



PLANNING & CODE ENFORCEMENT



Planning & Code Enforcement

2 York Street
Westbrook, Maine 04092
Phone: 207-854-0638
Fax: 866-559-0642

MINOR SITE PLAN AMENDMENT CHECKLIST

Application

- Completed Planning Board Application
- Cover letter
 - Include detailed description how the proposed changes meet the minor amendment requirements
- Plan showing proposed changes to approved site plan
- An electronic copy of all application materials in a format acceptable to the City Planner

Requirements

- The site plan was approved since adoption of this ordinance (adopted 2/9/2004) and has obtained no more than two administrative change approvals;
- The proposed change(s) would be located within existing structures, and there would be no demolitions, or building expansions other than those permitted by subsection c of this section;
- Any necessary building expansion would have an increased maximum gross density factor of no greater than five (5) percent, there would be no increase in the number of dwelling units and the proposed change(s) would require a minimal increase in paved surfaces;
- The proposed change(s) would not add curb cuts or driveways; would not disrupt the circulation and parking on-site; and would add no drive-thru services;
- The curbs and sidewalks adjacent to the lot shall meet minimum requirements and shall be in sound condition and sidewalks in good repair with uniform material and level surface and meet the accessibility requirements of the Americans with Disabilities Act;
- The proposed change(s) would not increase parking demands as determined by Section 505.1 or traffic generation as determined by the International Traffic Engineers Trip Generation Manual, latest edition and would result in no significant increase in hours of operation;
- The proposed change(s) would not increase stormwater impacts to the site or to adjoining properties;
- The proposed change(s) would not reduce screening from adjoining properties and would not reduce the amount, intent or quality of landscaping;
- The proposed change(s) would not increase demand on public or private utilities and would pose no disturbance or require improvements within the public right of-way.

Fees

- Non-refundable application fee (½ the initial Site Plan fee)