



City of Westbrook

DEPARTMENT OF PLANNING & CODE ENFORCEMENT

2 York Street

Westbrook, Maine 04092

(207) 854-0638

Fax: 1-866-559-0642

SKETCH SITE PLAN CHECKLIST

Application

- Cover letter
- Completed Planning Board application
- Covenants deed restrictions, easements, or right of way existing or planned
- An electronic copy of all materials shall be submitted with the initial and each subsequent submission. This shall be in a file format acceptable to the City Planner.

Map Requirements

- Date, north point, scale and project address.
- Perimeter boundary, area of proposed development and preliminary building footprints, areas reserved for future development.
- Tentative rights of way locations, lot lines, lot numbers, acreage.
- Estimated soil boundary locations from the U.S.A.D.A./S.C.S medium-intensity soil survey noting areas of severe and very severe soil limitations.
- Land cover areas, (e.g. woods, fields).
- Topographic features: areas of steep slopes, bedrock outcrops, ponds, streams, aquifers, aquifer groundwater recharge areas, floodplains.
- Tentative location of proposed structures in relationship to owners of existing structures, and neighboring land uses.

Fees

- Non-refundable Sketch Plan application fee of \$300.
- Abutters notice fee of \$1.35 each.
- If a Public Hearing is or Site Walk scheduled, the applicant must pay notification and advertising costs.

Copies

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