



MAJOR SITE PLAN REVIEW APPLICATION

FEES FOR MAJOR SITE PLAN REVIEW	APPLICATION FEE: (\$25/1,000 SF up to 5,000 SF) AMENDED APPLICATION FEE: REVIEW ESCROW: (GFA) 2,000 SF to 5,000 SF = \$2,000 5,000 SF to 15,000 SF = \$3,000 15,000 SF to 35,000 SF = \$4,000 Over 35,000 SF = \$5,000 AMENDED REVIEW ESCROW:	<input type="checkbox"/> \$1,3000.00 <input type="checkbox"/> \$ _____ <input type="checkbox"/> \$350.00 <input type="checkbox"/> \$ _____ <input type="checkbox"/> \$250.00	AMOUNT PAID: \$ _____ DATE: _____	
<input type="checkbox"/> Amended Site Plan - Each Revision	<i>Office Use:</i>		<i>Office Stamp:</i>	

PROPERTY DESCRIPTION	Parcel ID	Map(s) #	Lot(s) #	Zoning District(s)	Total Land Area SF:
	Total Disturbance. >1Ac <input type="checkbox"/> Y <input type="checkbox"/> N		Est. Building SF:		No Building; Est. SF of Total Development:
	Physical Address:			Watershed:	

PROPERTY OWNER'S INFORMATION	Name:	Mailing Address:
	Phone:	
	Fax or Cell:	
	Email:	

APPLICANT'S INFORMATION (IF DIFFERENT FROM OWNER)	Name:	Mailing Address:
	Phone	
	Fax or Cell	
	Email:	

APPLICANT'S AGENT INFORMATION	Name:	Mailing Address:
	Phone:	
	Fax or Cell:	
	Email:	

PROJECT INFORMATION	Existing Land Use <i>(Use extra paper, if necessary):</i>
	Provide a narrative description of the Proposed Project <i>(Use extra paper, if necessary):</i>
	Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non-conformance, etc.):

MAJOR SITE PLAN REVIEW APPLICATION REQUIREMENTS

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 Major 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 before the desired 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 sipuleo@windhammaine.us Amanda Lessard, Planning Director allessard@windhammaine.us
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APPLICANT/PLANNER'S CHECKLIST FOR MAJOR SITE PLAN REVIEW

<p><u>SUBMITTALS THAT THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BOARD 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>
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Final Plan Submission Requirements:	Applicant	Staff	Plan Requirements – Existing Conditions (Continued):	Applicant	Staff
A. Completed Major Site Plan Application form	<input type="checkbox"/>	<input type="checkbox"/>	E. Boundaries of all contiguous property under the total or partial control of the owner or applicant.	<input type="checkbox"/>	<input type="checkbox"/>
B. Evidence of Payment of application & escrow fees	<input type="checkbox"/>	<input type="checkbox"/>	F. Tax map and lot number of the parcel(s) on which the project is located	<input type="checkbox"/>	<input type="checkbox"/>
C. Written information – submitted in a bounded report			G. Zoning classification(s), including overlay and/or subdistricts, of the property and the location of zoning district boundaries if the property is located in 2 or more districts or abuts a different district.	<input type="checkbox"/>	<input type="checkbox"/>
1. A narrative describing the proposed use or activity	<input type="checkbox"/>	<input type="checkbox"/>	H. Bearings and lengths of all property lines of the property to be developed, and the stamp of the	<input type="checkbox"/>	<input type="checkbox"/>
2. Name, address, & phone number of record owner, and applicant if different (see Agent Autorotation form).	<input type="checkbox"/>	<input type="checkbox"/>	I. Existing topography of the site at 2-foot contour intervals.	<input type="checkbox"/>	<input type="checkbox"/>
3. Names and addresses of all abutting property owners	<input type="checkbox"/>	<input type="checkbox"/>	J. Location and size of any existing sewer and water mains, culverts and drains, on-site sewage disposal systems, wells, underground tanks or installations, and power and telephone lines and poles on the property and on abutting streets or land that may serve the	<input type="checkbox"/>	<input type="checkbox"/>
4. Documentation demonstrating right, title, or interest in the property	<input type="checkbox"/>	<input type="checkbox"/>	K. Location, names, and present widths of existing public and/or private streets and rights-of-way within or adjacent to the proposed development.	<input type="checkbox"/>	<input type="checkbox"/>
5. Copies of existing proposed covenants or deed restrictions.	<input type="checkbox"/>	<input type="checkbox"/>	L. Location, dimensions, and ground floor elevation of all existing buildings	<input type="checkbox"/>	<input type="checkbox"/>
6. Copies of existing or proposed easements on the property.	<input type="checkbox"/>	<input type="checkbox"/>	M. Location and dimensions of existing driveways, parking and loading areas, walkways, and sidewalks on or adjacent to the site	<input type="checkbox"/>	<input type="checkbox"/>
7. Name, registration number, and seal of the licensed professional who prepared the plan, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	N. Location of intersecting roads or driveways within 200 feet of the site	<input type="checkbox"/>	<input type="checkbox"/>
8. Evidence of applicant's technical capability to carry out the project.	<input type="checkbox"/>	<input type="checkbox"/>	O. Location of the following:	<input type="checkbox"/>	<input type="checkbox"/>
			1) Wetlands	<input type="checkbox"/>	<input type="checkbox"/>

