

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 business days before the next regularly scheduled meeting in order to make that agenda (see attached Submittal Schedule).**

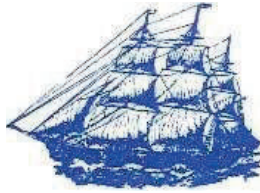
You must submit all required information. If you believe that some of the required information is not necessary for or appropriate to your application, please state in writing as to why.

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:

- ☐ 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 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.
- ☐ 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 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: _____

Zone: _____ Tax Assessor's Map: _____ Block: _____ Lot: _____

Shoreland: ☐ Resource Protection: ☐

Lot Size: _____

Existing Use of Property: _____

Proposed Use of Property: _____

Type of Sewage Disposal:

None: ☐ Private Septic: ☐ Public Sewer: ☐

Water Supplied by: _____

None: ☐ Private Well: ☐ Public KKWD: ☐

Describe new structures, additions to existing structures and alterations proposed:

Percentage of lot occupied by buildings:

Existing: _____ Proposed: _____

Percentage of lot occupied by other impervious (parking, walkways, etc):

Existing: _____ Proposed: _____

Exterior footprint of existing or proposed structure:

Existing: _____ Proposed: _____

Interior Square Footage:

Existing: _____ Proposed: _____

If volume expansion, interior volume:

Existing: _____ Proposed: _____

Details on easements or other restrictions on the property. *Attach deeds and/ or agreements.*

Applicant; Owner of Record:

Name: _____

Address: _____
(street)

(city) (state) (Zip)

Phone: _____ Email: _____

Authorized Agent, If Applicable:

Name: _____

Address: _____
(street)

(city) (state) (Zip)

Phone: _____ Email: _____

If applicant is a corporation, check if licensed in Maine: Yes ☐ No ☐ and attach a copy of State's "Certificate of Good Standing".

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: _____

For Office Use Only

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

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 Site Plan Submittal Schedule

Submittal Must be 14 Days Prior to Meeting Date

<i>Site Plan Submission Deadline</i>	<i>Planning Board Meeting Date</i>
10/18/2023	11/1/2023
11/1/2023	11/15/2023
11/22/2023	12/6/2023
12/6/2023	12/20/2023
12/20/2023	1/3/2024
1/3/2024	1/17/2024
1/24/2024	2/7/2024
2/7/2024	2/21/2024
2/21/2024	3/6/2024
3/6/2024	3/20/2024
3/20/2024	4/3/2024
4/3/2024	4/17/2024
4/17/2024	5/1/2024
5/1/2024	5/15/2024
5/22/2024	6/5/2024
6/5/2024	6/19/2024
6/19/2024	7/3/2024
7/3/2024	7/17/2024
7/24/2024	8/7/2024
8/7/2024	8/21/2024
8/21/2024	9/4/2024
9/4/2024	9/18/2024
9/18/2024	10/2/2024
10/2/2024	10/16/2024
10/23/2024	11/6/2024
11/6/2024	11/20/2024
11/20/2024	12/4/2024
12/4/2024	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)

§ 240-10.6. Submissions and requirements.

- A. Submission requirement for Planning Board review of a use proposed in the Shoreland or Resource Protection Zone. An application for review of a use in the Shoreland or Resource Protection Zone which does not require site plan review shall be made on forms provided for that purpose. A use which does require site plan review shall meet the submission requirements stated in Subsection C below.
- B. Submission requirement for site plan review of a mobile home park. An application for site plan review of a mobile home park shall be prepared in accordance with the requirements for a residential subdivision and shall meet all the provisions and standards set forth in § 240-7.10 of this chapter.
- C. Submission requirement for site plan review. The applicant for site plan review in all other zones and for all other uses shall submit building and site plans in two copies, drawn to a scale of not less than one inch equals 40 feet. The building plans shall show at a minimum the first-floor plan and all elevations, with indication of the proposed construction material. The site plan shall include the following information:
 - (1) A map of the site with reference to surrounding areas and existing street locations.
 - (2) The name and address of the owner and site plan applicant, together with evidence of sufficient right, title or interest in the premises to permit the applicant to undertake the use for which site plan review approval has been requested.
 - (3) The names and addresses of the owners of all properties within 200 feet of the property in question, as shown by the most recent tax records of all municipalities in which such properties lie.
 - (4) A plan of the area showing lot line dimensions, applicable zone or zones, and the normal high-water mark, if applicable.
 - (5) Location of all existing and proposed buildings and structures, streets, easements, driveways, entrances and exits on the site and within 100 feet thereof.
 - (6) All setbacks from bodies of water and lot lines.
 - (7) All existing physical features on the site and within 200 feet thereof, including streams, watercourses, existing woodlands, existing trees at least eight inches in diameter as measured 4 1/2 feet above grade. Soil conditions as reflected by a medium-intensity survey (such as wetlands, rock ledge, and areas of high water table) shall be shown, and the Planning Board may require high intensity soils surveys where necessary.
 - (8) Topography showing existing and proposed contours at five-foot intervals for slopes averaging 5% or greater and two-foot intervals for land of lesser slope. A reference benchmark shall be clearly designated. Where variations in the topography may affect the layout of buildings and roads, the Planning Board may require that the topographic maps be based on an on-site survey.
 - (9) Parking, loading and unloading areas shall be indicated with dimensions, traffic patterns, access aisles and curb radii.
 - (10) Improvements such as roads, curbs, bumpers and sidewalks shall be indicated with cross sections, design details and dimensions.
 - (11) Location and design of existing and proposed stormwater systems, sanitary waste disposal

systems and potable water supply, and methods of solid waste storage and disposal.

- (12) Landscaping and buffering plan showing what will remain and what will be planted, indicating botanical and common names of plants and trees, dimensions, approximate time of planting and maintenance plans.
- (13) Lighting details indicating type of fixtures, location, radius and intensity of light to comply with Chapter 245, Lighting, Outdoor.
- (14) Location, dimensions and details of signs.
- (15) Proposed use of all floor area.

D. Submission for site plan review for business, commercial and industrial uses shall also include:

- (1) A written description of the proposed operations in sufficient detail to indicate the degree to which the operations will create traffic congestion, noise, toxic or noxious matter, vibration, odor, heat, glare, air pollution, waste, and other objectionable effects, along with engineering and architectural plans for mitigating such effects.
- (2) The proposed number of shifts to be worked and the maximum number of employees on each shift.
- (3) A list of all hazardous materials to be hauled, stored, used, generated or disposed of on the site, and any pertinent state or federal permits required.

E. Exceptions to these requirements.

- (1) Where the Planning Board finds that, due to special circumstances of a particular plan, the submission of required exhibits is not necessary or is inappropriate because of the nature of the proposed development, it may waive such requirements subject to appropriate conditions. The Planning Board may require submission of such additional information as it deems necessary for proper review.
- (2) Digital submission requirements. All plan sheets must be submitted in digital format:
 - (a) All plan sheets containing the same information as the hard copy submission shall be referenced to the Town's geographic reference system and shall be digitally submitted.
 - (b) Digital transfer of the proposed plan sheets shall be on the Town's Horizontal Datum: Maine State Plane Coordinate System: Maine West Zone 4101, or FIPS Zone 1802, North American Datum 1983: Units: Feet.
 - (c) The preferable vertical datum is North American Vertical Datum 1988 (NAVD88). However, if only National Geodetic Vertical Datum, 1929 (NGVD29) is possible, that is permissible. The choice of vertical datum must be indicated on the digital submission. The ellipsoid is GRS 80 (Geodetic Reference System 1980).
 - (d) Data should be developed using either Real Time Kinematics (RTK) GPS or survey grade GPS or traditional methods of occupying known, high-precision surveyed monuments. All data should meet the ALTA/ASCM relative positional accuracy standard of 0.07 foot and be delivered in U.S. survey feet.
 - (e) A PDF image of the plan sheets containing the same information as the hard copy submission shall be digitally submitted.