



City of Westbrook

PLANNING BOARD APPLICATION SITE PLAN REVIEW FOR ADMINISTRATIVE CHANGE CHECKLIST

2 York Street

Westbrook, Maine 04092

(207) 854-0638

Fax: 866-559-0642

SITE PLAN REVIEW FOR ADMINISTRATIVE CHANGE CHECKLIST

Application

- Cover letter requesting consideration for administrative (de minimis) review
- Completed application

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 Site Plan Review for de minimis change fee of \$250.
- The applicant will be billed separately for the cost of the required notice to abutters.



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Copies

10 sets on 11"x17" sized paper.

Possible Outcomes

The Planning Department may:

- Grant administrative approval of the proposed change, with or without conditions
- Place the item on the consent agenda for Planning Board approval; or
- Determine that the proposed change is not minor and requires Planning Board approval of a site plan amendment application.

Changes to aspects of the approved site plan that were at issue during the approval process may require approval of a site plan amendment. Changes to any condition of approval placed by the Planning Board during its approval will require review and approval by the Planning Board and cannot be approved under this section.