

**NOTICE OF INTENT
TO INSTALL A SUBSURFACE WASTEATER DISPOSAL SYSTEM**

INSTRUCTIONS FOR FILING AT THE CUMBERLAND COUNTY REGISRTY OF DEEDS
(This preserves your right to use a septic design for future changes to a septic system.)

1. Obtain an HHE 200 septic design. Contact a soil evaluator for this design.
2. Complete the "Notice of Intent to Install" form. **Your signature must be notarized.**
3. Notify all of the abutters to your property of your intent to file the HHE 200 at the Cumberland County Registry of Deeds. An abutter is anyone who owns property that shares a common boundary with your property or anyone who owns property across the street from your property.

To notify your abutters you must provide them with a copy of the Notice of Intent to Install form and a copy of the HHE 200 septic design.

- a. Send these documents to your abutters via certified mail, return receipt requested, **or**
 - b. Personally provide your abutters with copies of the forms. If you do this you should get the abutter's signature on a written statement which verifies that they received copies of the HHE 200.
4. After you have notified all of your abutters, **photocopy** the HHE 200 (# 1 above), the Notice of Intent to Install form (#2 above) and the return receipts or signatures of your abutters (# 3 a and/or b above).
 5. Record the original HHE 200, Intent to Install form, and return receipts or abutter signatures at the Cumberland County Registry of Deeds, located at 142 Federal Street, Portland, Maine.
 6. You must provide the Community Development Office with photocopies of the documents which were recorded **and a copy the receipt from the Registry of Deeds.**

ACKNOWLEDGEMENT OF RECEIPT

I, _____, acknowledge receipt of the attached HHE 200 Subsurface Wastewater Disposal System Design.

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