



Site Plan Checklist

Application Materials

- Letter to Planning Board describing site history, proposed project, waiver requests, proposed improvements, and permit requirements.
- Application Form.
- Interest of applicant in property.
- Covenants/deed restrictions, easements, or rights of way existing or planned.
- Construction schedule.
- Proof of financial capability.
- A copy of deed, right, title, or interest in property.

Site Plan Requirements

- Date, north point, scale and project address.
- A boundary outline with exact dimensions and lot area, in relation to surrounding streets, walls and adjoining land uses.
- Names and addresses of present landowners and abutting landowners.
- Contours at intervals of not less than two feet.
- Locations of existing buildings and other structures, fire hydrants/ponds, street lights, utility poles, underground water and sewer facilities, culverts, and storm drains.
- Preliminary design/architectural drawings of site plans, floor plans, elevations in sufficient detail to show access, layout and building construction or modification.
- A landscape plan and open space areas indicating grade change, vegetation to be preserved, new plantings used to stabilize areas of cut and fill, screening; plus size, location, purpose and type of vegetation.
- Location and size of any signs or advertising features.
- Location of natural features such as stands of trees, watercourses, rock outcroppings, etc.
- Location and dimension of pedestrian access ways.
- Performance bond guaranty
- All necessary easements.
- Accurate dimensions of streets, right-of-ways, width of pavement, off-street parking, loading and associated curbing.
- Stamp and signature of either a Maine licensed land surveyor, professional engineer, or architect responsible for said plan.

Copies

- 15 copies of Application Materials.
- 3 full-size plan sets with a size of 24"x 36" and at a scale that is appropriate for the size of the project.
- 12 plans sets on 11" x 17" sized paper.
- An electronic copy of all application materials shall be submitted with the initial and each subsequent submission. This shall be in PDF format.