

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

APPLICATION: MAJOR MODIFICATION TO AN APPROVED PLAN- SITE PLAN

FEE FOR SITE PLAN AMENDMENT REVIEW: (TITLE 16.10.9.3)	<input type="checkbox"/> \$300. 00 PLUS THE GREATER OF	<input type="checkbox"/> \$50/ADDITIONAL USE OF UNIT; OR	<input type="checkbox"/> \$5.00/100 SQ FT OF ADDITIONAL GROSS FLOOR AREA	Application Fee Paid: \$_____ Date:_____ ASA Fee Paid: (TITLE 3.3 TOWN CODE) \$_____ Date:_____
		<input type="checkbox"/> \$0.50/LINEAR FOOT OF ADDITIONAL DOCK, SLIP & FLOAT; OR	<input type="checkbox"/> \$20.00/ADDITIONAL UNIT INTENDED TO PROVIDE OVERNIGHT SLEEPING ACCOMODATIONS	

PROPERTY DESCRIPTION	Parcel ID	Map	Lot		Zone(s): Base: Overlay: MS4:	_____ _____ YES _____ NO	Total Land Area (Square Feet)	
	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 proposed to be amended. State any known areas of non-compliance to the Town Code and how this amendment will decrease or remove non-compliance, if applicable.

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.			
Applicant's Signature: Date:		Owner's Signature: Date:	

Minimum Plan Submittal Requirements

- ☐ 15 COPIES OF THIS APPLICATION
- ☐ 15 COPIES OF THE APPROVED SITE PLAN – 12 REDUCED SIZE AT 11"X17"AND 3 FULL SIZE AT 24"X 36"
- ☐ 15 COPIES OF THE PROPOSED AMENDED SITE PLAN– 12 REDUCED SIZE AT 11"X17"AND 3 FULL SIZE AT 24"X 36"
- ☐ 1 PDF OF THE SITE PLAN SHOWING GPS COORDINATES

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

THE APPLICANT IS RESPONSIBLE TO PRESENT A CLEAR UNDERSTANDING OF THE PROPOSED 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
☐ Date of plan preparation
☐ PARCEL'S TAX MAP ID (MAP/LOT) 1/4" TALL IN LOWER RIGHT
☐ 'SITE PLAN AMENDMENT' CLEARLY PART OF TITLE
- D) Clearly show how the approved plan will be amended.
- E) Provide signature blocks for amended approval.
- F) Provide all associated reference material and or documentation that clarifies and or supports the purpose of the proposed amendment.
- G) Revisions to the boundary, internal lots and or parcels must be signed and sealed by a surveyor licensed in the State of Maine.
- H) Revisions to the proposed site must be signed and sealed by a professional engineer licensed in the State of Maine.

SEE TITLE 16.10.5.2 FOR COMPLETE LIST OF SUBMITTAL INFORMATION

NOTE TO APPLICANT: 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.

Waiver Request

	Ordinance Section	Describe why this request is being made.
DESCRIPTION	***EXAMPLE*** 16.32.560 (B)- OFFSTREET PARKING.	***EXAMPLE*** Requesting a waiver of this ordinance since the proposed professional offices have a written agreement with the abutting Church owned property to share parking.

16.10.8.2.5 Conditions or Waivers.

Conditions required by the Planning Board at the final plan review phase must have been met before the final plan may be given final approval unless so specified in the condition or specifically waived, upon written request by the applicant, by formal Planning Board action wherein the character and extent of such waivers which may have been requested are such that they may be waived without jeopardy to the public health, safety and general welfare.

16.7.4.1 Objectives Met. In granting modifications or waivers, the Planning Board must require such conditions as will, in its judgment, substantially meet the objectives of the requirements so waived or modified.

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

COMPLETED BY OFFICE STAFF

ASA CHARGE	AMOUNT	ASA CHARGE	AMOUNT
REVIEW		SERVICES	
LEGAL FEES (TBD)		RECORDER	\$35
ENGINEERS REVIEW (TBD)		FACT FINDING (TBD)	
ABUTTER NOTICES		3 RD PARTY INSPECTIONS (TBD)	
POSTAGE	\$20	OTHER PROFESSIONAL SERVICES	\$50
LEGAL NOTICES		PERSONNEL	
ADVERTISING	\$300	SALARY CHARGES IN EXCESS OF 20 HOURS	
SUPPLIES			
OFFICE	\$5		
SUB TOTAL		SUB TOTAL	
		TOTAL ASA REVIEW FEES	