



City of Westbrook

PLANNING BOARD APPLICATION SITE PLAN CHECKLIST

2 York Street

Westbrook, Maine 04092

(207) 854-0638

Fax: 866-559-0642

SITE PLAN CHECKLIST

Application

- Cover letter
- Completed application
- Interest of applicant in property
- Covenants deed restrictions, easements, or rights of way existing or planned
- Construction schedule
- Cost estimate (on city form) and performance guarantee arrangement
- Proof of financial capability
- Statement of relationship between developer, design consultant and project contractor

Map Requirements

- Date, north point, scale and project address.
- A boundary outline with dimensions and lot area, in relation to surrounding streets, walls and adjoining fond and land uses.
- Names and addresses of present landowners and abutting landowners.
- Locations of existing buildings and other structures, fire hydrants, street lights, utility poles, underground water and sewer facilities, existing trees greater than 10" in diameter on property less than one acre in size OR areas of tree save and other natural landscape features on property one acre or more and any other utilities on the site.
- Preliminary design drawings of site plans, floor plans, elevations in sufficient detail to show access, layout and building construction or modification.
- Location and dimension of all proposed buildings, and private and public utilities.
- Location map.
- Performance bond or conditional agreement, as required by the Planning Board
- All necessary easements, shown on plan.
- Accurate dimensions of streets, right-of-ways, width of pavement, parking, loading and associated curbing.
- Identification of soils with severe or very severe limitations for the type of development proposed in accordance with the U.S.D.A.S.C.S medium intensity soil survey for



City of Westbrook

PLANNING BOARD APPLICATION SITE PLAN CHECKLIST

2 York Street

Westbrook, Maine 04092

(207) 854-0638

Fax: 866-559-0642

Cumberland County, the location of any sand and gravel aquifer and aquifer recharge area, and any wetland area as defined by DEP and Army Corp of Engineer requirements.

- Digital Transfer of any site plan data in GIS format on the City's Horizontal Datum.
- Digital Transfer on a compact disc (CD) of any site plan data in Computer Aided Design (CAD) format as a .dwg file.
- Zoning requirements, proposed project dimension calculations in relation to existing zoning standards.

Fees

- Non-refundable Final Plan application fee based on gross square footage.
- If a public hearing is scheduled, the applicant must pay notification and advertising costs.

Copies

- 5 full-size sets with a maximum size of 30"x40" and at a scale that is appropriate for the size of the project.
- 10 sets on 11"x17" sized paper.
- An electronic copy of all application materials shall be submitted with the initial and each subsequent submission. This shall be in a file format acceptable to the City Planner.