



TOWN OF KITTEY MAINE

TOWN PLANNING DEPARTMENT

200 Rogers Road, Kittery, Maine 03904

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www.kittery.org

APPLICATION: RIGHT-OF WAY PLAN REVIEW (APPLICABLE FOR A SINGLE LOT)

FEE FOR REVIEW		<input type="checkbox"/> \$300.00		Amount Paid: \$ _____		Date: _____	
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						
DESCRIPTION	Existing Conditions:						
Proposed legal and physical changes: (Documents for dedication of the ROW, maintenance agreements, riders to deeds, grading, drainage and pavement, etc.)							
I certify that, to the best of my knowledge, the information provided in this application is true and correct and will not deviate from the Plan submitted without notifying the Kittery Town Planning Department of any changes.							
Applicant's Signature:	_____			Owner's Signature:	_____		
Date:	_____			Date:	_____		

Minimum Submission Requirements

☐ 15 COPIES OF THE RIGHT OF PLAN – 5 OF WHICH MUST BE 24"X 36"

PRIOR TO COMMENCEMENT OF THE REVIEW PROCESS, THE PLANNING BOARD WILL DECIDE WHETHER SUFFICIENT INFORMATION HAS BEEN PROVIDED AND WILL VOTE TO *DETERMINE COMPLETENESS/ACCEPTANCE*. See Section 16.10.5.2

THE APPLICATN IS RESPONSIBLE TO CLEARLY DESCRIBE THE PROJECT.

- 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) Survey performed and sealed by licensed surveyor:
 - ☐ Identify all existing property/R.O.W. markers
 - ☐ Show all proposed boundary monuments (per ordinance)
- E) Provide orientation:
 - ☐ Arrow showing true north and magnetic declination
 - ☐ Graphic scale ☐ Signature block
- F) The right of way plans must include:
 - ☐ Size of the parcel minus the area in the R.O.W.
 - ☐ Area of R.O.W. ☐ Length of lot frontage;
 - ☐ Zoning and zone boundaries ☐ Front yard setbacks
 - ☐ Deed docket and page numbers ☐ Intersecting lot lines
 - ☐ Existing topography ☐ Horizontal alignment
 - ☐ Vertical profile (existing ground and proposed grades)
 - ☐ Sidewalks ☐ Watercourses ☐ forest cover
 - ☐ Ledge outcroppings ☐ Proposed areas of blasting
 - ☐ Utilities (above and below ground)
 - ☐ Above ground utilities (poles) that may be relocated
 - ☐ Storm drainage systems and structures
 - ☐ Parks ☐ Open space ☐ Conservation easements
 - ☐ The location of all natural features or site elements to be preserved.
- G) Show and locate on the plans the names and addresses of all owners of record of contiguous property, including those across the street. WITH THE FIRST SUBMITTAL, PROVIDE 2 SETS OF MAILING LABLES.
- H) Provide sufficient information to identify and locate each interior lot line, right of way lines, and street alignments.
 - ☐ curve geometry ☐ bearings and distances ☐ widths

- I) Show the location and description of all structures, including:
 - ☐ existing and proposed signage
 - ☐ details of all structures and accesses located within one hundred (100) feet of the property line.
- J) The detail sheet must show:
 - ☐ Structural pavement sections ☐ Erosion control detail
 - ☐ Roadway cross sections ☐ Trenching details
 - ☐ Sufficient detail(s) to clarify construction
- K) The completed application requires the following legal documents:
 - ☐ Revised deeds for the parcel and the R.O.W.
 - ☐ A maintenance agreement for R.O.W. as a rider to the deed.
 - ☐ Letters of approval from utility companies and town staff
- L) The following supporting documentation:
 - ☐ Copy of documents showing owner's legal interest
 - ☐ Copy of any existing or proposed property encumbrances
 - ☐ Erosion control plan and sedimentation endorsed by York County Soil and Water District
 - ☐ A plan for stormwater management prepared by a registered professional engineer
 - ☐ A copy of the soil survey (specific to this project area) for York County Where the soil survey shows soils with severe restrictions for development, a high intensity Class A soil survey must be submitted
- M) An estimate of the amount and type of vehicular traffic on a daily basis and during peak hours. Where it is anticipated that four hundred (400) vehicle trips per day or more, a traffic impact analysis must be conducted in accordance with section 16.10.5.2.D.1.
- N) Additional Requirements. In its consideration of an application/plan, the Board may at any point in during the review, require the applicant to submit additional materials, studies, analyses, and agreement proposals as it may deem necessary for complete understanding of the application. Such materials may include those listed below.
 - ☐ Fiscal Impact Analysis. An analysis of the relationship of the revenues to the town from the development and the costs of additional publicly funded resources;
 - ☐ Traffic Impact Study (see Section 16.10.5.2.D.1)

NOTE TO APPLICANT: THE PLANNING BOARD MAY CHOOSE TO CONDUCT A SITE WALK. PRIOR TO THE SITE WALK, TEMPORARY MARKERS MUST BE ADEQUATELY PLACED THAT ENABLE THE PLANNING BOARD TO READILY LOCATE AND APPRAISE THE LAYOUT OF DEVELOPMENT.

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