



# TOWN OF KITTERY MAINE

## TOWN PLANNING AND DEVELOPMENT DEPARTMENT

200 Rogers Road, Kittery, Maine 03904

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### CLUSTER DEVELOPMENT - SKETCH PLAN REVIEW

|                                                                                                           |                  |          |     |                |                         |                 |  |
|-----------------------------------------------------------------------------------------------------------|------------------|----------|-----|----------------|-------------------------|-----------------|--|
| <b>Application Fee:</b> <input type="checkbox"/> \$300.00 <b>Amount Paid:</b> \$ _____ <b>Date:</b> _____ |                  |          |     |                |                         |                 |  |
| <b>PROPERTY DESCRIPTION</b>                                                                               | Parcel ID        | Map      |     | Zone(s)-Base:  |                         | Total Land Area |  |
|                                                                                                           | Lot              | Overlay: | MS4 | ___ YES ___ NO |                         |                 |  |
|                                                                                                           | Physical Address |          |     |                |                         |                 |  |
| <b>PROPERTY OWNER'S INFORMATION</b>                                                                       | Name             |          |     |                | <b>Mailing Address</b>  |                 |  |
|                                                                                                           | Phone            |          |     |                |                         |                 |  |
|                                                                                                           | Fax              |          |     |                |                         |                 |  |
|                                                                                                           | Email            |          |     |                |                         |                 |  |
| <b>APPLICANT'S AGENT INFORMATION</b>                                                                      | Name             |          |     |                | <b>Name of Business</b> |                 |  |
|                                                                                                           | Phone            |          |     |                | <b>Mailing Address</b>  |                 |  |
|                                                                                                           | Fax              |          |     |                |                         |                 |  |
|                                                                                                           | Email            |          |     |                |                         |                 |  |

|                                      |                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                           |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CLUSTER DEVELOPMENT CHECKLIST</b> | <b>Article XI, Chapter 8 – Cluster Residential and Cluster Mixed-Use Development</b><br>(The following information is required at sketch plan submittal)                                                                                                                                                                                                      |                                                                                                                                                           |
|                                      | <b>See Title 16.8.11.5:</b><br><br><b>Calculations and maps to illustrate:</b><br><input type="checkbox"/> Dimensional Modifications/Standards Required<br><input type="checkbox"/> Non-buildable Areas<br><input type="checkbox"/> Net Residential Acreage/Net Residential Density<br><input type="checkbox"/> Open Space Calculations (see Title 16.8.11.6) | <input type="checkbox"/> Development Constraints Map<br><input type="checkbox"/> Written Statement<br><input type="checkbox"/> Building Envelopes Located |

|                                                                      |
|----------------------------------------------------------------------|
| <input type="checkbox"/> <b>Property ownership (Title 16.8.11.4)</b> |
| <b>Existing use(s) of land (describe):</b>                           |

## MINIMUM PLAN SUBMITTAL REQUIREMENTS – SKETCH PLAN

- ☐ **15 Copies of this Application and Required Information , Vicinity Map, and the Sketch Plan  
(12 copies at half size, 11x17; 3 copies at 24"X 36" sheets; PDF file of submission)**

### 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

**Vicinity Map – map or aerial photo showing 1,000 feet around the site.**

### In addition to the Cluster Development Checklist requirements, the Sketch Plan must include the following existing and proposed information (16.10.4.2.2):

#### 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
- ☐ Covenants
- ☐ High Intensity Class A Soil Survey
- ☐ Community Facilities

**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.**

**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.**

I certify, to the best of my knowledge, the information provided in this Application is true and correct, abutters to the project have been notified, and I will not deviate from the approved plan without following code requirements. Permission is granted to Town Staff and representatives to access the property that is associated with this Application to aid in the regulatory review.

**Applicant's  
Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Owner's  
Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_