



Town of Kennebunk, Maine

Site Plan Application

Application Date _____

Fee Paid

1. PROJECT TYPE:
(Check All That Apply)

<input type="checkbox"/> Major	<input type="checkbox"/> Minor	<input type="checkbox"/> Amendment
<input type="checkbox"/> Parking Review	<input type="checkbox"/> Design Review	<input type="checkbox"/> Shore Land

2. PROJECT NAME: _____

3. PROJECT LOCATION: _____ MAP: _____
LOT: _____

4. PRIMARY CONTACT: _____ Phone: _____
Email: _____

5. APPLICANT(S): _____
ADDRESS: _____ CITY: _____ STATE: _____
ZIP: _____ PHONE: _____ E-MAIL: _____

6. OWNER(S): _____
ADDRESS: _____ CITY: _____ STATE: _____
ZIP: _____ PHONE: _____ E-MAIL: _____

7. PROFESSIONALSUPPORT: _____
ADDRESS: _____ CITY: _____ STATE: _____
ZIP: _____ PHONE: _____ E-MAIL: _____

8. PROJECT DESCRIPTION (Attach Full Project Narrative) : _____

9. ZONING DISTRICT: _____ OVERLAY DISTRICT: _____
FLOOD HAZARD AREA: _____ WETLANDS ONSITE: _____

10. OTHER REQUIRED LOCAL, STATE, AND FEDERAL REVIEW? _____

I hereby request that the Town of Kennebunk Planning Board or Site Plan Review Board review this application for Site Plan Review approval, including all plans, documents, and information herewith. I represent to the best of my knowledge and belief that this application is being submitted in accordance with Site Plan Regulations and other applicable regulations of the Town of Kennebunk. I also understand that submittal of this application for Site Plan Review approval shall be deemed as granting permission for the Town Staff, Planning Board/Site Plan Review Board, and their designees to enter onto the property for the purposes of inspection and review.

Signature of Property Owner Date

Signature of Agent (If Applicable) Date

Note: APPLICANT MUST SUBMIT ALL REQUIRED SUBMISSION ITEMS AS APPLICABLE

PROJECT:

Major / Minor Site Plan (Circle one)
Town of Kennebunk, Maine
Plan Review Checklist

Article 11. Section 4. Minor and Major Site Plans

Article 11. Section 6. Submission Requirements

A. Minor Site Plan**Submission/Review Status**

Exhibit/Information:	Received	Not Received	Comments
(1) Fully executed and signed application/Fee:			
(2) Documentation of right, title or interest:			
(3) Fourteen copies of plan drawn at scale not more than 50 feet to the inch, and showing:			
(a.) Owner's name and address			
(b.) Use(s) of all existing & proposed buildings on site			
(c.) Names & mailing addresses of ALL abutting property owners			
(d.) Sketch map showing general location of site within the Town			
(e.) Date, north arrow and it's source, graphic scale, signature block			
(f.) Boundaries of ALL contiguous property under control of the owner or applicant			
(g.) Zoning class(s) and boundaries, if property is located in two or more zones or abuts a different zone			
(h.) Bearings & distances of all property lines and source (Bd. may require formal survey)			
(i.) Location of building setbacks and green perimeter strips per ordinance (Article 8 and Article 11)			
(j.) Location, dimensions, front view and ground floor elevation of all existing and proposed buildings. Elevations (NGVD)			
(k.) Locations & dimensions of driveways, parking and loading areas, walkways and the materials used. (Note on plan indicating that parking and circulation to be striped)			
(l.) Plan must list area calculations of: -total parcel(s), -existing & proposed building coverage, -existing & proposed impervious surface, -existing & proposed gross floor area			

PROJECT:**Continued****A. Minor Site Plan**

Exhibit/Information: (3) Continued...	Received	Not Received	Comments
(m.) Location of intersecting roads and driveways within 200 feet of site			
(n.) Location & dimensions of all provisions for water supply (and) if connection is to be to the public water system, written certification from Water District that connection to system will be permitted as proposed			
(o.) Location & dimensions of all provisions for wastewater disposal (and) if connection is to be to the public sewerage system, written certification from Sewer District that connection to the system will be permitted as proposed [or] If on-site wastewater disposal is proposed, a copy of Form HHE-200 completed by a certified soils evaluator pursuant to the State of Maine Plumbing Code.			
(p.) Direction of drainage within and off the site			
(q.) Location of existing open drainage courses, wetlands, stands of trees, ledge outcrops and other important natural features, w/ identification of such features to be retained			
(r.) Location and dimensions of proposed green strips, landscaped areas, and buffer areas			
(s.) Location of outside storage areas, showing proposed screening			
(t.) Location, front view, and dimensions of existing and proposed signs			
(u.) Location and dimensions of any existing easements and copies of existing covenants or deed restrictions			
(v.) Location and type of exterior lighting			
(w.) Copies of applicable State and Federal permits			
(x.) Location map of the proposed site showing the proximity of any Open Space Plan Priority Areas (refer to 11.6.A.3.x.)			

PROJECT: _____

B. Major Site Plan Submissions

Exhibit/Information:	Received	Not Received	Comments
(1) All of the submission requirements for minor site plan, as itemized in Sec. 6(A)			
(2) Existing and proposed topography at 2 foot contour intervals (by engineer, surveyor, or lands architect)			
(3) Soils map (based on a high intensity soil survey)			
(4) The width, location, grades, and profiles of all proposed streets or extensions (by engineer, or lands architect)			
(5) Storm water drainage and erosion control plan. (a) Method of handling water run-off (b) The direction of flow of run-off through the use of arrows (c) Location(s), elevations, invert elevations, and sizes of all existing and proposed catch basins, dry wells, drainage ditches, swales, culverts, retention basins, and storm sewers. (d) Engineering calculations used to determine drainage requirements based on a 25-year, 24-hour storm frequency. (e) Methods of controlling erosion and sedimentation endorsed by Y.C.S.W.C.D. prepared by engineer, or lands Architect.			
(6) Utility plan showing location and nature of all existing/proposed utility services to be installed on the site (elec., tele., water, sewer) ALSO per Section 5.1.C. Applicant shall submit copies of the Site Plan to each of the utilities serving the site, and provide evidence of such filing with the plan submission to the Town.			
(7) Landscape plan, including a planting schedule keyed to the site plan and indicating the varieties and sizes of trees, shrubs, and other plants to be planted on the site.			
(8) Analysis of adjacent street system capacities and of traffic impacts of the proposed development, prepared by a qualified traffic engineer, if the project will generate 500 or more new vehicle trips per 24-hour period, or if there is a substantial doubt about the capacity of the existing street system.			
(9) A lighting plan showing locations of and type of fixtures, shielding method, level of illumination (foot-candles) and fixture height for all site lighting, in addition to the info required in Art. 10, Sec 6.			

PROJECT: _____

The following need to be addressed by applicant if they are seeking any waivers of submission requirements and/or approval criteria. This section is on the actual application as well.

27. Does the applicant intend to request modification or waiver of any of the **submission requirements**?

Yes _____ No _____

If yes, both of the following criteria must be addressed for each waiver request. Failure to explain how both criteria are met for each requested waiver will result in the application being determined incomplete and will not be scheduled for Board review. Please respond on a separate sheet of paper.

- a. Such requirement(s) would not be applicable or would be unnecessary to determine compliance with approval standards because of the type or size of the project or circumstances of the site.
- b. The modification or waiver would not adversely affect properties in the vicinity or the general health, safety, and welfare of the Town.

28. Does the applicant intend to request modification or waiver of any of the **approval criteria**?

Article 11, Section 8 provides ten (10) approval *standards*. Each standard contains approval criteria. Waivers may be pursued for *criteria* only.

Yes _____ No _____

If yes, the standards under Option A or Option B below must be addressed for each waiver request. The applicant must explain how the factors in Option A or B are met. Simple “yes” or “no” responses are not acceptable. Respond on a separate sheet of paper.

Option A

1. Unnecessary hardships will result from strict compliance with a criterion contained in Section 8; and
2. Such waiver or modification will not affect the general health, safety, or welfare of the Town; and
3. The approval standards themselves have been adequately met in the absence of the criterion. To the best of my knowledge, all the above stated information submitted in this application is true and correct.

Option B

1. There are extraordinary circumstances of a particular plan that relate to a specific criterion in Section 8; and
2. Such waiver or modification will not affect the general health, safety, or welfare of the Town; and
3. The approval standards themselves have been adequately met in the absence of the criterion.