

MEMORANDUM

TO: Applicants for Site Plan Review

FROM: Kennebunkport Planning Board

RE: Minor Revision to Previously Approved Subdivision Application

To assist you in completing your Minor Revision to Subdivision application, please refer to Chapter 415-9.2 "Minor 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).**

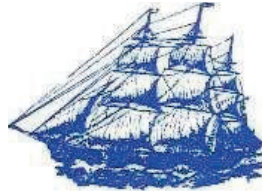
You must submit all of the information required. If you believe that some of the required information is not necessary for or appropriate to your application, you must request waivers. Waiver requests must be in writing and must indicate the submissions for which you are requesting waivers and the reason 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 415-9.2.



FILING REQUIREMENTS AND CHECKLIST

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

Application Package Checklist:

- ☐ Cover letter describing proposed project.
- ☐ One copy of full sized (to scale) and one copy of reduced site plans.
 - ☐ Site plans contain all the data required under Chapter 415-9.2 of the Code of the Town of Kennebunkport. If portions of 9.2 are not applicable, please submit in writing as to why. See Article 9.2 attached.
- ☐ Copy of the deed(s)/agreement(s).
- ☐ Certificate of Good Standings, if corporation.
- ☐ Letter of authority, if using agent.
- ☐ 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.
- ☐ Copy of the tax map, highlighting your property. See FAQ for step-by-step.
- ☐ 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 Requirements:

- ☐ 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 Subdivision regulations § 415-9.2 "Submissions" for an exhaustive list and description of application requirements.

**APPLICATION FOR MINOR REVISION TO 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: _____

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 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 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) |

§ 415-9.2. Minor revisions.

- A. Procedure. An applicant for minor revision to a previously approved plan shall, at least 15 business days prior to a scheduled meeting of the Board, request to be placed on the Board's agenda. If the revision involves only modifications of the approved plan, without the creation of additional lots or dwelling units (for example: a lot line change; a driveway relocation within the lot; or the relocating of a subsurface wastewater disposal system location within the lot), the application will be considered as a request for a minor revision and the procedures for a final approval shall be followed. The fee for minor revision shall be such amount as set by the Board of Selectmen, plus costs.
- 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 final 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.