

Sanford Springvale

*Your future is **here.***

A Small Business Guide



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Welcome to Sanford-Springvale

We are both excited and honored that you have chosen Sanford-Springvale as your place of business. You will find a dedicated workforce & a strong sense of community in this place.

Here are just a few things that are currently going on in our great City:

SanfordNet Fiber - The largest community-owned High-Speed Fiber Business Network in ME

Sanford Airport Solar Project – Largest solar array on an airport in the world. 50 MW project produces enough energy to power 20,000 homes

Sanford Seacoast Regional Airport – more take-offs and landings than any other airport in Maine

New \$100 million integrated high school and technical center, with 900 seat performing arts center, plus upgrades to every Pre-K thru 8th grade classroom

York County Community College expansion campus in South Sanford for Applied Technology

Sanford's Industrial Parks proudly serve as home to over 65 companies, with major names like Hussey Seating, Tom's of Maine, NatCo, Baker Co, Rubb Building Systems, and Rohm America

89 brand-new housing units recently approved for downtown construction (2020-2021)

Summer Commons - New 94 bed long-term and memory care facility just opened June 2021

We have “ready access” to developable and affordable real estate and have streamlined our planning and permitting process

The City has partnered with Maine DOT in a planned Partnership Initiative that will revitalize downtown by fixing dangerous intersections, improving transportation, walkability, and biking, and setting the stage for community growth and economic development. This is a huge undertaking slated to start in 2022 and continue through 2025, including a full Promenade around Number One Pond in the center of downtown.

The Sanford Regional Economic Growth Council and City leadership stand ready to help. Together, with many new major initiatives, Sanford is a great place to live, work and play.



The Small Business Advocate within The Sanford Regional Economic Growth Council

Dear Business Owner,

The Sanford Regional Economic Growth Council is a private non-profit 501(C)(6) corporation.

As such, you can be guaranteed that your business plans will remain confidential until such time you are ready to move forward with your plans to the Codes Office, Planning Board and other departments within the city.

The Small Business Advocate is part of the SREGC. The advocate is someone who has experience in private sector business ownership, real estate, finance, and has built positive relationships with the city departments that will be reviewing and recommending your project.

To get the best support for your project, please contact the Growth Council at the onset of starting a new business venture or a business expansion.

Sanford Regional Economic Growth Council
917 Main Street Suite D
Sanford ME 04073
www.sanfordgrowth.com
(207) 324-9155

The following Pages 4 thru 9, are an introduction to the Planning Department, Codes Department, and the City Clerk's Office. You will get an idea of the kinds of things you will need to get a project off the ground. The Small Business Advocate will assist you through this process if you feel you need help.

We hope you find this guide as a roadmap to streamline your process to business ownership. We couldn't be more happy to serve you.

Sincerely,
The Sanford Regional Economic Growth Council



Sanford Codes Office

In the Sanford Codes Office, the staff is just as interested in your project as you are. To ensure that your project gets off the ground, with the fewest barriers possible, please contact the codes office, first.

Many times, in the excitement of getting things going, business owners may buy a property or sign a lease, to find they cannot conduct their business at that particular property. This is frustrating and can be costly. Please click the fillable form below to enlarge, and start the process of determining if the area and/or property, you would like to do your business in, is permit-able. Someone from codes will follow up with a call or an email, and help with any additional info needed.



City of Sanford, Maine
Code Enforcement Office
919 MAIN STREET, SUITE 120
SANFORD, MAINE 04073-3589
PHONE (207) 324-9143
FAX (207) 324-9106

Prospective Project Worksheet

Contact Information:	
Contact Name: _____	Date Requested: _____
Email: _____	Phone Number: _____
General Information:	
Property Address: _____	
Interest in Property (Circle One):	Property Owner Potential Buyer Lessee
Project Description: _____	

Does the proposal include modifications to an existing building or the construction of any new buildings or structures? If so please describe:	

Does the proposal include any changes to the Site? If so please describe:	

PLEASE ATTACH SUPPORTING DOCUMENTS IF AVAILABLE (SURVEY, SKETCH PLAN, DEED, ETC.)	
✓ _____	
SIGNATURE / DATE	

If you have any questions, please feel free to contact the
Small Business Advocate at (207) 324-9155



Sanford Codes Office

We have included a list of general permits below. You will probably need at least some of these permits for your project. With this list and a call to Codes (207) 324-9145, or an in-person meeting, they will help you distinguish between the items that are needed and the items you can disregard.

You may also need to meet with other departments, besides the Office of Code Enforcement or Planning, depending on the size, the layers, and the complexity of your project. Codes will tell you if any other department, like water, sewer, or fire marshal, needs to be involved. We have left a few lines at the bottom for any write-in items that may come up when you discuss your plans with them.

Initial	N/A	Process	Contact	Phone	Fees
		Project Consultation	Codes	(207)324-9145	FREE
		Pre-Application Meeting	Planning	(207) 324-9150	FREE
		Site Plan Review	Planning	(207) 324-9150	There are fees for some of the planning and permitting activities on this list.
		Planning Board Review	Planning	(207) 324-9150	
		Building Permit	Codes	(207) 324-9145	Please ask about fees once you have determined the scope of your project.
		Plumbing Permit	Codes	(207) 324-9145	
		Occupancy Permit	Codes	(207) 324-9145	
		Sign Permits	Codes	(207) 324-9145	
		Electrical Permit	Elec Inspector	(207) 502-0085	
		Other Items	Per Dept as needed		

[Please see a list of full list of permits on the Local and State Level that could be needed, HERE](#)

**If you have any questions, please feel free to contact the
Small Business Advocate at (207) 324-9155**



Planning & Zoning

If your project requires expanding an existing building, altering land use, or new construction, you will need to discuss this project with the Planning and Development Department. Usually, this starts with a pre-application meeting, where Planning will assemble various staff members to help you understand what to do next. Below, is the protocol for a pre-application meeting to discuss the aspects of your project.

STEP ONE: INSTRUCTIONS FOR “PRE-APPLICATION” MEETING WITH THE PLANNING DEPT.

(These instructions are for a zoom meeting until face-to-face meetings are authorized.)

Please submit to jlbabcock@sanfordmaine.org, prior to the setting up of a pre-application meeting, the following:

- Name, email address, and phone number of applicant and/or consultant serving as a point of contact, as well as for all individuals who will take part in the teleconferenced pre-application meeting;
- Two GIS maps: [Using the “2017 aerial base map”](#), print one map of the site, and one map of the general vicinity of the site, that determines where the property is, and what roads and developments are near it. This is easily done on the City of Sanford GIS Mapping Service. Instructions about how to create these maps can be found here: [City of Sanford Maine Planning](#);
- For Design Review and very small-scale projects, a drawing of the proposed improvements on the 2017 aerial base map described above is acceptable (unless you already have a professionally prepared plan). For Site Plans or Subdivision Plans, a professionally-prepared concept plan, which generally lays out the proposed improvements, must be provided.

Once the Planning Dept. has determined the completeness of the submitted information, they will contact you for a pre-application meeting. First step accomplished!

**If you have any questions, please feel free to contact the
Small Business Advocate at (207) 324-9155**



Planning & Zoning

STEP TWO: THE PRE-APPLICATION MEETING: You will find out nearly everything you need to know in the pre-application meeting. You will know the type of project and level of review needed to turn your vision into reality. If a full application is needed, you will find the pre-application meeting and the instructions below helpful to keep the process going. Except for some complex projects, that require multiple steps at the local level and/or additional involvement within the state and federal levels, your project should only take about 4 - 6 weeks to get through this process. This will, of course, rely on you submitting a completed application.

STEP THREE (determined in pre-app above): INSTRUCTIONS FOR SUBMISSION OF “FULL APPLICATION” Here is the information you need to submit by mail for a full development review application. Mail *three hard copies and one digital copy* of ALL submission materials to:
Janice L Babcock, Planning Department, 919 Main St, Sanford ME 04073

- Completed [application form](#) with signatures and date (you will know how the project is classified by the Planning Department from the pre-application meeting)
- Completed [checklist associated with the specific review](#) – to be sure your project is not held up, please do not respond “NA” for any application submission requirement; if you believe that a submission requirement does not apply to your project, check "request for waiver" on the form and explain why you believe the requested waiver is justified (i.e., there are no existing buildings on the site; existing public water extends to the site and no changes are proposed; etc.)
- Set of plans and all supporting documentation which includes submission requirements listed in the checklist – collated and bound
- Check for Application Fee (fee will be set at the pre-application meeting)
- Abutters list [abutter material available on the Sanford GIS](#), once on GIS site, click search, type in property info, click abutters right under the search button, then select abutter's list and/or mailing labels.

**If you have any questions, please feel free to contact the
Small Business Advocate at (207) 324-9155**



Office of the City Clerk

In order to determine if your business needs a license to operate, please call City Clerk Sue Cote at (207) 324-9125. Here is a list of some licenses and fees in Category 1, that are issued at the Administrative Level by the City Clerk.

Category 1 Licenses (Administrative Approval)	Fee	Statutory or Code Reference
Alcohol- and drug-free housing	\$100 per year	Ch. 149 , Art. XIII
Auctioneer, nonresident certificate	\$10 per day or \$25 for 3 days	§ 149-1.4
B.Y.O.B. function	\$25 per event	Ch. 74 , Art. III
Brewery, distillery, winery	\$100 per year	Ch. 149 , Art. VII
Closing-out sale	\$50 per 60 days	Ch. 149 , Art. VIII
Coin-operated entertainment device, electronic video machine, arcade device	\$50 per year	Ch. 149 , Art. III
Flea market	\$100 per year	Ch. 256
Flea market vendor	\$25 per year	Ch. 256
Kennel - M.R.S.A. §§ 3931 through 3950-A	\$50 per year	Ch. 78 , Art. IX ;
Lodging establishment	\$50 per year	Ch. 155
Massage therapist	\$50 per year	Ch. 164
Off-premises catering permit	\$25 per application	Ch. 149 , Art. I
Pawnbroker	\$300 per year	Ch. 193
Peddler	\$50 per year or \$25 per day	Ch. 149 , Art. IX
Places of assembly	\$100 per year	Ch. 149 , Art. X
Rental housing	See § 149-5.7	Ch. 149 , Art. V
Residential care facility	\$50 per year	Ch. 149 , Art. XIV
Salvage collector	\$25 per year	Ch. 213
Salvage dealer	\$500 per year	Ch. 213
Secondhand dealer	\$200 per year	Ch. 193
Sport shooting ranges	\$100 per year	Ch. 149 , Art. XI
Tattoo artist, body piercing	\$200 per year	Ch. 149 , Art. XII
Taxicab	See § 232-23	Ch. 232
Tobacco retailer	\$25 per year	Ch. 215 , Art. II
Vacant building	See § 149-6.8	Ch. 149 , Art. VI
Victualer	\$75 per year	Ch. 209
Waste hauler	\$500 per year	Ch. 220
Yard sale permit	\$10 per day	Ch. 256



Office of the City Clerk

These Category 2 Licenses, need City Council approval. Again, a quick call to City Clerk Sue Cote at (207) 324-9125 will help you determine if a license is needed and who will issue that license.

Category 2 Licenses (City Council Approval)	Fee	Statutory or Code Reference
Beano-bingo application	\$100 per application	Ch. 149 , Art. I ; 13-A M.R.S.A. § 311 et seq.
Bottle club	\$100 per year	Ch. 74 , Art. II
Circus, carnival, temporary exhibitions	\$200 per day	Ch. 149 , Art. X
Games of chance application	\$65 per application	Ch. 149 , Art. I ; 17 M.R.S.A. § 1831 et seq.
Hemp grower ¹	See Ch. 161 , § 161-3.3	See Ch. 161 , § 161-3.3
Liquor license application and transfers (Tier I)	\$200 per application	Ch. 149 , Art. I ; 28-A M.R.S.A. §§ 653 et seq. and 1051
Liquor license application and transfers (Tier II)	\$400 per application	Ch. 149 , Art. I ; 28-A M.R.S.A. §§ 653 et seq. and 1051
Medical marijuana operator ²	See Ch. 161 , § 161-3.3	See Ch. 161 , § 161-3.3
Medical marijuana property ³	See Ch. 161 , § 161-3.3	See Ch. 161 , § 161-3.3
Mental health and abuse clinics	\$500 per year	Ch. 149 , Art. II

If your call to the City Clerk has determined that a license is needed, but is issued at the State level, please click the link below for an application and instructions to apply to the State.

<https://www.maine.gov/portal/business/licensing.html>

**If you have any questions, please feel free to contact the
Small Business Advocate at (207) 324-9155**



Key Financial Resources Local & Regional

TAX INCREMENT FINANCING

TIF is a tool that permits the City of Sanford to participate in local project financing by using some or all of the new property taxes from a capital investment within a district. The City has the option of using the “incremental” taxes to reimburse a developer or business for a portion of development project costs. Present Staff at the Growth Council assisted in the drafting of the program legislation and rules in 2001 and managed the state program for ten years.

PINE TREE ZONES

The PTZ program offers eligible businesses the chance to greatly reduce, or virtually eliminate, state taxes for up to ten years when they create new, quality jobs in certain business sectors, or move existing jobs in those sectors to Maine. The program is administered by Maine's Department of Economic and Community Development. Staff presently at the Growth Council assisted in the drafting of the original legislation in 2004 and managed the state program for 5 years.

Southern Maine Finance Agency (SMFA) - SMFA is an agency that distributes funds from State and Federal resources on the regional level.

SMFA is able to administer **SBA 504 Loans** which are long-term fixed rate loans for major real estate or assets with 90% financing. They also have many other loan type programs backed by **FAME**, **USDA** Rural Development, and **General** Business Loan Funds.

Southern Maine Planning and Development Commission (SMPDC) - is another regional resource for your business.

SMPDC has funding under the **Economic Recovery** Loan Program, **CDBG** Microenterprise Grants, the **American Rescue Plan**, and **EPA Brownfields** Clean-up.



State/Federal Loans & Grants

The State of Maine, though different organizations, has developed many programs, grants, and loans to help business start-up and expansion. You can review these programs on your own, or **ask the Advocate about completing a brief query sheet**. This form helps us determine which programs are right for your project.

Programs:

- Employment Tax Increment Financing
- Business Equipment Tax Exemption
- Research Tax Credit
- High Tech Investment Credit
- Seed Capital Tax Credit
- Small Enterprise Growth Fund
- Investment Tax Credit
- Business Equipment Tax Reimburse
- R & D Super Credit
- Sales Tax Exemptions
- Major Business Headquarters Expansion Program
- Maine Investment Exchange

Grants:

- Maine-Made America First Branding Grant
- Development Awards
- Seed Grants
- CDBG Grants
- Institute Cluster Initiative Program

Loans:

- Regions Economic Dev Loan—FAME
- FAME Direct Loan
- Loan Insurance Program
- Economic Dev Venture Cap. Revolving Inv
- Kim Wallace Adaptive Equipment
- Energy Conservation Loan Program
- Linked Investment for Commercial

Remember, State and Federal programs may vary as resources are used. The Small Business Advocate will be able to assist you in finding the best funding options for your project. Call us at (207) 324-9155



City Contact Directory

City Manager

Contact: Steven R. Buck
Address: 919 Main Street
Hours: Monday-Friday 8:00- 4:30
Phone: 207-324-9173
FAX: 207-324-9124

Exec. Assistant to the City Manager

Contact: Lorisa Ricketts
Address: 919 Main Street
Hours: Monday-Friday 8:00- 4:30
Phone: 207-324-9173
FAX: 207-324-9124

Code Enforcement Officer

Contact: Jamie Cole
Address: 919 Main Street
Hours: Monday-Friday 8:00- 4:30
Phone: 207-324-9145
FAX: 207-324-9166

Assistant to Codes

Contact: DeeAnn Leck
Address: 919 Main Street
Hours: Monday-Friday 8:00- 4:30
Phone: 207-324-9145
FAX: 207-324-9166

Building Permit Safety Specialist

Contact: Alix Horr
Address: 919 Main Street
Hours: Monday-Friday 8:00- 4:30
Phone: 207-324-9145
FAX: 207-324-9166

Electrical Inspector

Contact: William Perry
Address:
Hours: Monday-Friday 8:00- 4:30
Phone: 207-502-0085
FAX:

Fire Marshal

Contact: Patrick Cotter
Address: 919 Main St
Hours: Monday-Friday 8:00- 4:00
Phone: 207-324-9110
FAX: 207-324-9124

Asst. City Engineer

Contact: Matthew Provencher
Address: 156 School Street
Hours: Monday-Friday 8:00- 4:30
Phone: 207-324-9135
FAX: 207-324-9133



City Contact Directory (Continued)

Planning & Development Director

Contact: Beth Della Valle, AICP
Address: 919 Main Street
Hours: Monday-Friday 8:00- 4:30
Phone: 207-324-9150
FAX: 207-324-9192

Assistant Planner

Contact: vacant
Address: 919 Main Street
Hours: Monday-Friday 8:00- 4:30
Phone: 207-324-9150
FAX: 207-324-9192

Assistant to Planning Director

Contact: Janice Babcock
Address: 919 Main Street
Hours: Monday-Friday 8:00- 4:30
Phone: 207-324-9150
FAX: 207-324-9192

City Clerk

Contact: Susan Cote
Address: 919 Main Street
Hours: Monday-Friday 8:00- 4:00
Phone: 207-324-9125
FAX: 207-324-9127

Sewerage Superintendent

Contact: Andre Brousseau
Address: 281 River St, Springvale ME
Hours: Monday-Friday 8:00- 4:00
Phone: 207-324-5313
FAX: 207-324-5087

Water Dept. Engineer

Contact: Keith Levasseur
Address: 243 River St, Springvale ME
Hours: Monday-Friday 8:00- 4:00
Phone: 207-324-2312
FAX: 207-324-1267



Completed Items Checklist

- ☐ I have contacted the Small Business Advocate. The advocate stands ready help you reach the goal of business ownership in Sanford. The advocate's assistance is **FREE** and will help you network with all the departments that will be involved with your project and be present at meetings, if needed.

- ☐ I have a written business Plan. If you do not have one, Anne Lancaster at the Small Business Development Center can help. She will have templates for just about any type of business. Her service, due to federal funding, is offered at **NO CHARGE!** Reach Anne at <https://www.mainesbdc.org/> and add your email to "request advising" , or call (207) 780-4815

- ☐ I have decided on how I will structure my business. The choices are a sole proprietor, a partnership, an LLC, or Corporation. Forms of business using a DBA ("doing business as") can be established with the City Clerk's Office. Other forms of Business will require you to register with the [State of Maine Bureau of Corporations](#), which supersedes the need for a local DBA. Your attorney is the best source to help you determine the best path for your business needs.

- ☐ I have my finances in order. Your business plan will show you how much start-up money is needed for set up, inventory, rent, utilities, and payroll. You will most likely need some credit, as well. At this point, you should have a loan and banking institution, an attorney, and SB advisor and others who will want your business to be successful.

- ☐ I have established a business name. I have checked many avenues to make sure I have a unique name that has not been copyrighted, or can be confused with anyone else's business.

- ☐ I have chosen a location. If you have selected a location, the next questions may include, "Can I operate my business in this zone, or will I need to find a different location, or get a zone change?" "Do the building(s) and grounds already conform to my business without any modifications, or do I need to build or remodel a structure or modify for parking and access?" These are great questions! For answers, please refer to the Planning Dept. and Codes Dept. on pages 4 - 7.

If you have any questions, please feel free to contact the Small Business Advocate at (207) 324-9155



Completed Items Checklist

- ☐ I have submitted my Pre-App Document Package
- ☐ I have spoken with Codes and have submitted the appropriate permit applications. Free feel to refer to pages 6 and 7
- ☐ I have applied for my license(s). Depending the type of business you wish to operate, you may be required to obtain a permit or license from the City of Sanford or the State of Maine. Please refer to pages 8 & 9 for the City Clerk's Office.
- ☐ I have decided to incorporate, or I will have employees, I have done the following:
 - [Registered for a Federal Employer Identification Number \(EIN\)](#)
 - [Registered for a Maine State Income Tax Withholding and Unemployment Insurance](#)
- ☐ I have obtained a [retailer and or re-sale certificate](#), if needed for retail sales
- ☐ I have obtained the necessary insurance coverage for my business
- ☐ I have obtained a [DUNS number](#) (needed if applying for public grant/loan programs)
- ☐ I have final approval from Planning, if needed.
- ☐ I have final approval from Codes and an Occupancy Permit.
- ☐ I have obtained licensing, if needed.
- ☐ I have contacted the media with a press release announcement of my opening.

If you have any questions, please feel free to contact the Small Business Advocate at (207) 324-9155



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