



MEMORANDUM

TO: Applicants for Site Plan Review

FROM: Kennebunkport Planning Board

RE: Major Revision to Previously Approved Subdivision Application

To assist you in completing your Major Revision to Subdivision application, please refer to Chapter 415-9.1 "Major revisions" of the Town of Kennebunkport Code (see attached). Please use this as a "checklist" 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 as follows at least 15 business days before the next regularly scheduled meeting in order to make that agenda (see attached Submittal Schedule).**

You must submit all of the information required. If you believe that some of the required information is not necessary for or appropriate to your application, you must request waivers. Waiver requests must be in writing and must indicate the submissions for which you are requesting waivers and the reason for the request.

Any required permits from local, State or Federal agencies must be submitted to the Town. Failure to submit all the required information may result in the postponement of your Initial Review and/or Public Hearing. No Initial Review and/or 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 emails, US mail, phone calls and any other correspondence concerning Planning Board issues must be directed to the Planning and Code Enforcement Office **only** (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 415-9.1.

**APPLICATION FOR MAJOR REVISION TO PREVIOUSLY APPROVED
SUBDIVISION KENNEBUNKPORT PLANNING BOARD**

SUBDIVISION NAME: _____

APPLICANT INFORMATION

Property Owner: _____

Address: _____

Phone: _____ Email: _____

Applicant/Authorized

Agent Name: _____

Address: _____

Phone: _____ Email: _____

**** Please be sure to include a Letter of Authority if you are the Agent****

LAND INFORMATION

Location of Property: _____
street address

Assessor's Tax Maps: Map: _____ Block: _____ Lot(s) _____
Registry of Deeds: Book: _____ Page: _____

Current zoning of property? _____

Resource Protection ☐ Shoreland Zone ☐

Total acreage of parcel: _____

Acreage to be developed: _____

Has this land been part of a prior approved subdivision? Yes ☐ No ☐
Or part of other divisions within the past 5 years? Yes ☐ No ☐

Does the parcel include any water bodies? Yes ☐ No ☐

Is any portion of the property within a special flood hazard area as identified by the Federal Emergency Management Agency (FEMA)? Yes ☐ No ☐

List the names and addresses of abutting property owners within 200' on a
separate sheet and attach to this application.

GENERAL INFORMATION

What is the minor proposed revision to this approved subdivision?

Does the applicant intend to request waivers of any of the subdivision submission requirements? If yes, list them and state reasons for the request:

To the best of my knowledge, all the above stated information submitted in this application is true and correct.

Signature _____ Date _____

Printed name _____

For Office Use Only

Date Received: _____

Application Fee Paid: _____
Paid by (payment type/name): _____
Postage Fee Paid: _____
Legal Notice Posting Fee Paid: _____
Total: _____

Planning Board Submittal Schedule for Minor/Major Revision of a Previously Approved Subdivision Plan	
Submittal Must be 15 Days Prior to Meeting Date	
<i>Submission Deadline</i>	<i>Planning Board Meeting Date</i>
10/17/2023	11/1/2023
10/31/2023	11/15/2023
11/21/2023	12/6/2023
12/5/2023	12/20/2023
12/19/2023	1/3/2024
1/2/2024	1/17/2024
1/23/2024	2/7/2024
2/6/2024	2/21/2024
2/20/2024	3/6/2024
3/5/2024	3/20/2024
3/19/2024	4/3/2024
4/2/2024	4/17/2024
4/16/2024	5/1/2024
4/30/2024	5/15/2024
5/21/2024	6/5/2024
6/4/2024	6/19/2024
6/18/2024	7/3/2024
7/2/2024	7/17/2024
7/23/2024	8/7/2024
8/6/2024	8/21/2024
8/20/2024	9/4/2024
9/3/2024	9/18/2024
9/17/2024	10/2/2024
10/1/2024	10/16/2024
10/22/2024	11/6/2024
11/5/2024	11/20/2024
11/19/2024	12/4/2024
12/3/2024	12/18/2024

Planning Board Contact Information

One copy of all applications must be mailed to the following:

Name		Mailing Address
Chair	Thomas Boak	26 Fox Run Kennebunkport, ME 04046
Vice Chair	Nina Pearlmutter	P.O. Box 2686 Kennebunkport, ME 04046
	Edward Francis	P.O. Box 2632 Kennebunkport, ME 04046
	Scott Mahoney	P.O. Box 465 Kennebunkport, ME 04046
	Charles Simmons	4 Scamman Street Suite 19-322 Saco, ME 04072
	George Lichte	40 S. Maine Street Kennebunkport, ME 04046
	Michael West	33 Log Cabin Road Kennebunkport, ME 04046

Planning Board Fee Schedule

SITE PLAN REVIEW	
<i>Application Fee</i>	\$250
<i>Legal Notice</i>	\$150
<i>Postage</i>	\$8.10 (Domestic)
	\$8.95 (International)

SKETCH PLAN REVIEW (SUBDIVISIONS)	
<i>Application Fee</i>	\$250

MINOR/MAJOR SUBDIVISION REVISIONS	
<i>Application Fee</i>	\$250
<i>Legal Notice</i>	\$300 (\$150 x 2 public hearings)
<i>Postage</i>	\$8.10 (Domestic)
	\$8.95 (International)

PRELIMINARY SUBDIVISION*		
<i>Application Fee</i>		\$1,000
<i>Lot/Dwelling Fee</i>		\$250 per lot/dwelling
<i>Legal Notice</i>		\$300 (\$150 x 2 public hearings)
<i>Postage</i>		\$8.10 (Domestic)
		\$8.95 (International)
Separate Check	<i>Escrow Funds</i>	\$2,000
	<i>Escrow Funds Lot/Dwelling</i>	\$250 per lot/dwelling
*Additional fees may be requested if peer review is needed		

FINAL SUBDIVISION	
<i>Application Fee</i>	\$1,000
<i>Lot/Dwelling Fee</i>	\$250 per lot/dwelling
<i>Legal Notice</i>	\$300 (\$150 x 2 public hearings)
<i>Postage</i>	\$8.10 (Domestic)
	\$8.95 (International)

§ 415-9.1. Major revisions.

- A. Procedure. An applicant for a major revision to a previously approved plan shall, at least 30 days prior to a scheduled meeting of the Board, request to be placed on the Board's agenda. If the revision involves the creation of additional lots or dwelling units, the application shall be considered a request for a major revision and the procedures for preliminary plan approval shall be followed, as well as the fee schedule.
- B. Submissions. The applicant shall submit a copy of the previously approved plan as well as copies of the proposed revised plan, and other submissions according to the requirements of the preliminary plan application. The application shall also include enough supporting information to allow the Board to make a determination that the proposed revisions meet the standards of these regulations and the criteria of the statute. The revised plan shall indicate that it is the revision of a previously approved and recorded plan and shall show the title of the subdivision and the book and page or cabinet and sheet on which the original plan is recorded at the Registry of Deeds.
- C. Scope of review. The Board's scope of review shall be limited to those portions of the plan that are being proposed for change.