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SKETCH PLAN REVIEW APPLICATION REQUIREMENTS - MAJOR SITE PLAN

Section 811 of the Land Use Ordinance

The submission shall contain, five (5) copies of the following information, including full plan sets. Along with one (1) electronic version of the entire submission unless a waiver of a submission requirement is granted.

<p>The Sketch Plan document/map:</p> <p>A) Plan size: 24" X 36"</p> <p>B) Plan Scale: No greater 1":100'</p> <p>C) Title block: Applicant's name and address</p> <ul style="list-style-type: none"> • Name of the preparer of plans with professional information • Parcel's tax map identification (map and lot) and street address, if available 	<ul style="list-style-type: none"> • Complete application submission deadline: three (3) weeks prior to the desired Planning Board or Staff Review Committee meeting. <ul style="list-style-type: none"> - Five copies of the application and plans - Application Payment and Review Escrow • A pre-submission meeting with the Town staff is required. • Contact information: <ul style="list-style-type: none"> Windham Planning Department (207) 894-5960, ext. 2 Steve Puleo, Town Planner sjpuleo@windhammaine.us Amanda Lessard, Planning Director allessard@windhammaine.us
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APPLICANT/PLANNER'S CHECKLIST FOR SKETCH PLAN REVIEW

<p><u>SUBMITTALS THAT THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BOARD SKETCH PLAN REVIEW.</u></p> <p><i>The following checklist includes items generally required for development by the Town of Windham's LAND USE ORDINANCE, Sections 811, 812, & 813. Due to projects specifics, are required to provide a complete and accurate set of plans, reports, and supporting documentation (as listed in the checklist below).</i></p>	<p><u>IT IS THE RESPONSIBILITY OF THE APPLICANT TO PRESENT A CLEAR UNDERSTANDING OF THE PROJECT.</u></p> <p>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 (SEE RULES OF PLANNING BOARD FOR MORE SPECIFIC INFORMATION, PER SECTION 807.D.2.).</p>
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Submission Requirements:	Applicant	Staff		Applicant	Staff	
a) Completed Sketch Plan Application form	<input type="checkbox"/>	<input type="checkbox"/>	h) Copy of portion of the USGS topographic map of the area, showing the boundaries of the proposed subdivision.	<input type="checkbox"/>	<input type="checkbox"/>	
b) Proposed Project Conditions:						
- Condition of the site	<input type="checkbox"/>	<input type="checkbox"/>	Copy of that portion of the Cumberland County Medium Intensity Soil Survey covering the proposed subdivision, showing the boundaries of the proposed subdivision Submit initialed form regarding additional fees, from applicant intro packet	<input type="checkbox"/>	<input type="checkbox"/>	
- Proposed use	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
- Constraints/opportunities of the site	<input type="checkbox"/>	<input type="checkbox"/>	Plan Requirements			
Outline any of the follow			a) Name of subdivision, north arrow, date, and scale	<input type="checkbox"/>	<input type="checkbox"/>	
- Traffic Study	<input type="checkbox"/>	<input type="checkbox"/>	b) Name of subdivision, north arrow, date, and scale	<input type="checkbox"/>	<input type="checkbox"/>	
- Utility Study	<input type="checkbox"/>	<input type="checkbox"/>	c) Approximate location, width, and purpose of easements or restrictions	<input type="checkbox"/>	<input type="checkbox"/>	
- Marker Study	<input type="checkbox"/>	<input type="checkbox"/>	d) Streets on and adjacent to the tract.	<input type="checkbox"/>	<input type="checkbox"/>	
c) Name, address, phone for record owner and applicant	<input type="checkbox"/>	<input type="checkbox"/>	e) Approximate location and size of existing utilities on and adjacent to the tract, including utility poles and hydrants (if none, so state)	<input type="checkbox"/>	<input type="checkbox"/>	
d) Names and addresses of all consultants working on the project	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
e) Evidence of right, title, or interest in the property	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
f) Evidence of payment of Sketch Plan fees and escrow deposit	<input type="checkbox"/>	<input type="checkbox"/>	f) Existing buildings, structures, or other improvements on the site	<input type="checkbox"/>	<input type="checkbox"/>	
g) Any anticipated waiver requests (Section 808)						
Waivers from Submission Criteria. Will the applicant be requesting waivers from the "Submission information for which a Waiver May be Granted"?	<input type="checkbox"/>	<input type="checkbox"/>	g) Major natural features of the site, approximated by the applicant include wetlands, streams and ponds, floodplains, groundwater aquifers, treelines, significant wildlife habitat and fisheries, and any other important features.	<input type="checkbox"/>	<input type="checkbox"/>	
- If yes, submit a letter with waivers being requested, along with a completed "Performance & design Standards Waiver Request Form.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Waivers from Subdivision Performance Standards in Section 812 of the Land Use Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
- If yes, submit a letter with the waivers being requested, along with a completed "Performance and Design Standards Waiver Request" form.	<input type="checkbox"/>	<input type="checkbox"/>	PDF Electronic Submission	<input type="checkbox"/>	<input type="checkbox"/>	

The undersigned hereby makes an application to the Town of Windham for approval of the proposed project and declares the foregoing to be true and accurate to the best of his/her knowledge.

APPLICANT OR AGENT'S SIGNATURE

DATE

PLEASE TYPE OR PRINT THE NAME

AGENT AUTHORIZATION

APPLICANT/ OWNER	Name			
PROPERTY DESCRIPTION	Physical Address			Map
				Lot
APPLICANT'S AGENT INFORMATION	Name			
	Phone		Business Name & Mailing Address	
	Fax/Cell			
	Email			

Said agent(s) may represent me/us before Windham Town officers and the Windham Planning Board to expedite and complete the approval of the proposed development for this parcel.

APPLICANT SIGNATURE

DATE

PLEASE TYPE OR PRINT NAME HERE

CO-APPLICANT SIGNATURE

DATE

PLEASE TYPE OR PRINT NAME HERE

APPLICANT'S AGENT SIGNATURE

DATE

PLEASE TYPE OR PRINT NAME HERE

TOWN OF WINDHAM SITE PLAN APPLICATION

Performance Standards Waiver Request Form (Section 808 – Site Plan Review, Waivers)

For each waiver request from the Performance Standards detailed in Section 812 of the Town of Windham Land Use Ordinance, please submit separate completed copy of this waiver request form for all waivers requested.

Project Name:

Tax Map:

Lot(s):

**Waivers are requested from the following Performance and Design Standards
(Add forms as necessary):**

Ordinance Section	Standard	Mark which waiver this form is for
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

- a. Describe how a waiver from the standard indicated above will improve the ability of the project to take the property's pre-development natural features into consideration. Natural features include, but are not limited to, topography, location of water bodies, location of unique or valuable natural resources, relation to abutting properties or land uses. Attach a separate sheet if necessary.

(continues next page)

Ordinance Section: _____

b. Will the waiver have an impact on any of the following criteria?

	Yes	No
Water or air pollution	<input type="checkbox"/>	<input type="checkbox"/>
Light pollution or glare	<input type="checkbox"/>	<input type="checkbox"/>
Water supply	<input type="checkbox"/>	<input type="checkbox"/>
Soil erosion	<input type="checkbox"/>	<input type="checkbox"/>
Traffic congestion or safety	<input type="checkbox"/>	<input type="checkbox"/>
Pedestrian safety or access	<input type="checkbox"/>	<input type="checkbox"/>
Supply of parking	<input type="checkbox"/>	<input type="checkbox"/>
Sewage disposal capacity	<input type="checkbox"/>	<input type="checkbox"/>
Solid waste disposal capacity	<input type="checkbox"/>	<input type="checkbox"/>
Scenic or natural beauty, aesthetics, historic sites, or rare or irreplaceable natural areas	<input type="checkbox"/>	<input type="checkbox"/>
Flooding or drainage issues on abutting properties	<input type="checkbox"/>	<input type="checkbox"/>
The Town's ability to provide the subdivision with public safety services (if subdivision)	<input type="checkbox"/>	<input type="checkbox"/>

If granting the waiver will result in an impact on any of the criteria above, please provide more detail below.