



TOWN OF KITTERY
TOWN PLANNING AND DEVELOPMENT
 200 Rogers Road, Kittery, ME 03904
 Telephone: 207-475-1323 Fax: 207-439-6806

APPLICATION:
MINOR MODIFICATION TO AN APPROVED SITE OR SUBDIVISION PLAN

THIS REVIEW PROCESS REQUIRES APPROVAL FROM BOTH THE TOWN PLANNER AND THE CODE ENFORCEMENT OFFICER	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px; text-align: center;"> FEE FOR REVIEW: </td> <td style="width: 50%; padding: 5px; text-align: center;"> <input type="checkbox"/> \$100.00 </td> </tr> </table>	FEE FOR REVIEW:	<input type="checkbox"/> \$100.00	Amount Paid: \$ _____ Date: _____
FEE FOR REVIEW:	<input type="checkbox"/> \$100.00			

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	Project Name:
	Existing Use:
	Proposed Amendment Please describe how the approved plan is to be amended. State any known areas of non-compliance to the Code and how this amendment will decrease or remove non-compliance, if applicable.

CERTIFICATION: To the best of my knowledge, all the information submitted on this plan amendment and with my application is true and correct.

Signature of Owner

Date

Signature of Applicant

Date

Minimal Plan Submittal Requirements

☐ 3 COPIES OF THE APPROVED SITE OR SUBDIVISION PLAN ☐ 3 COPIES OF THE AMENDED SITE OR SUBDIVISION PLAN

PRIOR TO COMMENCEMENT OF THE REVIEW PROCESS, THE TOWN PLANNER WILL DECIDE WHETHER SUFFICIENT INFORMATION HAS BEEN PROVIDED AND WILL *DETERMINE COMPLETENESS/ACCEPTANCE*.

THE APPLICANT IS RESPONSIBLE TO PRESENT A CLEAR UNDERSTANDING OF THE PLAN AMENDMENT.

- A) Paper size:
☐ No less than 11" X 17" (reduced) or greater than 24" X 36" (full)
- B) Scale size:
☐ Under 10 acres: no greater than 1" = 30'
☐ 10 + acres: 1" = 50'
- C) 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
- D) Clearly show and reference the area on the plan that is revised. Use lines and symbols to identify areas of change and the associated revision.
- E) Describe the revision in a revision block (i.e. "moved elec. trans. box on sheet 3/12.) on the cover sheet and on the revised sheet.
- F) Provide all associated reference material and or documentation that clarify and or supports the purpose of the proposed revision.
- G) Revisions to the boundary, internal lots and or parcels must be made by a surveyor licensed in the State of Maine.
- H) Significant revisions to the proposed site must be made by a professional engineer licensed in the State of Maine.

**16.10.9.3.1 Modifications to an Approved Plan.
06.10.9.3.1 Minor Modifications.**

Modifications to a Planning Board approved plan, that do not require Planning Board review per Section 16.10.3.2, may approved by the Code Enforcement Officer and Town Planner. Such approvals must be issued in writing to the developer with a copy to the Planning Board. The developer must provide a revised plan to the Town Planner and be recorded in the York County Register of Deeds when required.

SUBMITTALS THAT STAFF DEEMS SUFFICIENTLY LACKING IN CONTENT WILL BE RETURNED TO THE APPLICANT WITHOUT REVIEW.

REVIEW ACTION

____ Approved

____ Approved with conditions as follows:

____ Denied

Town Planner _____ Date _____

Code Enforcement Officer _____ Date _____