

# TOWN OF WINDHAM MAJOR & MINOR SITE PLAN APPLICATION

## Sketch Plan

(Section 811 – Site Plan Review, Submission Requirements)

The original signed copy of this application must be accompanied by:

- The required application and review escrow fees,
- Five (5) collated submission packets, which must include
  - Full size paper copies of each plan, map, or drawing, and
  - A bound copy of the required information found in Section 811 of the Land Use Ordinance.
    - The checklist below offers a brief description of these requirements for the purpose of determining the completeness of a submission. Please use the Ordinance for assembling the submission packets.
- Electronic submission in PDF format of:
  - All plans, maps, and drawings.
    - These may be submitted as a single PDF file or a PDF for each sheet in the plan set.
  - A PDF of the required information found in Section 811 of the Land Use Ordinance

The submission deadline for Sketch plans is three (3) weeks before the Planning Board or Staff Review Committee meeting for which it will be scheduled.

Applicants are strongly encouraged to schedule a brief submission meeting with Planning Staff, to walk through the application checklist at the time a Planning Board submission is made. This will allow applicants to receive a determination of completeness, or a punch list of outstanding items, at the time a submission is made.

If you have questions about the submission requirements, please contact:

Windham Planning Department	(207) 894-5960, ext. 2
Jenn Curtis, Planner	<a href="mailto:jcurtis@windhammaine.us">jcurtis@windhammaine.us</a>
Amanda Lessard, Planning Director	<a href="mailto:allessard@windhammaine.us">allessard@windhammaine.us</a>

**Sketch Plan - Minor & Major Site Plan**

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**Project Name:** \_\_\_\_\_

**Tax Map:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**Estimated square footage of building(s):** \_\_\_\_\_

**If no buildings proposed, estimated square footage of total development:** \_\_\_\_\_

**Is the total disturbance proposed > 1 acre?**     **Yes**     **No**

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**Contact Information**

1. Applicant

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. Record owner of property

\_\_\_\_\_ (Check here if same as applicant)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. Contact Person/Agent (if completed and signed by applicant's agent, provide written documentation of authority to act on behalf of applicant)

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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I certify all the information in this application form and accompanying materials is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>Sketch Plan - Minor &amp; Major Site Plan: Submission Requirements</b>		Applicant	Staff
a.	Complete Sketch Plan Application form		
b.	Project Narrative	X	X
	conditions of the site		
	proposed use		
	constraints/opportunities of site		
	identify if any of the following will be completed as part of the Final Plan	X	X
	traffic study		
	utility study		
	market study		
c.	Name, address, phone for record owner and applicant		
d.	Names and addresses of all consultants working on the project		
e.	Evidence of right, title, or interest in the property		
f.	Evidence of payment of Sketch Plan fees and escrow deposit		
g.	Any anticipated waiver requests (Section 808)	X	X
	Waivers from Submission Criteria in Section 811 of the Land Use Ordinance.		
	If yes, submit letter with the waivers being requested, along with reasons for each waiver request.		
	Waivers from Subdivision Performance Standards in Section 812 of the Land Use Ordinance.		
	If yes, submit letter with the waivers being requested, along with a completed "Performance and Design Standards Waiver Request" form.		
<b>h.</b>	<b>Plan Requirements</b>		
	Please note: the Sketch Plan does not need to be surveyed. However, if it is surveyed, please refer to the GIS requirements for Final Plan review. It may be in the applicant's interest to obtain the required GIS data while the surveyor is on site.		
1	Name of subdivision, north arrow, date and scale (not more than 100 ft: 1in)		
2	Boundary of the parcel		
3	Relationship of the site to the surrounding area		
4	Topography of the site at an appropriate contour interval (10' contours generally adequate)		
5	Approximate size and location of natural features of the site, including wetlands, streams, ponds, floodplains, groundwater aquifers, significant wildlife habitats and fisheries, or other important natural features. If none, so state.		
6	Existing buildings, structures, or other improvements on the site		
7	Existing restrictions or easements on the site. If none, so state.		
8	Approximate location and size of existing utilities or improvements servicing the site. If none, so state.		
9	Class D medium intensity soil survey		
10	Location and size of proposed building, structures, access drives, parking areas, and other development features.		
<b>Electronic Submission</b>			