



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 1 and 5. Obtain or get copies of information as required by the application on these pages.
 - a. The CEO can generate a map of the general location of your project if you cannot find a topographic map.
 - b. Words in italics contain important instructions. Please follow them.
3. Use the "Submission Checklist" on page 3 to make sure submission requirements are met.
 - a. The checklist is a summary of the standard requirements in Section 509.4 of the Comprehensive Land Use Code.
 - b. The actual Code wording may be found on-line at www.polandtownoffice.org. Go to the "Code Enforcement" page and then select "Services".
 - c. Hardcopies are available at the town office.
 - d. 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.
 - e. 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 1 through 4 of the application and all information requested (*see item 5 below*).
5. **NUMBER OF COPIES OF THE APPLICATION AND DUE DATE**
 - a. A total of at least ten (10) copies and 1 PDF copy (either cd or usb) of the plans are needed. (***Don't forget to make a copy for yourself***) The Code Enforcement Office must receive the original application, one PDF copy (either cd or usb), and an additional nine (9) copies with appropriate fees by 1:00 p.m. twelve (12) days before the stated meeting to be put 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.
6. 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. **Additional Information:**
 - a. An Agenda Request form is on page 4. 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	\$ 100.00	Each application
Notification of Abutters	All Abutters within 500 ft of property must be notified.	\$ 1.00	Per Notification.

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)☐ Commercial☐ Industrial☐ Institutional☐ Governmental☐ Open Space☐ New Development☐ Change in Use☐ Expansion of Use☐ Expansion of Structure(s)☐ Resumption of Use**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 509.4.D of the Comprehensive Land Use Code. Copies of the Code are available for viewing at the Town Office and Library. Copies can be purchased 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.

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 Maine Uniform Building and Energy Code, and the NFPA-101 Life Safety Code, 2003.
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**SKETCH PLAN CHECKLIST:**

The following list is the information required in Chapter 509.4 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				For Planning Board Use			
Provided	Waiver Request	Not Applicable	Item Section 509.4.D	Received	On File	Waived	Not Applicable
			Signed copy of application				
			Name & address of owner				
			Map & lot #'s				
			Name of development				
			Sketch plan of proposed development				
			Map of general location				
			Show all contiguous properties				
			Show existing development				

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				

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 9:00 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:

<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Site Review	<input type="checkbox"/> Shoreland	<input type="checkbox"/> Subdivision	<input type="checkbox"/> Informational
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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, one PDF copy (on either cd or usb), and an additional nine (9) copies with appropriate fees by 1:00 p.m. twelve (12) days before the stated meeting to be put on the upcoming agenda.

- 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.

Return to the CEO Office by: _____