

MEMORANDUM

TO: Applicants for Site Plan Review

FROM: Kennebunkport Planning Board

RE: Site Plan Review Application

To assist you in completing your Site Plan Review application, please refer to "Chapter 240-10 Planning Board Site Plan Review" of the Town of Kennebunkport Code (see attached). Please use the attached "checklist" and filing requirements to ensure that you have submitted all of the required information with your application. Please note that your application package, and any and all additional submissions, must be filed in completion at least 14 <u>business</u> days before the next regularly scheduled meeting in order to make that agenda (see attached Submittal Schedule).

You must submit <u>all</u> required information. If you believe that some of the required information is not necessary for or appropriate to your application, please state in writing as to why.

No Public Hearing will be scheduled until the application is deemed complete by the Planning Board. Under no circumstances shall an applicant or an applicant's representative contact any member of the Planning Board regarding Planning Board personnel or pending or active applications. All correspondence concerning Planning Board issues must be directed to the Code Enforcement Office via email to April Fortier (afortier@kennebunkportme.gov).

Please note: The Planning Board Administrative Assistant will handle any and all mailings to abutters, and the newspaper posting of Legal Notices of Public Hearings. **Checks must be made out to the Town of Kennebunkport.**

Attachments:

- Filing Requirements and Checklist
- Application Form
- Planning Board Contact List
- Submittal Schedule
- Fee Schedule
- Article 10 PB Site Plan Review



FILING REQUIREMENTS AND CHECKLIST

Please initial or mark N/A to indicate you have completed the following requirements.

Application Package Checklist:

X	Cover letter describing proposed project.
X	One copy of full sized (to scale) and one copy of reduced site plans.
	X Site plans contain <u>all the data required</u> under Chapter 240.10.6 of the Code of the Town of Kennebunkport. If portions of 10.6 are not applicable, please submit in writing as to why. See Article 10.6 attached.
X	Copy of the deed(s)/agreement(s).
N/A	Certificate of Good Standings, if corporation.
X	Letter of authority, if using agent.
X	List full names and current mailing addresses of owners of properties
	within 200' of the subject property. See FAQ for step by step. FAQ is
	available on the Town website or printed at the Codes and Planning Office.
X	Copy of the tax map, highlighting your property. See FAQ for step-by-step.
DEP decision pending	Copy of official decisions (or note pending applications) of other Federal, State, or local agencies regarding the use of this property (Army Corps., D.E.P., etc.)
Filing Req	uirements:
	Two paper copies of the application package to the Administrative Assistant.
	Email electronic version of application package to:
	afortier@kennebunkportme.gov.
	Mail one paper copy of the application package to each Planning Board
	Member (address as provided in application materials).
	Pay all fees associated.

Please see attached Town of Kennebunkport's Land Use Ordinance § 240-10.6 "Submissions and requirements" for an exhaustive list and description of application requirements.

APPLICATION FOR SITE PLAN REVIEW KENNEBUNKPORT PLANNING BOARD

Subject Property Location:773 Kings Highway
Zone: GR Tax Assessor's Map: 34 Block: 1 Lot: 19
Shoreland: X Resource Protection:
Lot Size: 12,867 SF
Existing Use of Property: Residential
Proposed Use of Property: No Change
Type of Sewage Disposal:
None: Private Septic: Public Sewer: X
Water Supplied by:
None: Private Well: Public KKWD: X
Describe new structures, additions to existing structures and alterations proposed The proposed project is to remove the existing 579 SF Garage and build a new 575 SF Garage with a flow-through foundation closer to the house, out of the flood zone and out of the 75' setback from Smith Brook. Due to the existing lot's small size, the proposed garage would encroach on the side setback requirement and be located in the Frontal Dune and Erosion Hazard Zone.
Percentage of lot occupied by buildings:
Existing:1988 SF Proposed:1984 SF
Percentage of lot occupied by other impervious (parking, walkways, etc):
Existing:3132 SF Proposed:3131 SF
Exterior footprint of existing or proposed structure:
Existing: 579 SF Proposed: 575 SF

	Existing:	N/A	Proposed:	
If volume exp	pansion, inte	rior volume:		
	Existing:	N/A	Proposed: _	
Details on ea agreements.	asements or o	other restrictions or	n the property.	Attach deeds and/ or
Applicant; O	wner of Reco	rd:		
	Name:	Matthew and Jen	nifer Jones	
	Address:	773 Kings Highw	ay	
			(street)	
		Kennebunkport,	Maine	04046
		(city)	(state)	(Zip)
	Phone:	(city) 917-715-1606	, ,	(Zip) ew.jones1515@gmail.com
Authorized A	Phone: agent, If Appl	917-715-1606	, ,	
Authorized A		917-715-1606	Email: _ matthe	
Authorized A	agent, If Appl Name:	917-715-1606 icable: Kristi Kenney, AIA /	Email: _ matthe	
Authorized A	agent, If Appl	917-715-1606 icable:	Email: _ matthe	
Authorized A	agent, If Appl Name:	917-715-1606 icable: Kristi Kenney, AIA /	Email:matthe	
Authorized A	agent, If Appl Name:	917-715-1606 icable: Kristi Kenney, AIA /	Email:matthe	ew.jones1515@gmail.com

Note:

All applications must conform to the Code of the Town of Kennebunkport and all applicable local, State and Federal ordinances. Planning Board approval is required before any building permit can be issued by the Code Enforcement Officer.

All fees must accompany this application

To the best of my knowledge, all information submitted on this application is true and correct. All proposed uses will be in conformance with the application and the Code of the Town of Kennebunkport.

I understand that if my application is approved by the Planning Board, I MUST take out a permit within 180 days of the date of Planning Board Approval, per Chapter 240.11.7.B of the Code of the Town of Kennebunkport.

Signature		_ Date:	4
For Office Use Only			
Date Received:	Paid by (payr	lication Fee Paid: nent type/name): Postage Fee Paid: Posting Fee Paid:	
		Total Fee:	



Project Narrative: 773 Kings Highway, Kennebunkport, Maine

To the Town of Kennebunkport Planning Board Members:

Please find attached the Site Plan Review Application submitted on behalf of Matthew and Jennifer Jones, the owners of the parcel identified as Tax Map 34, Block 1, Lot 19 in Kennebunkport, Maine. The proposed project is to remove the existing 579 SF garage and build a new 575 SF Garage with a flow-through foundation closer to the house, out of the flood zone and out of the 75' setback from Smith Brook. Due to the small size of the existing lot, the proposed garage would encroach on the side setback requirement and will be in the Frontal Dune and Erosion Hazard Zone.

Including the proposed garage, new driveway, existing house and deck to remain, the sum total of all building footprints in the proposed site plan comprises 39.79% of the lot, which is the same lot coverage as existing. The 16'-6 ½" +/- height of the proposed garage roof peak will be far below the 35' limit. No more water will leave the post-development site than current conditions. And any areas disturbed during construction will be covered in loam and seeded. Additionally, this project is currently in the application process with the DEP.

In summary, the owners of 773 Kings Highway, Maine seek to construct a new garage with a flow-through foundation further from Smith Brook and out of the flood plain. Building footprint, lot development, and all other DEP Coastal Dune Project standards have been met and are further detailed in the enclosed materials.

Kristi Kenney, RA/LEED NC BD+C KW Architects P.C. PO Box 404 Wells, Maine 04090 (207) 332-9199 kristi@mainearchitects.com www.maine-architects.com Maine Registered Architect DLN: 1001840030568



Bk 17745 PG 361 Instr # 2018024635 07/02/2018 11:34:39 AM Pages 4 YORK CO

Post Recording Please Return To: Paul W. Cadigan, Attorney at Law 62 Portland Road, Suite 7 Kennebunk, ME 04043

WARRANTY DEED

KNOW ALL BY THESE PRESENTS that GOOSE ROCKS BEACH HOLDINGS, LLC, a Delaware limited liability company with a mailing address of 105 Lincoln Woods Road, Waltham, Massachusetts 02451, and HILLARY HOTCHKISS of 430 Village Street, Millis, Massachusetts 02054 for consideration paid, GRANTS to MATTHEW WILLIAM JONES and JENNIFER A. JONES, of 17 Edendale Street, Ladera Ranch, California 92694, as joint tenants, with Warranty Covenants, the land with buildings thereon situated at 205 Kings Highway, in the Town of Kennebunkport, County of York and State of Maine, described as follows:

SEE ATTACHED EXHIBIT A

WITNESS our hands and seals this 2 day of June, 2018.

Witness:

Goose Rocks Beach Holdings, LLC

By: Luke T. Sotir

Its: Managing Member, duly authorized

STATE OF MAINE COUNTY OF YORK

June <u>29</u>, 2018

Personally appeared the above-named Luke Sotir and acknowledged the foregoing instrument to be his free act and deed in said capacity and the free act and deed of said limited liability company.

Before me,

Paul W. Cadigan, Attorney at Law



773 Kings Highway, Kennebunkport, Maine Formally 205 Kings Highway, Kennebunkport

To the Town of Kennebunkport Planning Board Members:

Please note that the address for this property has changed and some documents show 205 Kings Highway which was formally the address number for this property. The current address is 773 Kings Highway. Thank you!

Kristi Kenney, RA/LEED NC BD+C KW Architects P.C. PO Box 404 Wells, Maine 04090 (207) 332-9199 kristi@mainearchitects.com www.maine-architects.com Maine Registered Architect



Anne Pelletier <anne@maine-architects.com>

Letter of Authorization - 773 Kings Highway

2 messages

Matthew Jones <matthew.jones1515@gmail.com>
To: Kristi Kenney <kristi@maine-architects.com>
Co: Anne Pelletier <anne@maine-architects.com>

Thu, Mar 14, 2024 at 2:10 PM

Kristi,

Please use this email as an official letter of authorization for you, Anne or anyone related to your firm to act and speak on my behalf for planning and design purposes at 773 Kings Highway, Kennebunkport, ME 04046.

If anyone related to this project has any questions or comments they should direct all questions and correspondence to you.

Let me know if you need anything further. Thanks!

Matt

Matt Jones (917) 715-1606

Kristi Kenney <kristi@maine-architects.com>

Thu, Mar 14, 2024 at 2:11 PM

To: Matthew Jones <matthew.jones1515@gmail.com>, Anne Pelletier <anne@maine-architects.com>

Thank you!

Kristi Kenney, AIA LEED NC

Maine Registered Architect

KW Architects PC

(207) 332-9199

Now a Certified Passive House Designer and Consultant

kristi@maine-architects.com
http://www.maine-architects.com/



[Quoted text hidden]



Subject Property:

Parcel Number: 34-1-19

CAMA Number: 34-1-19

Vision ID: 100011

Property Address: 773 KINGS HIGHWAY

Mailing Address: M&J JONES REVOCABLE TRUST

773 KINGS HIGHWAY

KENNEBUNKPORT. ME 04046

Abutters:

Parcel Number: 34-1-13

CAMA Number: 34-1-13

Vision ID: 2486

Property Address: 797 KINGS HIGHWAY

Parcel Number: 34-1-15

CAMA Number: 34-1-15 Vision ID: 100050

Property Address: 791 KINGS HIGHWAY

Parcel Number: 34-1-16

CAMA Number: 34-1-16 Vision ID: 2488

Property Address: 781 KINGS HIGHWAY

Parcel Number: 34-1-17

CAMA Number: 34-1-17 Vision ID: 2489

Property Address: 785 KINGS HIGHWAY

Parcel Number: 34-1-18

CAMA Number: 34-1-18 Vision ID: 3877

Property Address: 767 KINGS HIGHWAY

Parcel Number: 34-1-20

CAMA Number: 34-1-20 Vision ID: 106603

Property Address: 761 KINGS HIGHWAY #MAIN

Parcel Number: 34-1-20

CAMA Number: 34-1-20A Vision ID: 106603

Property Address: 763 KINGS HIGHWAY

Parcel Number: 34-1-20

CAMA Number: 34-1-20B 106603 Vision ID:

Property Address: 761 KINGS HIGHWAY

Mailing Address: MARGARET P MIX RE TRUST

26 HIGH STREET

FARMINGTON, CT 06032

Mailing Address: 213 KINGS HIGHWAY REALTY TRUST

791 KINGS HIGHWAY

KENNEBUNKPORT, ME 04046

Mailing Address: GOOSE ROCKS BEACH HOLDINGS, LLC

C/O MATTHEW SOTIR 28 WINNICUT

ROAD

NO HAMPTON, NH 03862

Mailing Address: ABKME, LLC

114 SPRING HILL ROAD

NORTH ANDOVER, MA 01845

Mailing Address: DOLBEN, SUMI B

114 SPRING HILL ROAD

NORTH ANDOVER, MA 01845

Mailing Address: 207 KINGS HIGHWAY CONDO-MAIN

KENNEBUNKPORT, ME 04046

Mailing Address: GRB TWIN, LLC

53 BEATRICE CIRCLE

BELMONT, MA 02478

Mailing Address: KINGS HIGHWAY REALTY, LLC

60 STATE STREET, FLR 9

BOSTON, MA 02109





200 foot Abutters List Report

Kennebunkport, ME March 06, 2024

Parcel Number: 34-1-21

CAMA Number: 34-1-21 Vision ID: 2492

Property Address: 753 KINGS HIGHWAY

Parcel Number: 34-1-22 CAMA Number: 34-1-22

Vision ID: 2493

Property Address: 747 KINGS HIGHWAY

Parcel Number: 34-2-22

CAMA Number: 34-2-22 100038 Vision ID:

Property Address: KINGS HIGHWAY

Parcel Number: 34-2-26

CAMA Number: 34-2-26 Vision ID: 2533

Property Address: DYKE ROAD

Parcel Number: 34-2-27

CAMA Number: 34-2-27 Vision ID: 2534

Property Address: 8 DYKE ROAD

Parcel Number: 34-2-32

CAMA Number: 34-2-32 2539 Vision ID:

Property Address: 742 KINGS HIGHWAY

Parcel Number: 34-3-2 CAMA Number: 34-3-2

Vision ID: 2543

Property Address: 792 KINGS HIGHWAY

Mailing Address: FINNERAL, CHRISTOPHER

64 MAIN AREWWR WESTFORD, MA 01886

Mailing Address: PARSONS, LISA SOTIR

26 DORSET ROAD BELMONT, MA 02478

Mailing Address: RACHEL CARSON NAT'L WILDLIFE

300 WESTGATE CENTER DRIVE

HADLEY, MA 01035

Mailing Address: MARGARET P MIX RE TRUST

26 HIGH STREET

FARMINGTON, CT 06032

Mailing Address: CAHOON, JILL C & ANDREW D

32 TRENT ROAD HOOKSETT, NH 03106

KENNEBUNKPORT, TOWN OF Mailing Address:

PO BOX 566

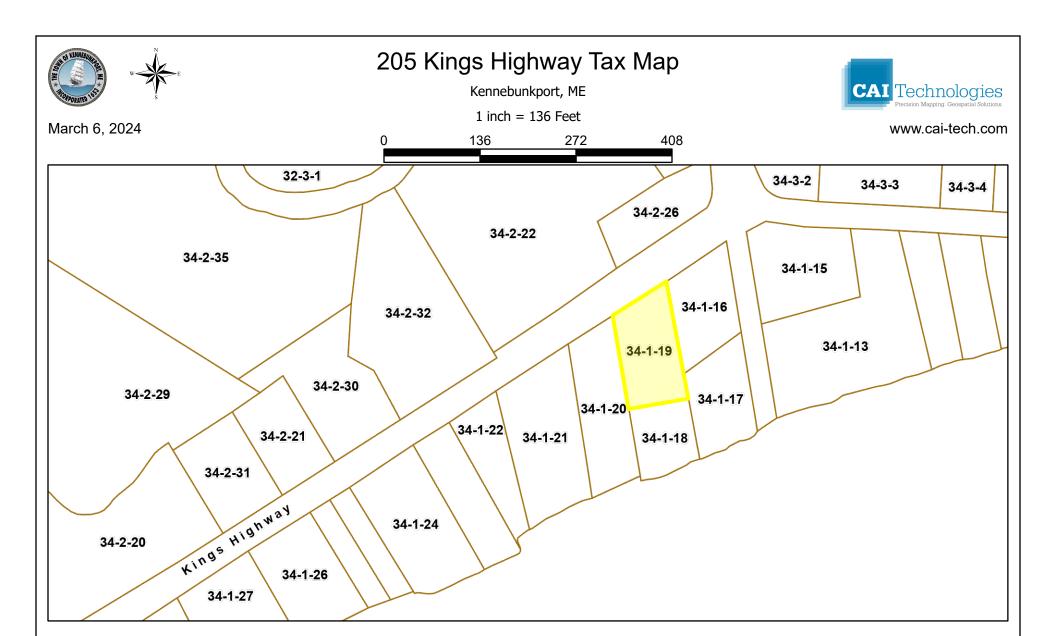
KENNEBUNKPORT, ME 04046

Mailing Address: MERRILL REALTY TRUST

792 KINGS HIGHWAY

KENNEBUNKPORT, ME 04046

are not responsible for any use for other purposes or misuse or misrepresentation of this report.

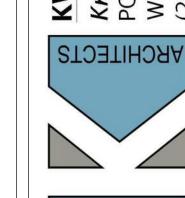


00 Cover Sheet A0 Site Plan

A1 Floor Plans

R1 3D Views

A3 Building Section



CONTACT INFO:

Matthew and Jennifer Jones 205 Kings Highway Kennebunkport, Maine 04046

Contractor:

Creative Coast Construction 83 Goose Rocks Road Kennebunkport, Maine 04046

KW Architects

PO Box 404 207-332-9199

207-205-4422

REVISIONS

ubmittal

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wing Scale	As indicated	

SHEET TITLE

ard

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lanning

Cover Sheet

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ABBREVIATIONS & SYMBOLS:

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	DBL				ACT GWB	CEILING LABEL	<u></u>					
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- 1. DIMENSIONS WHERE PROVIDED SHALL TAKE PRECEDENT OVER SCALE OF DRAWINGS. CONTRACTOR SHALL MEASURE
- 2. CONTRACTOR SHALL NOTIFY ARCHITECT OF ANY INCONSISTANCIES OR ERRORS IN THE CONSTRUCTION DOCUMENTS. IF CONTRACTORS KNOWINGLY DO NOT NOTIFY THE ARCHITECT OF SUCH AMBIGUITY, INCONSISTANCY OR ERROR, THEY THEREFORE ACCEPT SUCH CONDITIONS AN WILL MAKE SUCH ADDITIONS OR CORRECTIONS NECESSARY TO PROPERLY
- 3. ALL WORK SHALL CONFORM TO THE APPLICABLE STATE, LOCAL AND/OR FEDERAL CODES AND/OR ORDINANCES

- 9. PROVIDE ALL NECESSARY BLOCKING TO RECEIVE CABINETS, SHELVING, ACCESSORIES, CURTAIN RODS, AND ANY OTHER BUILT IN EQUIPMENT SHOWN ON THE DRAWINGS.
- 10. FRAME ALL EXTERIOR DECKS AND STAIRS WITH PRESSURE PRESERVATIVE TREATED LUMBER
- 11. PROVIDE 6" MIN. CLEARANCE FROM BOTTOM OF SIDING OR 8" MINIMUM CLEARANCE FROM THE TOP OF THE FOUNDATION TO FINISH GRADE AT PERIMETER OF BUILDING WHICHEVER IS GREATER
- 12. INSTALL COPPER OR GALVANZIED METAL DRIP EDGE AT ALL RAKES AND EAVES.
- 13. INSTALL MOISTURE RESISTANT "MR" GYPSUM BOARD AT WALLS AND CEILINGS OF BATHROOMS/SHOWER ROOMS.
- 14. CONTINUE GYPSUM BOARD BEHIND ALL FIXTURES AND CABINETS AT ALL FIRE RATED AND SOUND RATED WALLS.
- 15. BATH FIXTURES AND ACCESSORIES TO BE SELECTED BY OWNER
- 16. CAULK ALL SINKS TO COUNTERTOPS.
- 17. INSTALL 5 SHELVES IN ALL LINEN CLOSETS.
- 18. INSTALL SHELF AND POLE IN ALL CLOSETS UNLESS OTHERWISE NOTED OR DETAILED. TOP OF SHELF SHALL BE AT 5'-6"
- 21. PROVIDE AND INSTALL ALL ROUGH HARDWARE SUCH AS NAILS, SCREWS, CLIPS AND OTHER FRAMING DEVICES SHOWN OR REQUIRED FOR SECURING ITEMS OF ROUGH CARPENTRY.
- 22. ANY DOORS NOT LOCATED DIMENSIONALLY ARE TO BE 6" MIN. OFF ADJACENT WALL AT HINGE SIDE OF DOOR.
- THIS PROJECT. THE ARCHITECT / OWNER ACCEPTS NO RESPONSIBILITY FOR THE CONTRACTORS' ERRORS OR OMISSIONS IF EACH TRADE DOES NOT HAVE THE FULL SET OF DRAWINGS AND SPECIFICATIONS.

CODE SUMMARY

- 2015 MUBEC / INTERNATIONAL RESIDENTIAL CODE 2015 EDITION
- R301.2.1.4 EXPOSURE CATEGORY
- THE SITE OF THIS BUILDING IS LOCATED IN AN AREA WHICH WOULD BE CATEGORIZED AS EXPOSURE B.

R301.2.2 SEISMIC PROVISIONS

- THE SITE OF THIS BUILDING IS LOCATED IN A SEISMIC DESIGN CATEGORY B.
- R301.2.4 FLOOD PLAIN CONSTRUCTION THE SITE OF THIS BUILDING IS LOCATED IN FLOOD PLAIN AE (EL 13), SHORELAND ZONE, PARTIALLY IN THE THE FRONTAL DUNE (D1) AND PARTIALLY IN THE REAR DUNE (D2).
- R301.6 ROOF LOAD
- THIS BUILDING HAS BEEN DESIGNED TO SUPPORT SNOW LOADS OF 50#/SF.

R302.7 UNDER STAIR PROTECTION

THE ACCESSIBLE SPACE UNDER THE STAIRS WILL BE ENCLOSED WITH A MIN. OF 1/2" GYPSUM BOARD.

R302.11 FIREBLOCKING

FIREBLOCKING SHALL BE PROVIDED AS REQUIRED BY THIS SECTION.

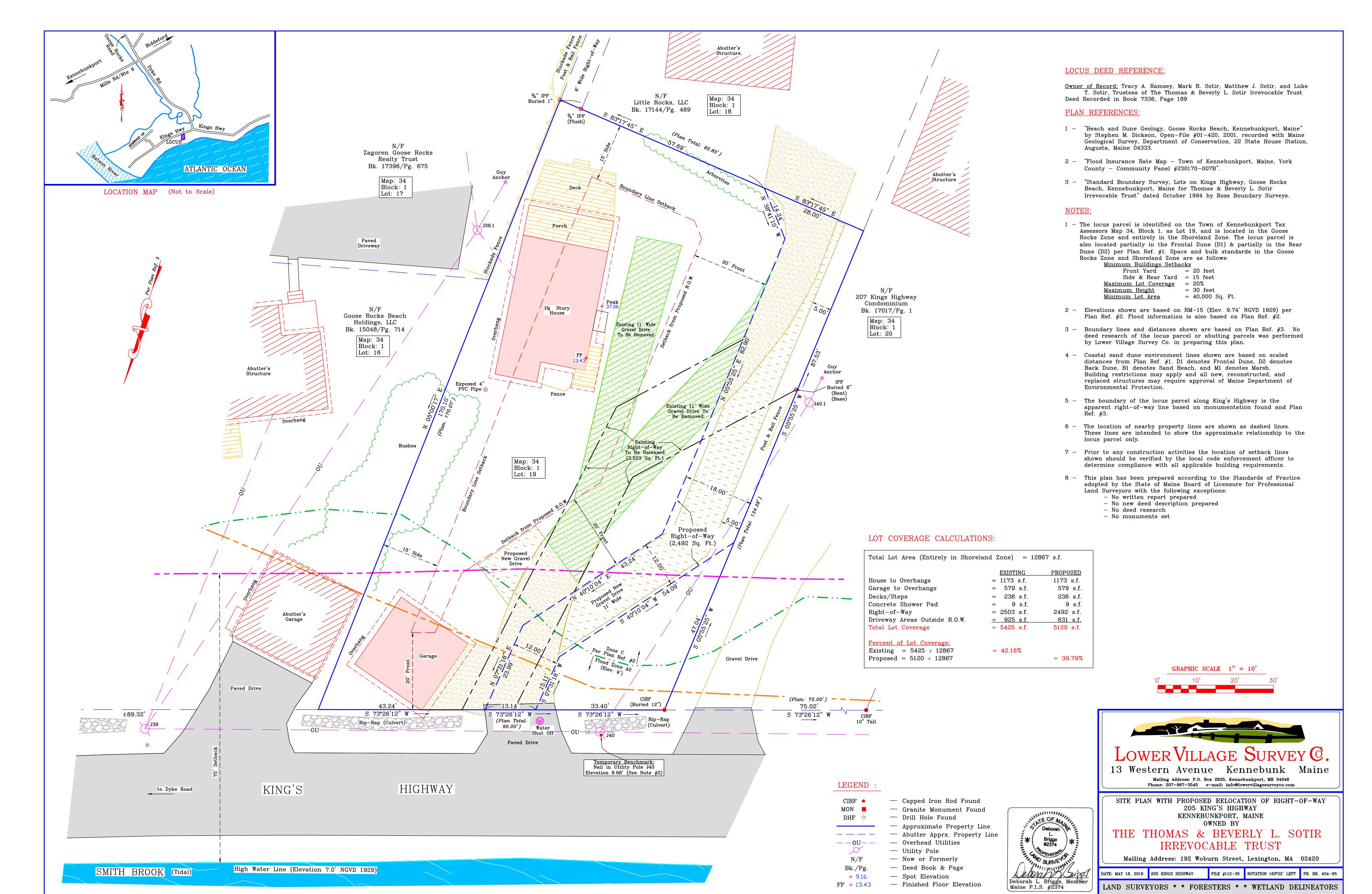
THIS BUILDING HAS BEEN DESIGNED TO PROVIDE SAFETY GLAZING WHERE REQUIRED BY R308.4. *WINDOW SUPPLIER SHALL CONFIRM THAT ALL SAFETY GLAZING IS PROVIDED WHERE REQUIRED.

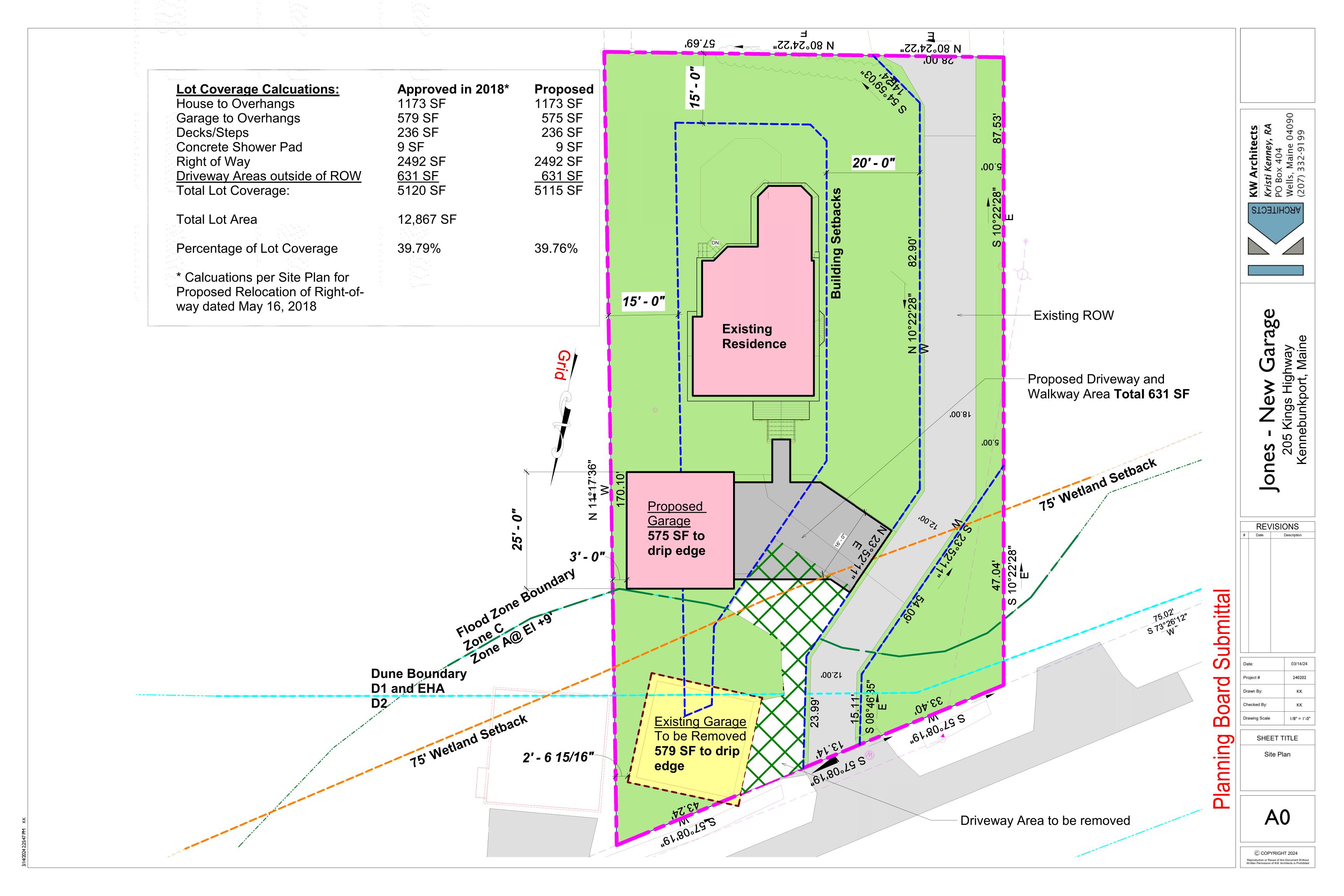
- HANDRAILS ARE PROVIDED ON AT LEAST ONE SIDE OF ALL STAIR RUNS. THEY ARE BETWEEN 34" AND 38" HIGH ABOVE THE NOSING OF THE TREAD.
- GUARDS AT PORCHES, OPEN SIDES OF STAIRS AND BALCONIES ARE 36" HIGH. OPENINGS AT GUARDS ARE LESS THAN 4" ELECTRICAL SUBCONTRACTOR SHALL INSTALL SMOKE AND CARBON MONOXIDE ALARMS PER THE REQUIRED NEC CODE.

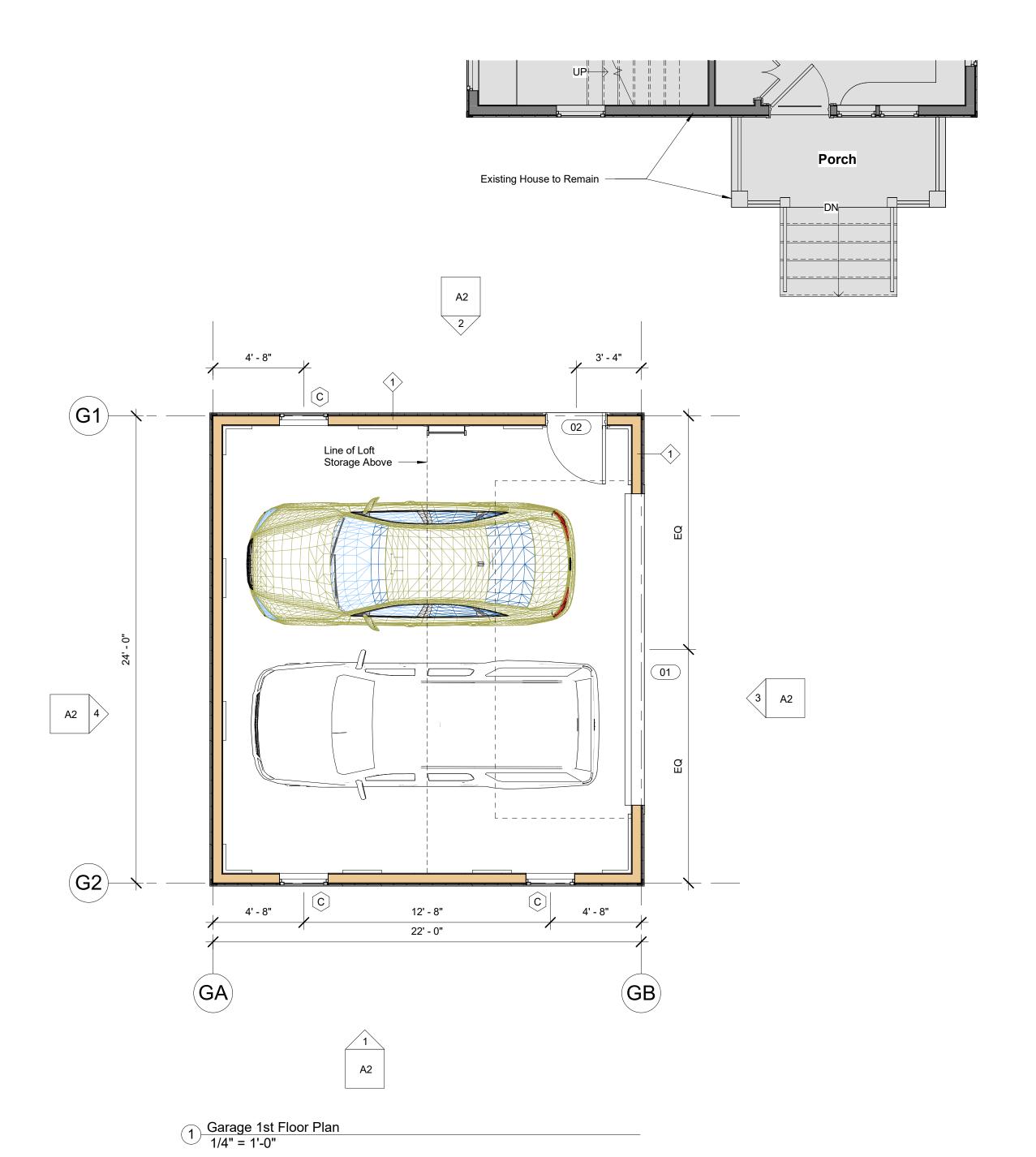
CHAPTERS 25 THROUGH 33: GENERAL PLUMBING REQUIREMENTS THIS WORK IS TO BE DESIGNED AND BUILT BY THE PLUMBING SUBCONTRACTOR.

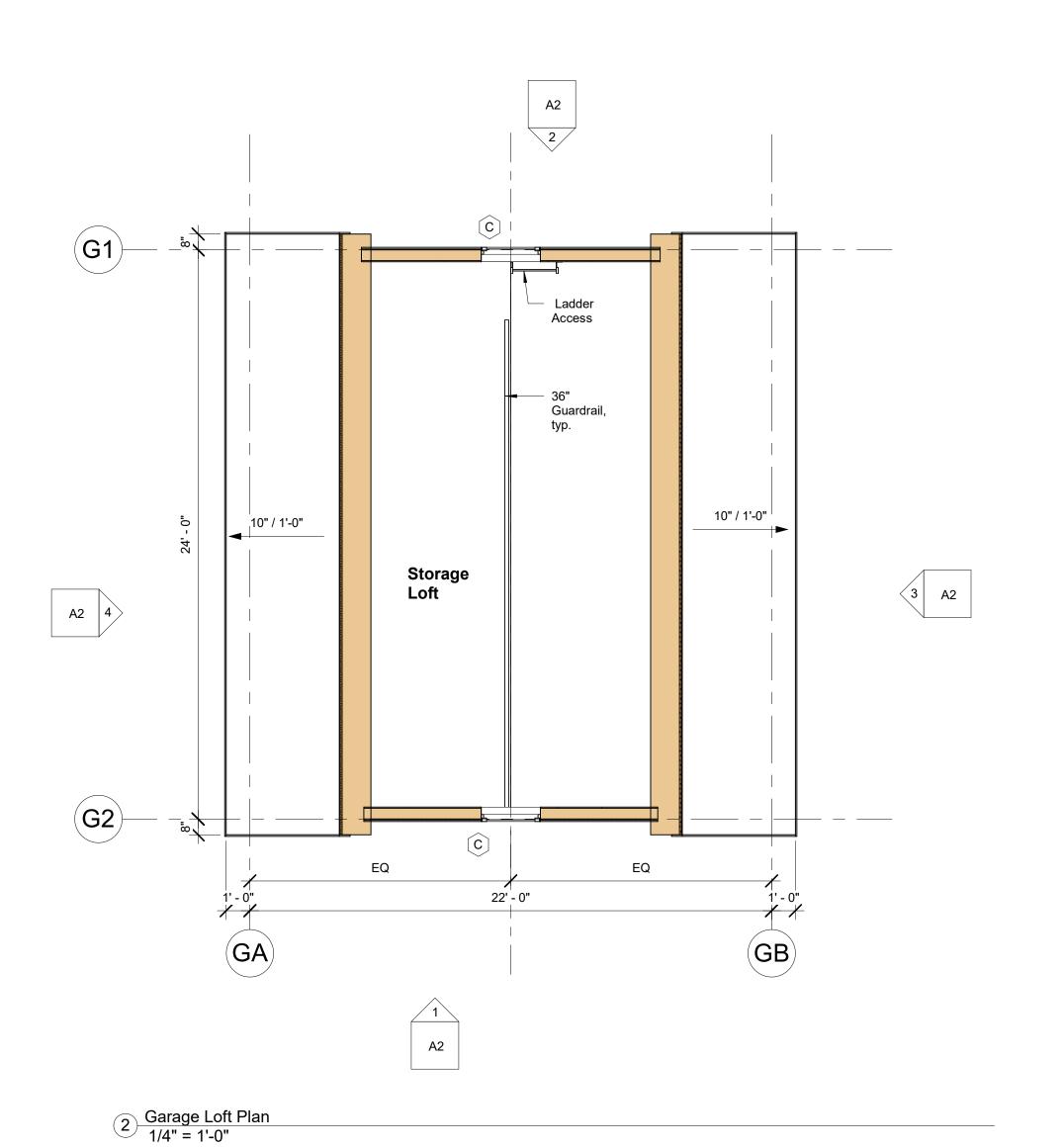
CHAPTERS 34 THROUGH 41: ELECTRICAL SYSTEMS

IS TO BE DESIGNED AND BUILT BY THE ELECTRICAL SUBCONTRACTOR









Submittal Board Planning

03/14/24 240202 Drawn By: 1/4" = 1'-0" Drawing Scale

ARCHITECTS

Garage

Jones

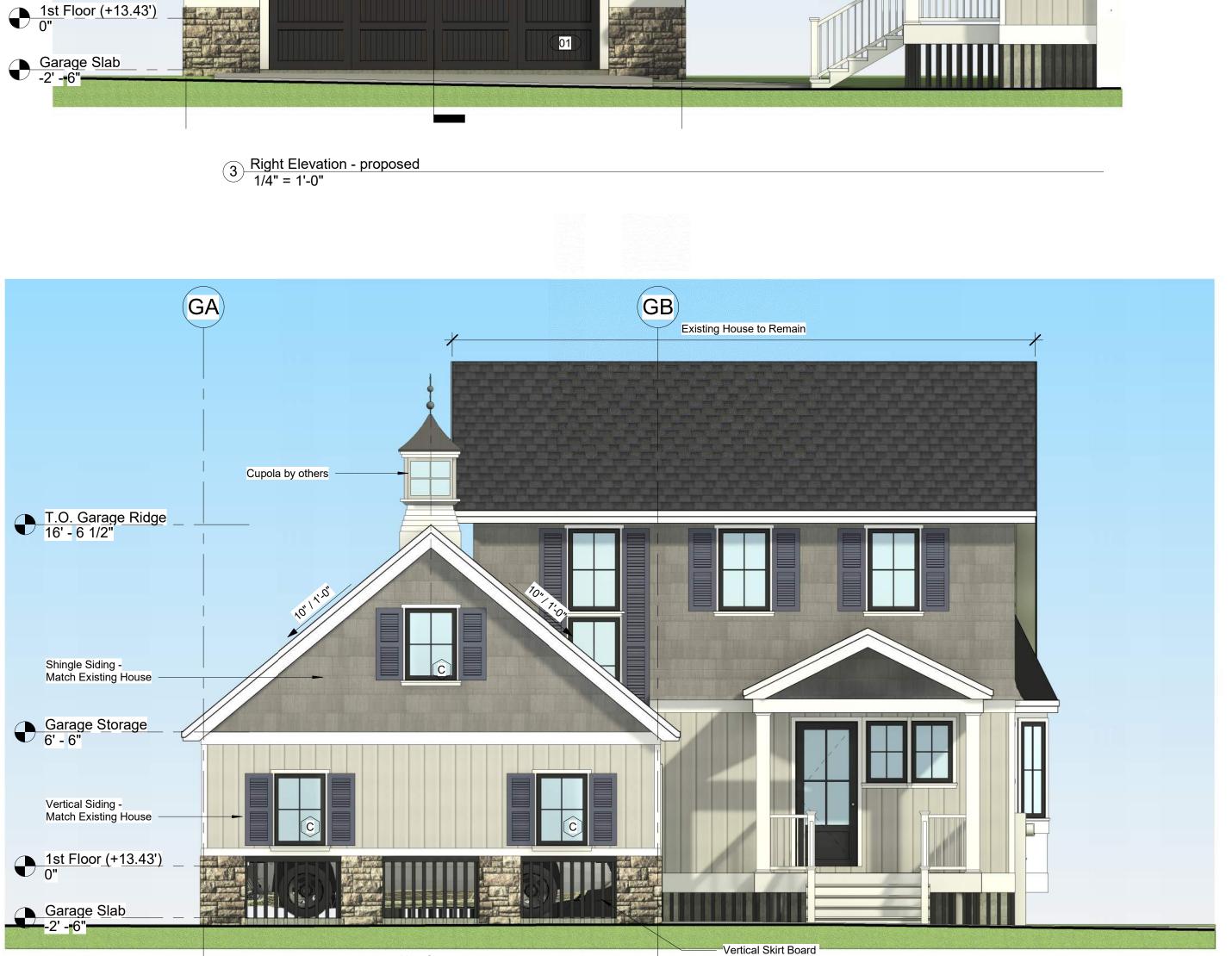
REVISIONS
Date Description

205 Kings Highway Kennebunkport, Maine

SHEET TITLE Floor Plans

ΑI

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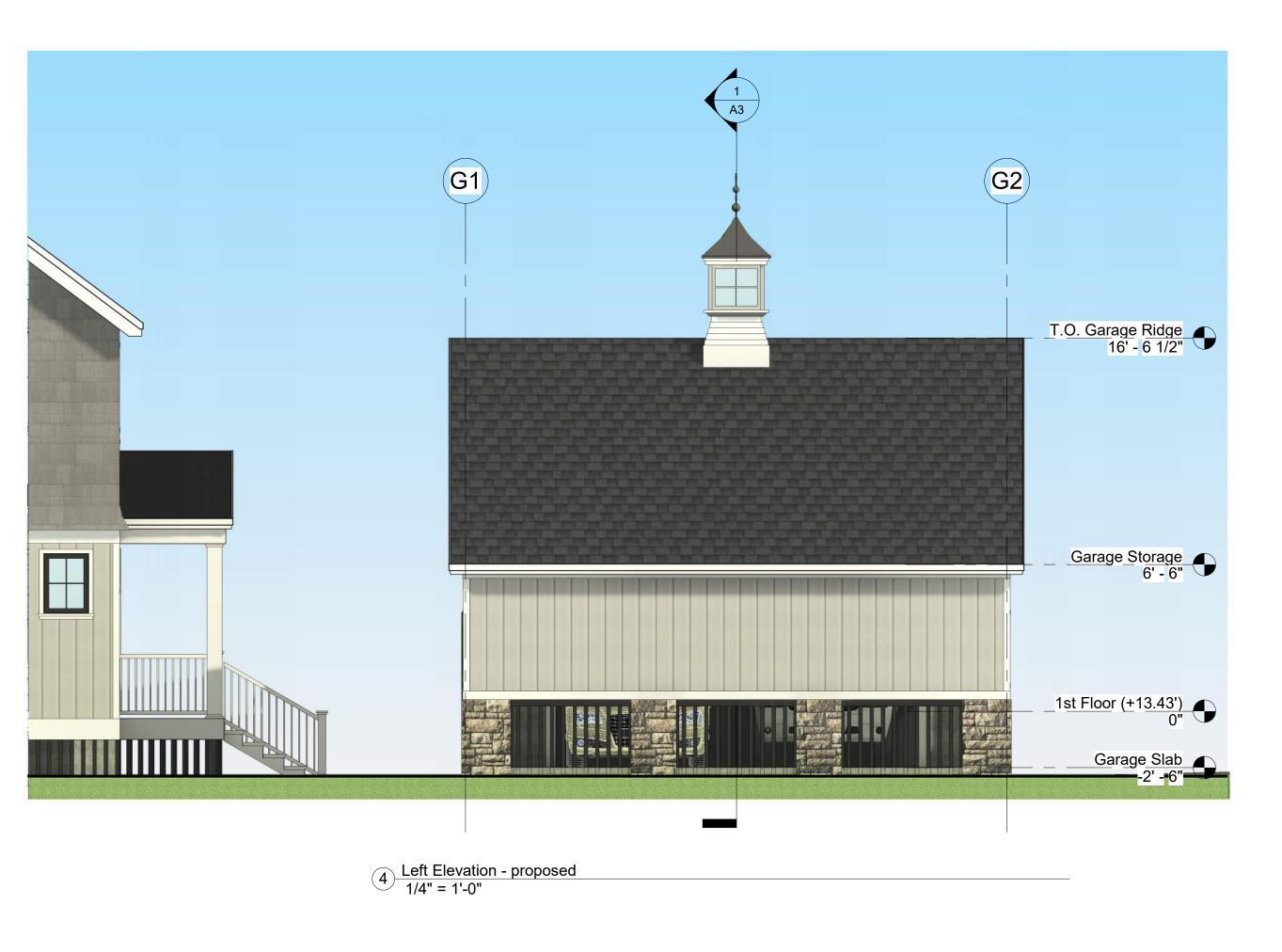
G1

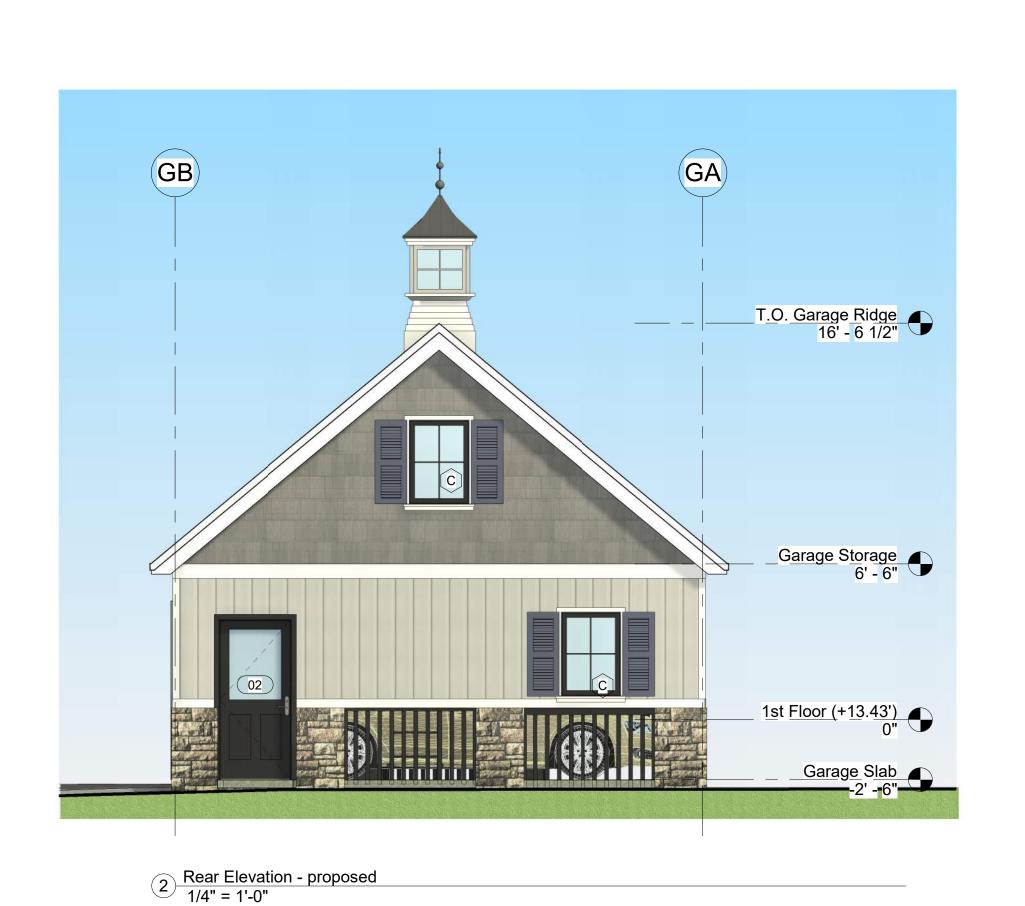
Existing House to Remain -

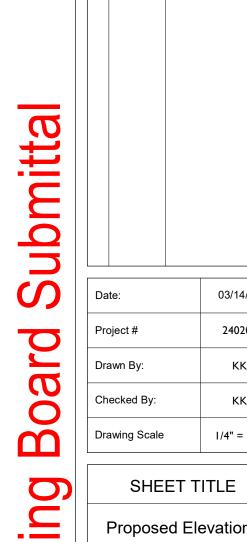
G2

T.O. Garage Ridge 16' - 6 1/2"

Garage Storage 6' - 6"







Planning

Proposed Elevations

03/14/24

240202

KK

KK

1/4" = 1'-0"

KW Architects *Kristi Kenney, RA*PO Box 404

Wells, Maine 04090
(207) 332-9199

STOBLIHORA

Garage

New

Jon

REVISIONS

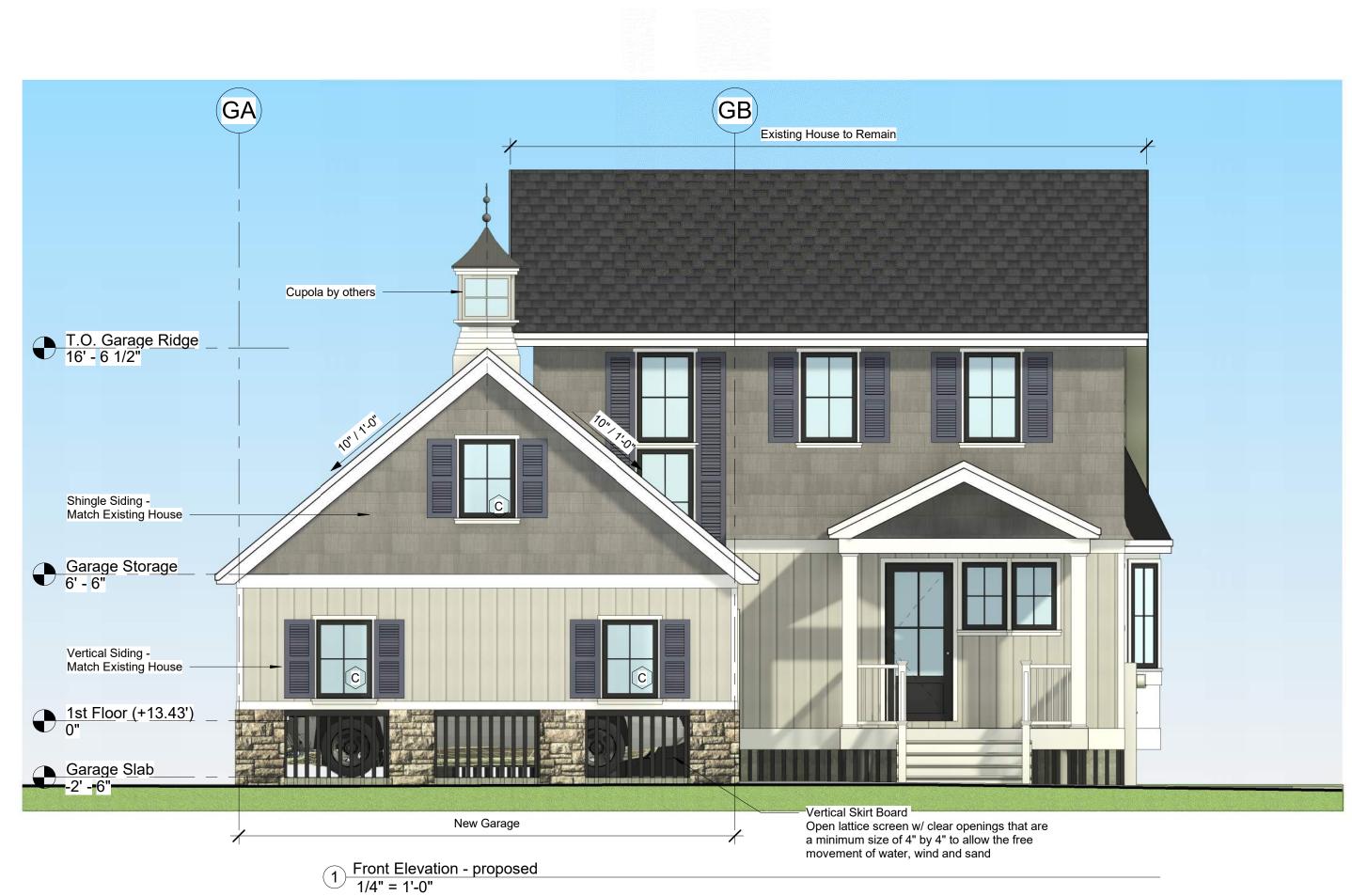
Date

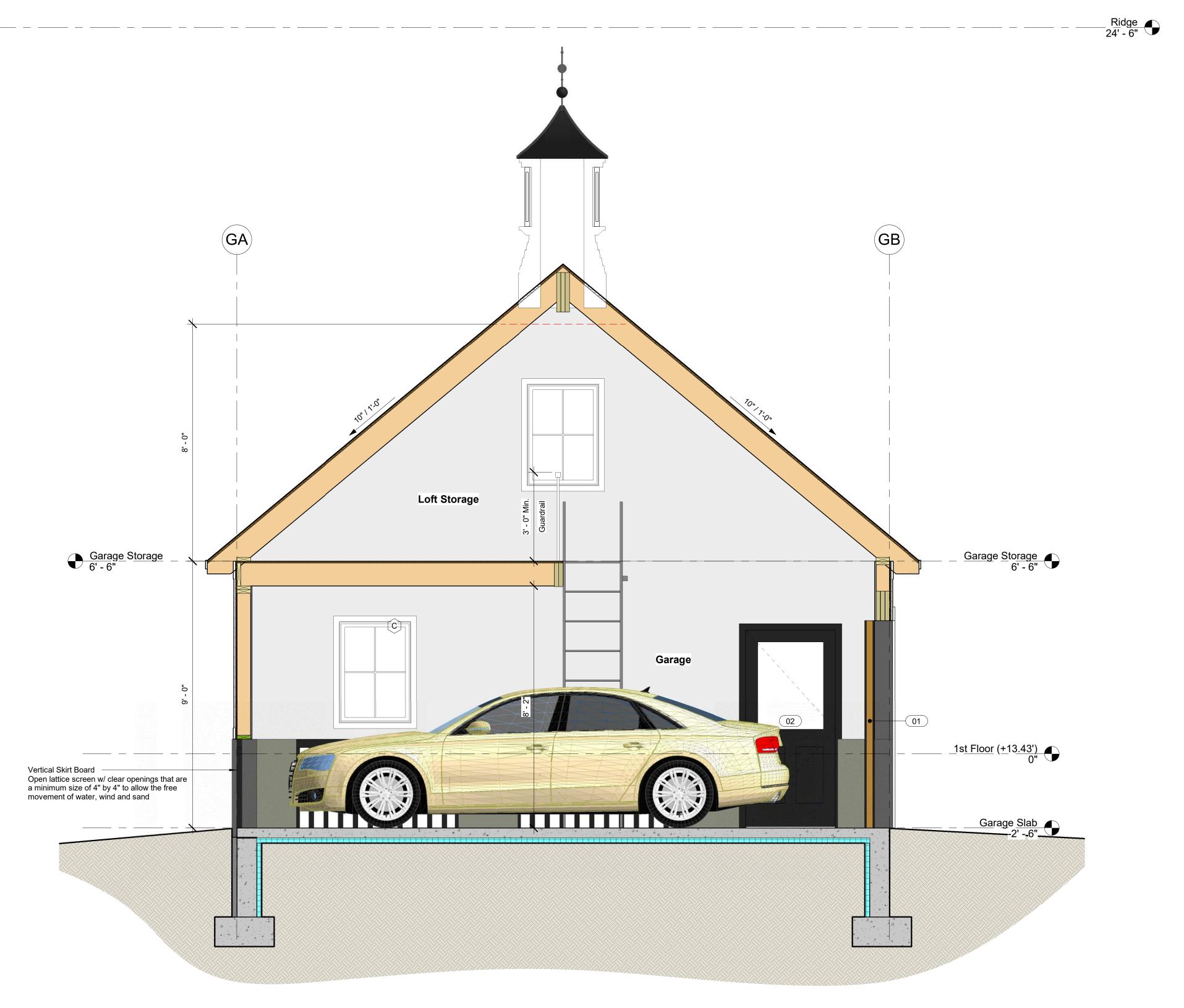
205 Kings Highway Kennebunkport, Maine

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A2

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1 Section 1 1/2" = 1'-0"

Submittal Board Planning

Drawn By:

Checked By:

Drawing Scale 1/2" = 1'-0" SHEET TITLE **Building Section**

Garage

Jones

REVISIONS

205 Kings Highway Kennebunkport, Maine

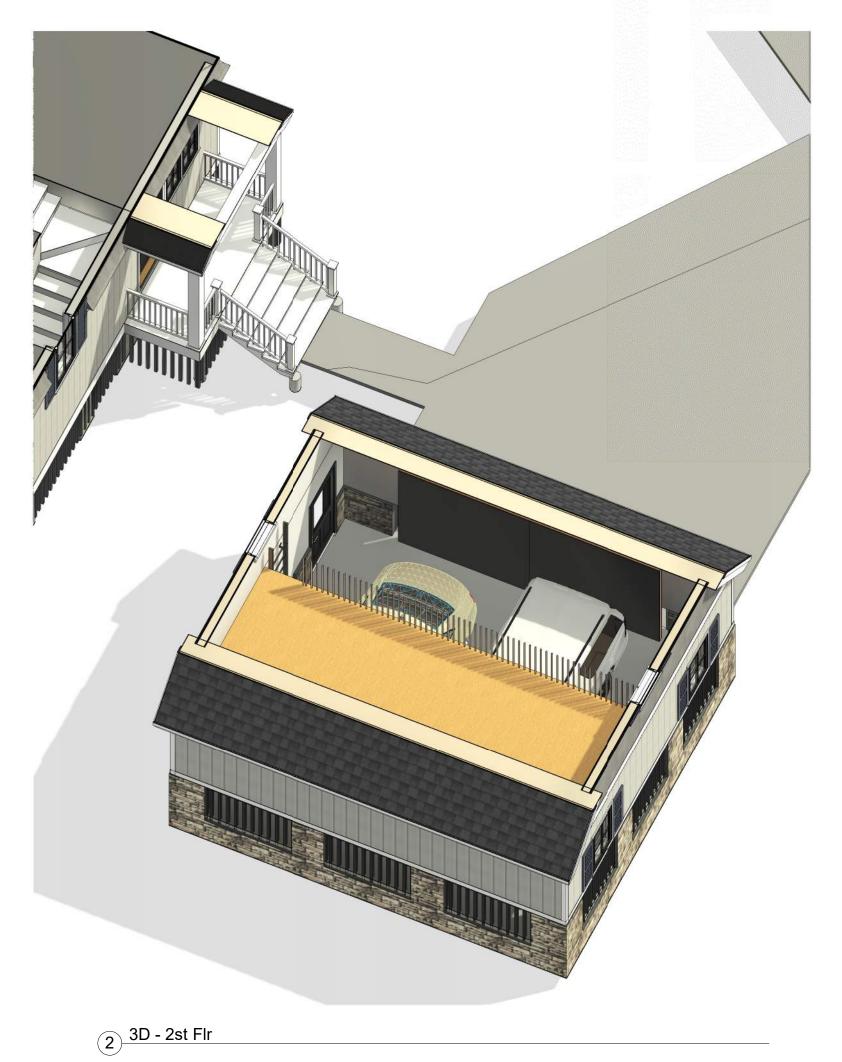
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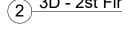
240202

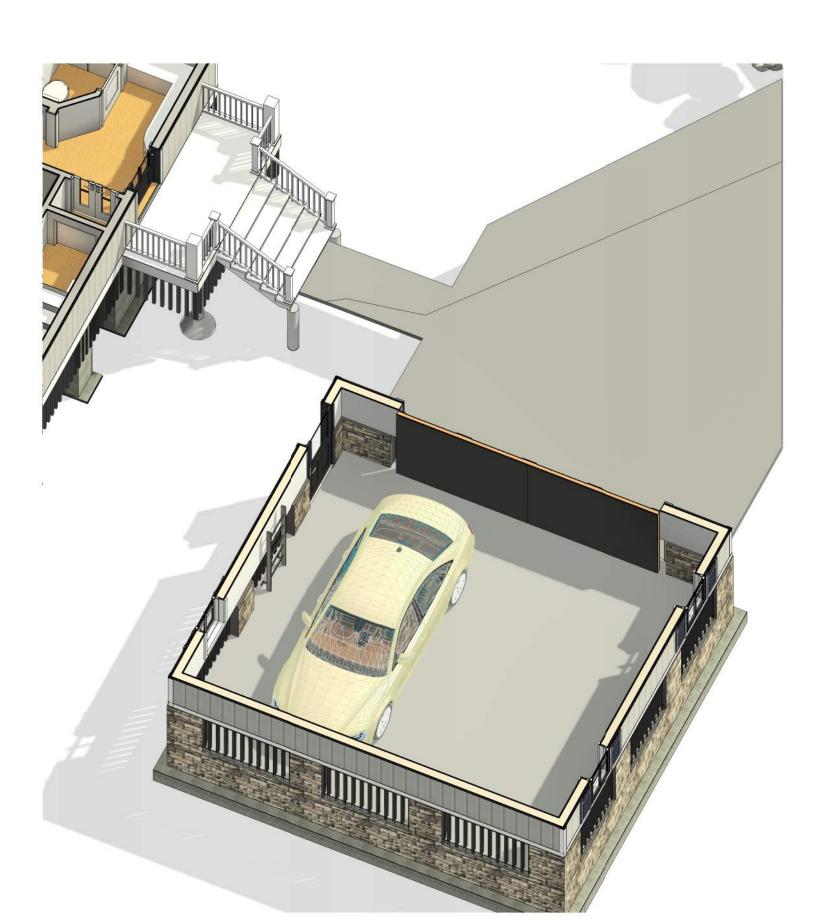
AEP

A3

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Planning Board

		-	
#	Date		Description
Dat	re:		03/14/24
	# Dat	<u> </u>	

STORTHOMA

Garage

205 Kings Highway Kennebunkport, Maine

Date	e:	03/14/24
Proj	ect#	240202
Drav	wn By:	AEP
Che	cked By:	KK
Drav	wing Scale	

SHEET TITLE 3D Views

RI

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