

## 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).**

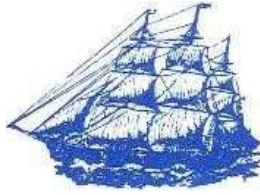
You must submit **all** required information. If you believe that some of the required information is not necessary for or appropriate to your application, please state in writing as to why.

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](mailto: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.) - **To be provided when received**

### Filing Requirements:

- Two paper copies of the application package to the Administrative Assistant.
- Email electronic version of application package to: [afortier@kennebunkportme.gov](mailto: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: GR 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: 35.99% ± Proposed: 33.5% ±

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

Existing: 13.6% Proposed: 12.9%

Exterior footprint of existing or proposed structure:

Existing: 1128± sf Proposed: 1050± sf

Interior Square Footage:

Existing: 1,672 Sq Ft living space      Proposed: 1,749 Sq Ft living space

If volume expansion, interior volume: **\*\*Non-Conforming Portions Only**

Existing: 4590.66 Cu. Ft      Proposed: 3771.46 Cu. Ft

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

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Owner of Record:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(street)

\_\_\_\_\_

(city)

(state)

(Zip)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant/Authorized Agent:

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: \_\_\_\_\_

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**For Office Use Only**

Date Received: \_\_\_\_\_

Application Fee Paid: \_\_\_\_\_

Paid by (payment type/name): \_\_\_\_\_

Postage Fee Paid: \_\_\_\_\_

Legal Notice Posting Fee Paid: \_\_\_\_\_

Total Fee: \_\_\_\_\_