



## PLANNING & CODE ENFORCEMENT



**Planning & Code Enforcement**  
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Westbrook, Maine 04092  
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### VILLAGE REVIEW OVERLAY ZONE CHECKLIST

#### Application

- Completed Application
  - Planning Board Application
    - Project includes construction of a new building (other than a residential garage or shed)
    - Project includes changes/alterations/expansions to an existing building or structure greater than 3,000 sq. ft.
  - Building Permit
    - Project includes changes/alterations/expansions to an existing building or structure less than 3,000 sq. ft.
- Cover letter stating general description of the work to be completed
- Documentation establishing right, title and interest in the property

#### Submission Requirements

- Elevations of all impacted building facades
- Color elevations of proposed work
- List of all proposed materials and colors
- A sample of the building materials, as applicable

#### Fees

- Non-refundable application fee (\$75.00)

#### Copies

- 1 copy of all application materials