



# City of Westbrook

## PLANNING BOARD APPLICATION VILLAGE REVIEW OVERLAY ZONE CHECKLIST

2 York Street

Westbrook, Maine 04092

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# VILLAGE REVIEW OVERLAY ZONE CHECKLIST

### Application

- Cover letter
- Completed application
  - Does the proposed project call for new construction?  
Yes      No      Sq Ft. \_\_\_\_\_
  - Does the project call for changes/alterations to the exterior of an existing structure without new construction?  
Yes      No
  - Signage Review  
Yes      No
- If the application falls under administrative review (less than 3,000 sqft) it requires a Building Permit. That application can be found online or at City Hall.

### Map Requirements

- Project address, date, scale, and acreage.
- Tax Map and Lot.
- Elevations of all building facades that are to be affected and of proposed new construction or building additions.
- Photographs of the existing structure, where applicable.
- A description of the location of windows proposed for replacement and a description of the proposed replacement windows.
- A list and description of all materials proposed to be used, as applicable.

### Fees

- Non-refundable Village Review Overlay Zone fee of \$75.
- The applicant will be billed separately for the cost of the required notice to direct abutters.
- Building Permit is a separate charge