountain		Wash Basin	
Hook-Up (b) <input type="checkbox"/> <i>Hook-up to a newly permitted or existing subsurface wastewater disposal system.</i>		Indirect Waste		Water Closet (Toilet)	
		Treatment Softener, Filter, etc.		Clothes Washer	
		Grease/Oil Separator		Dishwasher	
Piping Relocation <input type="checkbox"/> <i>Relocation of sanitary lines, drains, and piping without new fixtures within the structure.</i>		Roof Drain		Garbage Disposal	
		Bidet		Laundry Tub	
		Other:		Water Heater	

State of Maine
 Department of Health and Human Services/
 Center for Disease Control and Prevention
 Environmental & Community Health •
 Drinking Water Program •
 Subsurface Wastewater
 286 Water Street
 State House Station 11
 Augusta, ME 04333
 207-287-2070
HHE-211
 Revised 2/22/2024

Total Column 1 + Total Column 2 + Total Column 3 = Enter Total Fixtures / Hook-Ups Below

PERMIT TRANSFER ONLY <input type="checkbox"/> \$10.00	Total Fixtures / Hook-Ups	
	Per-Fixture Fee	\$
	TOTAL PERMIT FEE	\$

Building Permit Application

Town of Chelsea Code Enforcement Office

560 Togus Road
Chelsea, Maine 04330
(207)582-4802 (207)242-9585
chelseaceb@chelseamaine.org

For office use only

Date received:	Permit #	Permit Fee
		\$
Approved By:		Date:

For Applicant

Property Address:		Map	Lot		
Owners name	Owners Phone	Email address			
Owners address	City	State	Zip		
Applicant Name (if different from Owner)	Phone	Email address			
Contractors Name	Phone	Email address			
Cost of Improvements	Construction	Electrical	Plumbing	Heating & AC	Total Cost

Type of Improvement

- | | | | |
|--|---|-------------------------------------|--|
| <input type="checkbox"/> New Building or Structure | <input type="checkbox"/> Alteration | <input type="checkbox"/> Demolition | <input type="checkbox"/> Change of Use |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Repair-Replace | <input type="checkbox"/> Relocation | <input type="checkbox"/> Other _____ |

Measurement of structure: _____ ft x _____ ft (if new or replacement)

Is work within 250' of a wetland or waterbody: YES NO (circle one)

Is work within 100-year flood plain: YES NO (circle one)

Plumbing Permit Required: YES NO (circle one)

Will a chimney be built? _____, if yes, the chimney must be constructed of solid masonry units or reinforced concrete (this includes the regular brick chimney) or commercial concrete sections or, it may be one of several prefabricated metal chimneys. Every chimney shall be provided with a properly installed clean-out opening with a metal door for each flue, where applicable.

Describe in detail the work you will be doing under this permit. (Use the back of page 3 if necessary)

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION. I ALSO CERTIFY THAT THE INFORMATION PROVIDED IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THIS JURISDICTION.

Signature of owner or applicant:	Date:
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Recreational Vehicle Registrations

New Registrations:

Please have your photo ID, necessary paperwork and form of payment: cash, check or card (2.5% service fee applies). If you haven't already paid Maine Sales Tax at the time of purchase, you will pay that along with the registration fee.

Dealer Sale: Bill of sale that includes make, model, year, serial number, seller's name and address and the amount you paid for it. It must also show that sales tax was paid. If sales tax was not paid because you purchased your recreational vehicle out of state then you will be required to pay it at time of registration.

Private Sale: Bill of sale that shows make, model, year, serial number, seller's name and address and the amount you paid for it. You will need to pay sales tax for your recreational vehicle purchase.

Transfer: Bill of sale that shows make, model, year, serial number, seller's name and address and the amount you paid for it as well as the registration of the vehicle that you sold or traded. You will need to pay sales tax for your recreational vehicle purchase. You can download the State of Maine Sales Tax Certificate to electronically fill out prior to coming to the office.

Renewals

ATV, Boat and Snowmobile registrations can be renewed online through the State of Maine's website or in person. You must know your ME# or bring your prior registration so we can look up and renew your recreational vehicle in person. We cannot look any registrations up by customer name.

Non-Resident Boats

Saltwater Boats: All boats located in Maine for more than 60 consecutive days must be registered. If a boat is in Maine more than 75 days during a calendar year, the non-resident must pay excise tax to the Maine town where the boat is principally moored, docked or located before registration. If the boat is exempt from tax, a tax exemption form must be completed by the owner and submitted with registration application and registration fee.

Freshwater Boats: All motorized watercraft on inland waters must display the Lake and River Protection sticker ("Preserve Maine Waters" sticker; also referred to a "Milfoil" sticker). "Motorized watercraft" includes any boat with any type of motor, including canoes with electric motors and personal watercraft. Owners of non-Maine registered boats are required to purchase and affix a lake and river protection sticker. A new sticker must be purchased every year.

Recreational Vehicle Registrations/Recreational Licenses

Renewals:

ATV, Boat and Snowmobile registrations can be renewed online through the State of Maine's website or in person. You must know your ME#, sticker # and year, or bring your prior registration to renew your recreational vehicle in person. We cannot look any registrations up by customer name. Please have your photo ID or valid vehicle registration to prove residency each renewal, per IF&W.

New Registrations:

Please have your photo ID or valid vehicle registration, necessary paperwork and form of payment: cash, check or card (2.5% service fee applies). If you haven't already paid Maine Sales Tax at the time of purchase, you will pay that along with the registration fee.

Dealer Sale: Bill of sale that includes make, model, year, serial number, seller's name and address and the amount you paid for it. It must also show that sales tax was paid. If sales tax was not paid because you purchased your recreational vehicle out of state then you will be required to pay it at time of registration.

Private Sale: Bill of sale that shows make, model, year, vin/serial number, seller's name and address, buyer's name and address, and the amount you paid for it. You will need to pay sales tax for your recreational vehicle purchase.

Transfer: Bill of sale that shows make, model, year, serial number, seller's name and address and the amount you paid for it as well as the registration of the vehicle that you sold or traded. You will need to pay sales tax for your recreational vehicle purchase.

Licenses:

Please have your prior license if possible. Must have driver's license or valid motor vehicle registration to proof residency each time. If coming from another state, must either have proof of hunters safety for each type of hunting license wishing to purchase or sign an affidavit(must know year and state course completed in).