

TOWN OF KITTERY MAINE

TOWN PLANNING DEPARTMENT

200 Rogers Road, Kittery, Maine 03904

PHONE: (207) 475-1323

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www.kittery.org



APPLICATION: SUBDIVISION PLAN - AMENDMENT TO AN APPROVED PLAN

FEE FOR REVIEW	<input type="checkbox"/> \$300.00 FLAT FEE	Amount Paid: \$ _____ Date: _____
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PROPERTY DESCRIPTION	Parcel ID	Map	Lot	Zone(s): Base: Overlay: MS4	_____ _____ ___ Yes ___ No	Total Land Area	
	Physical Address						

PROPERTY OWNER'S INFORMATION	Name		Mailing Address	
	Phone			
	Fax			
	Email			

APPLICANT'S AGENT INFORMATION	Name		Name of Business	
	Phone		Mailing Address	
	Fax			
	Email			

PROJECT DESCRIPTION	Number of Existing Lots		Subdivision Name	
	Number of Proposed Lots			
	Proposed Amendment (Please indicate if this project has a Home Owner's Association.)			

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 Kittery Town Planning Department of any changes.

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

Minimum Plan Submission Requirements

- 15 COPIES OF THE APPROVED SUBDIVISION PLAN - 5 OF WHICH MUST BE 24"X 36"
- 15 COPIES OF THE PROPOSED AMENDMENT TO THE SUBDIVISION PLAN
- 1 PDF OF THE SITE PLAN SHOWING GPS COORDINATES

<p>PRIOR TO COMMENCEMENT OF THE REVIEW PROCESS, THE PLANNING BOARD WILL DECIDE WHETHER SUFFICIENT INFORMATION HAS BEEN PROVIDED AND WILL VOTE ON <i>COMPLETENESS/ACCEPTANCE</i>.</p> <p style="text-align: center;">THE APPLICATION IS RESPONSIBLE TO PRESENT <u>A CLEAR UNDERSTANDING OF THE PROJECT.</u></p> <p>A) Title block:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Applicant's name and address <input type="checkbox"/> Name of preparer of plans with professional information and professional seal <input type="checkbox"/> Parcel's tax map identification (map – lot) <input type="checkbox"/> Date of plan preparation <p>B) Clearly show on the plans how the subdivision (lots, parcels, tracts and or proposed development such as storm drain systems, pavement, landscaping etc.) will be amended.</p> <p>C) Provide signature blocks for the Planning Board signatures.</p> <p>D) Provide all associated reference material and or documentation that clarify and or supports the purpose of the proposed amendment.</p> <p>E) Revisions to the boundary, internal lots and or parcels must be signed and sealed by a surveyor licensed in the State of Maine.</p> <p>F) Revisions to the subdivision must be signed and sealed by a professional engineer licensed in the State of Maine.</p>	
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SUBMITTALS THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BOARD REVIEW.