



# TOWN OF KITTERY 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"/> \$200.00		<b>Amount Paid:\$</b> _____		<b>Date:</b> _____	
<b>PROPERTY DESCRIPTION</b>	Parcel ID	Map		Zone(s)-Base:			Total Land Area
		Lot		Overlay:			MS4
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>	<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.							
Applicant's Signature:			Owner's Signature:				
Date:			Date:				

## 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.**