



# TOWN OF KITTEERY MAINE

## TOWN PLANNING AND DEVELOPMENT DEPARTMENT

200 Rogers Road, Kittery, Maine 03904

Phone: (207) 475-1323

Fax: (207) 439-6806

[www.kittery.org](http://www.kittery.org)

### APPLICATION: SITE OR SUBDIVISION-SKETCH PLAN REVIEW

<b>Application Fee:</b>	<input type="checkbox"/> \$300.00	<b>Amount Paid:\$</b> _____	<b>Date:</b> _____
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<b>PROPERTY DESCRIPTION</b>	Parcel ID	Map		Zone(s)-Base:		Total Land Area	
		Lot		Overlay:		MS4	___ YES ___ NO
	Physical Address						

<b>PROPERTY OWNER'S INFORMATION</b>	Name		<b>Mailing Address</b>	
	Phone			
	Fax			
	Email			

<b>APPLICANT'S AGENT INFORMATION</b>	Name		<b>Name of Business</b>	
	Phone		<b>Mailing Address</b>	
	Fax			
	Email			

<b>PROJECT DESCRIPTION</b>	<i>See reverse side regarding information to be provided.</i>	
	Existing Land Use(s):	
	Proposed Land Use(s) and Development:	
	Please describe any construction constraints (wetlands, shoreland overlay zone, flood plain, non-conformance, etc.)	

I certify, to the best of my knowledge, this application information is true and correct and I will not deviate from the Plan submitted without notifying the Town Planning and Development Department of any changes.

<b>Applicant's Signature:</b>		<b>Owner's Signature:</b>	
<b>Date:</b>		<b>Date:</b>	

## MINIMUM PLAN SUBMITTAL REQUIREMENTS

- 15 Copies of this Application, Vicinity Map, and the Sketch Plan - 5 of which must be 24" X 36"

### Sketch Plan format and content:

A) Paper Size; no less than 11" X 17" or greater than 24" X 36"

B) Plan Scale

- Under 10 acres: no greater than 1" = 30'
- 10 + acres: 1" = 50'

C) Title Block

- Applicant's name and address
- Name of preparer of plan with professional information
- Parcel's Kittery tax map identification (map – lot) in bottom right corner

**NOTE TO APPLICANT: PRIOR TO A PLANNING BOARD SITE WALK, TEMPORARY MARKERS MUST BE ADEQUATELY PLACED THAT ENABLE THE PLANNING BOARD TO READILY LOCATE AND EVALUATE THE DEVELOPMENT'S DESIGN.**

**Vicinity Map – map or aerial photo showing 1,000 feet around the site.**

### Sketch Plan must include the following existing and proposed information:

#### Existing:

- Land Use Zone and boundary
- Topographic map (optional)
- Wetlands and flood plains
- Water bodies and water courses
- Parcel area
- Lot dimensions
- Utilities (Sewer/septic, water, electric, phone)
- Streets, driveways and rights-of-way
- Structures

**Proposed:** (Plan must show the lightened existing topography under the proposed plan for comparison.)

- Recreation areas and open space
- Number of lots and lot areas
- Setback lines and building envelopes
- Lot dimensions
- Utilities (Sewer/septic, water, electric, phone)
- Streets, driveways and rights-of-way
- Structures

Distance to:

- Nearest driveways and intersections
- Nearest fire hydrant
- Nearest significant water body

**AN APPLICATION THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BOARD REVIEW.**