



# TOWN OF KITTERY MAINE

## TOWN PLANNING DEPARTMENT

200 Rogers Road, Kittery, Maine 03904

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

### APPLICATION: SUBDIVISION PLAN - AMENDMENT TO AN APPROVED PLAN

<b>FEE FOR REVIEW</b>				<input type="checkbox"/> \$300. 00 FLAT FEE		Amount Paid: \$_____ Date: _____	
<b>PROPERTY DESCRIPTION</b>	Parcel ID	Map	Lot	Zone(s): Base: Overlay: MS4	_____ _____ ____ Yes ____ No	Total Land Area	
	Physical Address						
<b>PROPERTY OWNER'S INFORMATION</b>	Name				Mailing Address		
	Phone						
	Fax						
	Email						
<b>APPLICANT'S AGENT INFORMATION</b>	Name				Name of Business		
	Phone				Mailing Address		
	Fax						
	Email						
<b>PROJECT DESCRIPTION</b>	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.

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

PRIOR TO COMMENCEMENT OF THE REVIEW PROCESS, THE PLANNING BOARD WILL DECIDE WHETHER SUFFICIENT INFORMATION HAS BEEN PROVIDED AND WILL VOTE ON **COMPLETENESS/ACCEPTANCE**.

**THE APPLICATION IS RESPONSIBLE TO PRESENT  
A CLEAR UNDERSTANDING OF THE PROJECT.**

- A) Title block:
- ☐ Applicant's name and address
  - ☐ Name of preparer of plans with professional information and professional seal
  - ☐ Parcel's tax map identification (map – lot)
  - ☐ Date of plan preparation
- 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.
- C) Provide signature blocks for the Planning Board signatures.
- D) Provide all associated reference material and or documentation that clarify and or supports the purpose of the proposed amendment.
- E) Revisions to the boundary, internal lots and or parcels must be signed and sealed by a surveyor licensed in the State of Maine.
- F) Revisions to the subdivision must be signed and sealed by a professional engineer licensed in the State of Maine.

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