

FAQ – Site Plan Review Applications

TOWN OF KENNEBUNKPORT

1. How to – Tax map highlighting your property. GIS print and download.

2. How to – Locate and print 200' abutters.

3. Who is responsible for mailing abutter notices?

4. Where can I find meeting dates and materials?

5. When do I pay for my site plan review application?

6. What are the preferred formats for digital submissions?

7. What if I do not need all these pieces or they do not apply?

1. How to – Tax map highlighting your property. GIS print and download.

1.

Visit town GIS website at:

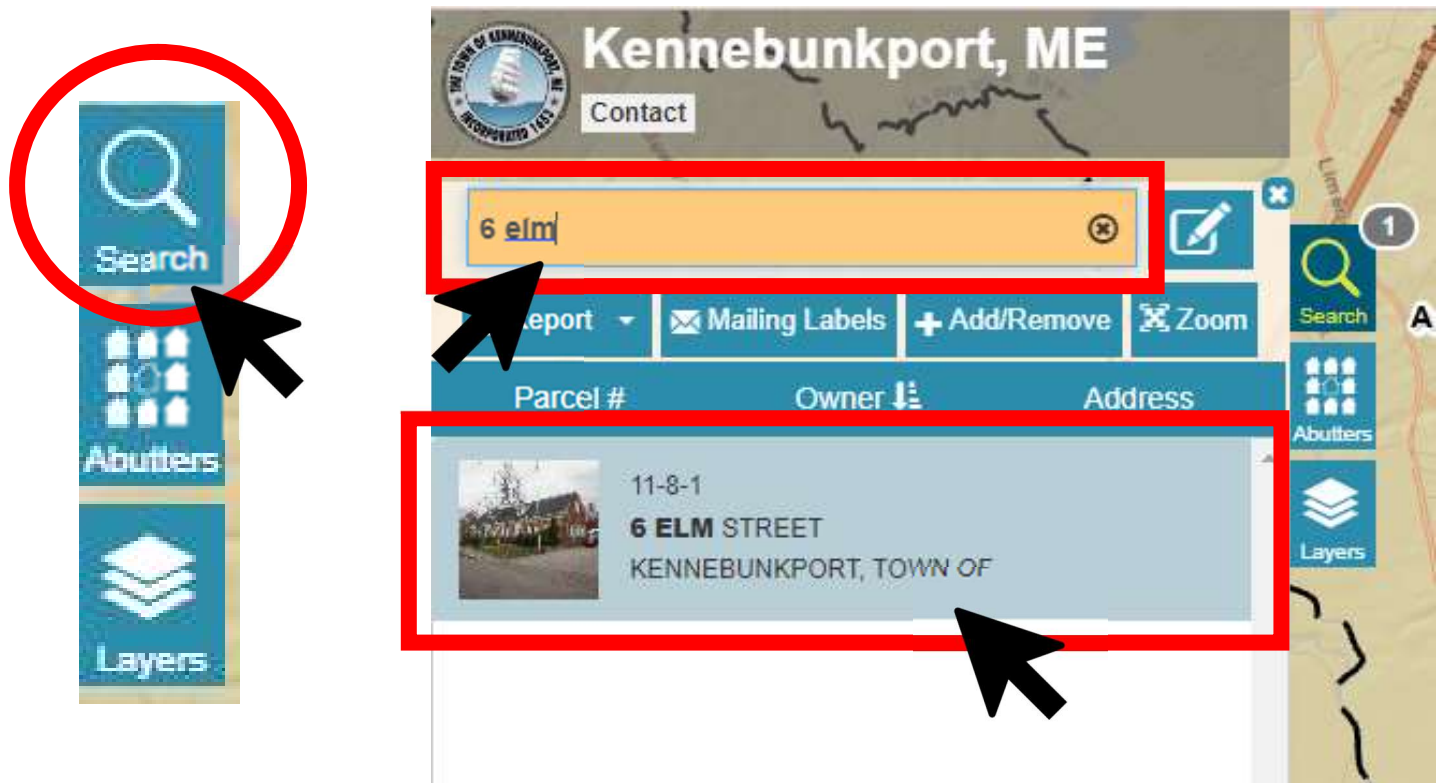
<https://www.axisgis.com/kennebunkportme/>

2.

Click the search button on the left-hand side of the screen.

3.

Type in the address in search bar. Select the correct property.

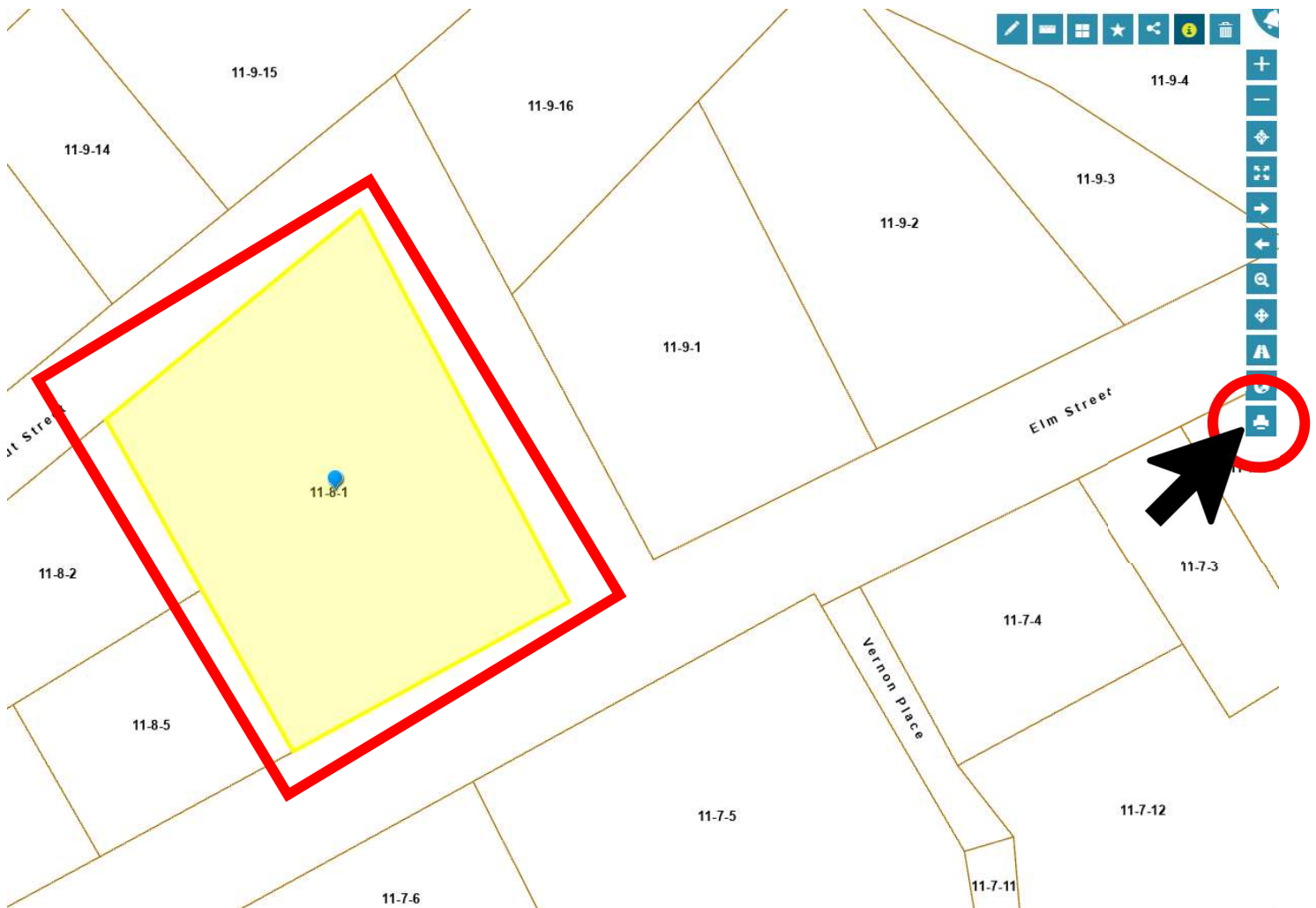


5.

Parcel will be highlighted after selection

6.

If printing, locate the printer icon on the right of the screen



2. How to – Locate and print 200' abutters.

1.

Visit town GIS website at:

<https://www.axisgis.com/kennebunkportme/>

2.

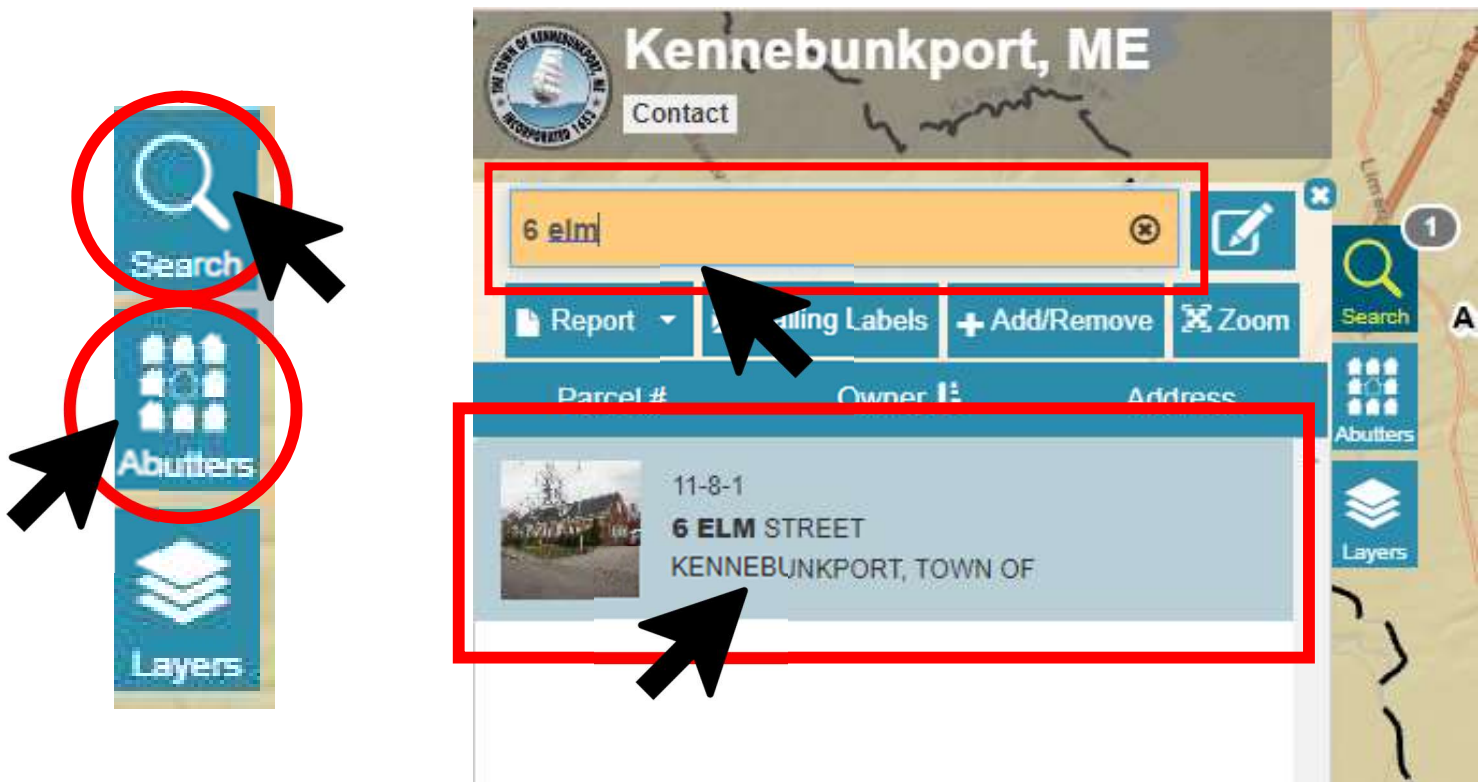
Click the search button on the left-hand side of the screen.

3.

Type in the address in search bar. Select the correct property.

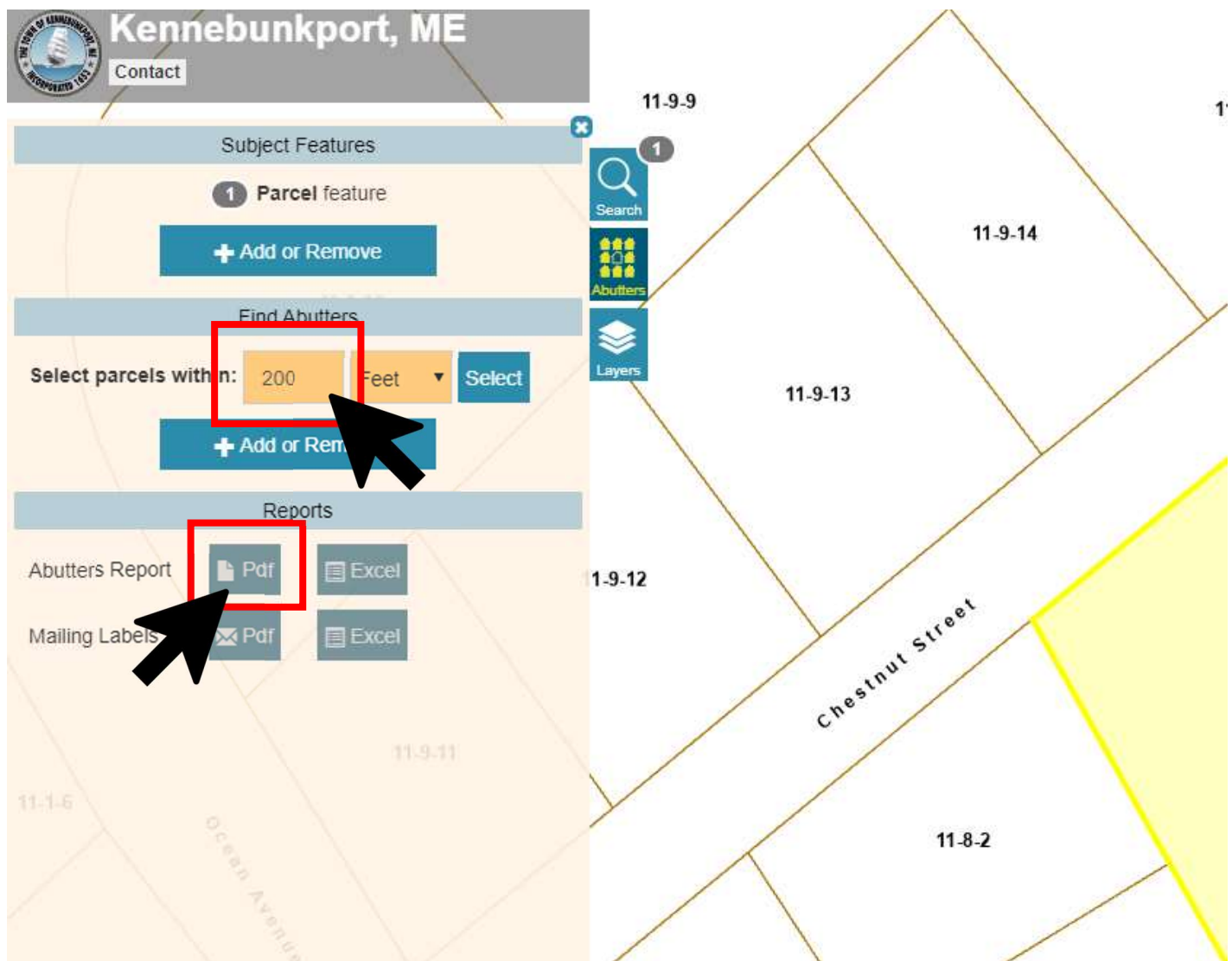
4.

Click the abutters button on the left-hand side of the screen.



5. Type in "200" in text box.

6. Select PDF in abutters report.



Other FAQs

3. Who is responsible for mailing abutter notices?

- The admin for the Planning and Codes Department is responsible for mailing notices to abutters. However, the applicant is responsible for fees associated with the mailing of these notices.

4. Where can I find meeting dates and materials?

- All meeting dates, agendas, and supplementary materials can be located at the Town website at:
<https://www.kennebunkportme.gov/planning-board>.

5. When do I pay for my site plan review application?

- Site plan review applications are to be paid for at the time of submittal.

6. What are the preferred formats for digital submissions?

- The preferred digital receipt formats are PDF, a shared drive link, or USB.

7. What if I do not need all these pieces or they do not apply?

- If you believe that certain portions of the application package are not applicable to you or your project, please provide a written explanation as to why.