



PLANNING & CODE ENFORCEMENT



Planning & Code Enforcement
2 York Street
Westbrook, Maine 04092
Phone: 207-854-0638
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SITE PLAN CHECKLIST

Application

- Completed Planning Board application
- Cover letter
- Covenants deed restrictions, easements, or right of way existing or planned
- Documentation establishing right, title and interest in the property
- Variances requested of the Planning Board or Zoning Board of Appeals
- Cost Estimate
- Financial capacity statement from a financial institute
- An electronic copy of all application materials in a format acceptable to the City Planner

Map Requirements

- Date, title, scale, north arrow, name of project,
- A boundary outline with dimensions and lot area, in relation to surrounding streets, walls and adjoining land and uses,
- Names and addresses of present landowners and abutting landowners,
- Locations of existing buildings and other structures, fire hydrants, street lights, utility poles, underground water and sewer facilities, existing trees greater than 10" in diameter on property less than one acre in size OR areas of tree save and other natural landscape features on property one acre or more and any other utilities on the site,
- Preliminary design drawings of site plans, floor plans, elevations in sufficient detail to show access, layout and building construction or modification,
- Location and dimension of all proposed buildings, and private and public utilities.
- Location map,
- Performance bond or conditional agreement, as required by the Planning Board.
- All necessary easements, shown on plan,
- Accurate dimensions of streets, rights-of-way, width of pavement, parking, loading and associated curbing,
- Identification of soils with severe or very severe limitations for the type of development proposed in accordance with the U.S.D.A.S.C.S medium intensity soil survey for Cumberland County, the location of any sand and gravel aquifer and aquifer recharge area, and any wetland area as defined by DEP and Army Corp of Engineer requirements,

- Digital Transfer of any site plan data in GIS format on the City's Horizontal Datum: Maine Stateplane Coordinate System: Maine West Zone 4101, FIPS Zone 1802, North American Datum 1983; Units: Feet; Vertical Datum: National Geodetic Vertical Datum, 1929,
- Digital Transfer on a compact disc (CD) of any site plan data in Computer Aided Design (CAD) format as a .dwg file,
- Zoning requirements, proposed project dimension calculations in relation to existing zoning standards.

Fees

- Non-refundable application fee
 - 10,000 sq. ft. or less, \$750
 - 10,000 sq. ft. to 49,999 sq. ft, \$1,000
 - 50,000 sq. ft. to 99,999 sq. ft, \$1,500
 - 100,000 sq. ft. and up, \$2,000
- Additional noticing fees will be provided during the application review

Copies

- 5 sets with maps on 24" x 36" sized paper
- 10 sets with maps on 11" x 17" sized paper