



## PLANNING & CODE ENFORCEMENT



### Planning & Code Enforcement

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

## CONDITIONAL USE CHECKLIST

### Application

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

### Requirements

- That the use requested meets the dimension, parking, loading, and sign requirements of this Ordinance. Otherwise, the applicant must also request an appropriate variance. Applications for conditional use permits must also meet the standards of subdivision or site review, depending on the applicability of the application.
- That the use requested will not significantly devalue abutting property or property across public or private way. In making its determination, the Board shall take into consideration the type of structure proposed, the topography of the area, the market value of the surrounding real estate, the availability of utilities, traffic conditions, and other relevant factors.
- That the use granted will:
  - Maintain safe and healthful conditions,
  - Not cause water pollution, erosion, or sedimentation
  - Not have an adverse impact on spawning grounds, fish, aquatic life, bird or other wildlife habitat,
  - Conserve shared tree cover and visual, as well as actual, access to water bodies,
  - Not burden on-site septic or off-site waste disposal,
  - Not burden existing public ways.

### Fees

- Non-refundable application fee (\$250)
- Additional noticing fees will be provided during the application review

### Copies

- 15 copies of all application materials