

Map: _____

Lot: _____

Sublot: _____

Town of Poland, Maine Planning Board

Sketch Plan Review Instructions

- 1) **Read every part of this document.** Failure to follow requirements can and will delay the Planning Board's decisions.
- 2) Fill out the forms on pages 3 and 4. Obtain or get copies of information as required by the application on these pages.
 - A) Names and addresses of "Abutters" may be obtained from the Assessor's Office.
 - B) The CEO can generate a map of the general location of your project if you cannot find a topographic map.
 - C) Words in italics contain important instructions. Please follow them.
- 3) Use the "Submission Checklist" on page 5 to make sure submission requirements are met.
 - A) The checklist is a summary of the standard requirements in Section 5-109.4 of the Comprehensive Land Use Code.
 - i) The actual Code wording may be found on-line at www.polandtownoffice.org. Go to the "Code Enforcement" page and then select "Services".
 - ii) Hardcopies are available for \$15.00 at the town office.
 - B) Make sure all waiver requests have a written statement for each request. Check with the Code Enforcement Office to make sure items stated as "On File" are indeed in the town office.
 - C) Some requirements may need only a one paragraph or one sentence statement. Make sure all requests are answered.
- 4) **Make the necessary copies of pages 3 through 5 of the application and all information requested** (see item 5 below). Include a copy of the completed form letter used for notification.
- 5) **NUMBER OF COPIES OF THE APPLICATION AND DUE DATE**
 - A) A total of at least 9 copies of the plans are needed. (DO NOT FORGET ANOTHER ONE FOR YOU!)
 - i) The Code Enforcement Office must receive the original application and an additional 8 copies with appropriate fees by 1:00 p.m. seven days before the stated meeting to remain on the upcoming agenda.
 - B) If review for missing information by the Code Enforcement Officer is desired, a copy must be submitted to the CEO at least 14 days prior to the meeting.
 - C) The application must be on file for public review for at least 7 days prior to the meeting. Applications received after the Agenda is posted may not be reviewed by the Board for your scheduled meeting date.
- 6) **Additional Information**
 - A) An abutters' notification form letter is provided on Page 6. Use this form to notify the abutters.

Map: _____

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- B) An Agenda Request form is on page 7. This form needs to be filled out and returned to the Planning Office. This form is used to place your application on the Planning Board's agenda on a first-come, first-served basis. This may be filled out and given to this office at the time you obtain the application.

Planning Board Review Fees

Type of fee	Description	Amount	Units or Comments
Application – sketch plans	Rough designs or concepts	\$ 35.00	Each application

Map: _____

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Town of Poland, Maine Sketch Plan Review

PROJECT NAME: _____

Date of Planning Board Review: _____ / _____ / _____ Application # _____

LOT INFORMATION:

Tax Assessor's Map # _____ Lot # _____ Sub lot # _____

Watershed: _____

Road Location: _____

Lot Size _____ Acres or Sq. Ft. Road Frontage: _____ Ft.

Year lot created: _____ (If unknown, give best estimate with "est." after date)

Zoning District(s): _____ Flood Zone: _____ Aquifer Overlay: _____

Current use of lot _____

LAND OWNER(s):

Name(s): _____

Company: _____

Mail Address: _____ Main Phone: _____

Town/State/Zip _____ Alternate Phone: _____

APPLICANT - CONTACT PERSON:

Applicant is: _____ Landowner _____ Contractor _____ Renter _____ Buyer

If landowner, write "Same" below and continue to next block below. If not the landowner, submit a letter of permission to construct on or use the land, or copy of a contract to buy from the landowner, along with the following information:

Name(s): _____

Company _____

Mail Address: _____ Main Phone: _____

Town/State/Zip _____ Alternate Phone: _____

THIS APPLICATION IS FOR:

(Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Commercial | <input type="checkbox"/> New Development |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Change in Use |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> Expansion of Use |
| <input type="checkbox"/> Governmental | <input type="checkbox"/> Expansion of Structure(s) |
| <input type="checkbox"/> Open Space | <input type="checkbox"/> Resumption of Use |

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Proposed Development

SUBMISSIONS:

1. Attach drawings and/or statements describing the following items if applicable:

- a. Provide a copy of deed and Tax Assessor's information card.
- b. Provide a map of the general area showing land features within at least ½ mile of this lot.
- c. Provide sketch plan(s) of your lot with existing development and its dimensions shown.
- d. Provide sketch plan(s) of your lot with proposed development and its dimensions shown.
 - i. *(May be combined on existing development drawing.)*
- e. Standard submissions requirements shall follow Section 5-109.4.D of the Comprehensive Land Use Code. Copies of the Code are available for viewing at the Town Office and Library. Copies are available for purchase (\$15.00) in the Code Enforcement Office.
 - i. *(Use checklist on page 3 for summary of usual requirements.)*
- f. Other requirements unique to your project may be added by the Planning Board.
- g. Fill out and use form letter on page 4 to notify abutters and town department heads.
 - i. *(Abutter addresses may be obtained from the Assessor's Office.)*

2. List all state and federal approvals, permits, and licenses that may be required for the project:

DISCLOSURE: *(READ BEFORE SIGNING)*

1. I hereby acknowledge that I have read this application and state that the information in this document is to the best of my knowledge correct and true.
2. I agree to comply with all the Town of Poland's ordinances and the State of Maine's statutes regulating the activities sought in this pre-application.
3. I understand that all construction of proposed structures shall conform to the *International Building Codes of 2000* and the *NFPA-101 Life Safety Codes of 1997*.
4. I understand that final approval is valid for only the uses as specified in the formal application. Any approval sought in the pre-application and not in the formal application shall not be a part of any approval from the Planning Board without express written approval from the Board.
5. I understand that the permitting authority must approve any changes made to the uses sought in the formal application after approval is granted or permits issued.
6. I understand that the **pre-application becomes invalid if** the formal review plan has not been received by the Planning Board within six (6) months of the Planning Board's review of this application, without express written permission from the Planning Board to allow a longer time period, or it is found that false statements have been furnished with this application.
7. I understand that **all state and federal permits** are my responsibility as the applicant and/or owner.

 Applicant's Signature

 Date

Map: _____

Lot: _____

Sublot: _____

SKETCH PLAN CHECKLIST

The following list is the information required in Chapter 5-109.4 of the Comprehensive Land Use Code for the Town of Poland, Maine for a complete Sketch Plan Review Application. Please check in the left-hand columns if the information has been provided, if you request a waiver from submitting the information, or you believe the information is not applicable to your application. If a waiver(s) is requested, or the information is not applicable, a written explanation is required.

For Applicant Use			Item Section 5-109.4.D	For Planning Board Use			
Provided	Waiver Request	Not Applicable		Received	On File	Waived	Not Applicable
			A) Signed copy of application				
			B) Name & address of owner				
			C) Map & lot #'s				
			D) Name of development				
			1-a) Sketch plan of proposed development				
			1-b) Map of general location				
			1-c) Show all contiguous properties				
			1-d) Show existing development				
			2-a) List of abutters' names and addresses within 500'				
			2-b) Proof of abutter notifications (Post office Certified Return Receipts)				

This pre-application was first looked at by the Planning Board on ____ / ____ / ____ but does not create vested rights in the initiation of the review process.

By vote of the Board this application requires an on-site inspection: ____ Yes ____ No

If yes, an onsite inspection is scheduled for ____ / ____ / ____ at ____ : ____ __AM __PM

Special Requirements for Formal Site Review: _____

 Planning Board Chair

____ / ____ / ____
 Date

On-site Inspection

ITEM	Requirements Met	Deficient	Waived	Not Applicable
A. Less than 6 inches of snow on the ground				
B. Structures, roads, parking, etc. flagged				
C. Notice of inspection posted				
D. Public allowed to accompany on-site inspection				
E. PB reviewed site findings at next meeting				
F. PB set contour intervals for formal application				

Map: _____ Lot: _____ Sublot: _____

Town of Poland, Maine Planning Board

Notice of Intent to Submit Sketch Plan Review

Date: _____ / _____ / _____

To: _____

Address: _____

In accordance with Chapter 5-109.4 of the Comprehensive Land Use Code for the Town of Poland, Maine, this is to inform you of the intent to file a site plan review sketch plan with the Town of Poland Planning Board.

Applicant: _____

Address: _____

Applicant's Telephone # _____

Location: Map # _____ Lot # _____ Sub Lot # _____

Street/Road: _____

Overview of project: _____

The Poland Planning Board will consider the proposed sketch plan review application at its meeting as indicated below. If you have any questions or concerns, please attend the meeting.

Meeting Date:	_____ / _____ / _____
Time:	7:00 PM unless otherwise stated
Location:	Town Office Conference Room, 1231 Maine Street, Poland, Maine

Sincerely,

Map: _____

Lot: _____

Sublot: _____

Town of Poland, Maine PLANNING BOARD AGENDA REQUEST

Date of meeting you are requesting to be scheduled for: _____/_____/_____

Meetings are normally conducted from 7:00 to 10:00 PM in the Municipal Conference Room at the Town Office

Map _____

Lot _____

Sub-lot _____

Applicant's Name: _____

Mailing Address: _____

Town, State, Zip: _____

Home Phone: _____ Hours: _____

Work Phone: _____ Hours: _____

Type of application: Sketch Plan Site Review Shoreland Subdivision Informational

Chapter 2 Road location for project: _____

Zoning: _____ Lake Watershed: _____

Nature of business to be discussed (*Brief description*): _____

IMPORTANT - READ CAREFULLY:

This Office must receive the original application plus 8 copies and appropriate fees by Tuesday at 1:00 p.m., seven days before the stated meeting.

- New business is scheduled on the agenda in the order this office receives this form.
- If you want your application reviewed for contents prior to the meeting, it must be in this office 14 days before the meeting.
- Should the Board choose to adjourn before all business is addressed, all remaining business will be tabled until the next available meeting.
- Unfinished business is conducted before new business is addressed.

Applicant's Signature: _____ Date: _____/_____/_____

OFFICE USE ONLY:

Request Taken By: _____ Date: ____/____/____ Time: ____:____ a.m. p.m.

Poland Sketch Plan

Project Name

Map: _____

Lot: _____

Sublot: _____

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