

# TOWN OF SOUTHWEST HARBOR

P.O. Box 745 • Southwest Harbor, ME 04679  
 (207) 244-7915 • email [ceo@southwestharbor.org](mailto:ceo@southwestharbor.org)

Fee: \$200.00 + Advertising

Date Received: \_\_\_\_\_

## PLANNING BOARD SITE PLAN APPLICATION General Information

1. APPLICANT	2. APPLICANT'S ADDRESS	3. APPLICANT'S TEL. #		
4. PROPERTY OWNER	5. OWNER'S ADDRESS	6. OWNER'S TEL. #		
7. CONTRACTOR	8. CONTRACTOR'S ADDRESS	9. CONTRACTOR'S TEL. #		
10. RIGHT, TITLE OR INTEREST (DEED,IE)	11. EMAIL ADDRESS	12. CONTRACTOR'S LICENCE #		
13. LIST ANY DEED RESTRICTIONS, COVENANTS, EASEMENTS OR RIGHTS OF WAY.				
14. LOCATION/ADDRESS OF PROPERTY	15. TAX MAP/LOT #	16. ZONING DISTRICT		
17. TYPE OF PROJECT <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Commercial Structure  <input type="checkbox"/> Relocation non-residential structures  <input type="checkbox"/> Non-Residential Pier, Dock, Wharf  <input type="checkbox"/> Institutional/Government Activity  <input type="checkbox"/> Multi-family/unit Residential                 </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Changes of Use  <input type="checkbox"/> Fill&gt;500cu/yds Total _____cu/yds  <input type="checkbox"/> Use or building activity not listed  <input type="checkbox"/> Roads or Driveways&gt; 250 feet  <input type="checkbox"/> Any land use or building activity not specified                 </td> </tr> </table>			<input type="checkbox"/> Commercial Structure <input type="checkbox"/> Relocation non-residential structures <input type="checkbox"/> Non-Residential Pier, Dock, Wharf <input type="checkbox"/> Institutional/Government Activity <input type="checkbox"/> Multi-family/unit Residential	<input type="checkbox"/> Changes of Use <input type="checkbox"/> Fill>500cu/yds Total _____cu/yds <input type="checkbox"/> Use or building activity not listed <input type="checkbox"/> Roads or Driveways> 250 feet <input type="checkbox"/> Any land use or building activity not specified
<input type="checkbox"/> Commercial Structure <input type="checkbox"/> Relocation non-residential structures <input type="checkbox"/> Non-Residential Pier, Dock, Wharf <input type="checkbox"/> Institutional/Government Activity <input type="checkbox"/> Multi-family/unit Residential	<input type="checkbox"/> Changes of Use <input type="checkbox"/> Fill>500cu/yds Total _____cu/yds <input type="checkbox"/> Use or building activity not listed <input type="checkbox"/> Roads or Driveways> 250 feet <input type="checkbox"/> Any land use or building activity not specified			
18. PROPOSED USE OF PROPERTY		19. ESTIMATED COST OF CONSTRUCTION		
20. LOT AREA		21. FRONTAGE ON ROAD (FT.)		
22. SQ. FT. OF LOT TO BE COVERED BY NON-VEGETATED SURFACES		23. IS PROPERTY PART OF SUBDIVISION?		
24. TYPE OF SEWAGE DISPOSAL <input type="checkbox"/> EXISTING <input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE <input type="checkbox"/> NONE <input type="checkbox"/> PROPOSED <input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE <input type="checkbox"/> NONE		25. HEIGHT OF PROPOSED STRUCTURE		
26. TYPE OF WATER SUPPLY <input type="checkbox"/> EXISTING <input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE <input type="checkbox"/> NONE <input type="checkbox"/> PROPOSED <input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE <input type="checkbox"/> NONE		27. SITE ACCESS (SHOW PROOF OF ROW OR ROAD OPENING PERMIT)		

## SITE PLAN REQUIREMENTS

The Applicant shall submit a project key plan and site plan. Plans for new buildings and/or structures are also required. Eight (8) copies of plans sized 8 1/2' x 11' Or 11' x 17' shall be submitted with site review application. A **Key Map** must show the entire project; its relationship to surrounding properties; and names of the property owners. A **Site Plan**, drawn to scale not less than one (1) inch equals forty (40) feet, or a scale acceptable to the CEO or Planning Board, shall include the following as applicable.

- |     | OK                       | N/A                      |  |
|-----|--------------------------|--------------------------|--|
| 1.  | <input type="checkbox"/> | <input type="checkbox"/> | Dimensions and area of each lot.   |
| 2.  | <input type="checkbox"/> | <input type="checkbox"/> | Location of any wells on the lot or within 100' of property lines.   |
| 3.  | <input type="checkbox"/> | <input type="checkbox"/> | Name and location of any abutting water body, streams, brooks and wetlands.  |
| 4.  | <input type="checkbox"/> | <input type="checkbox"/> | Location of any streams, brooks, and wetlands  |
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> | Areas to be cleared and areas of any cut, fill, grading or other earth moving activity.  |
| 7.  | <input type="checkbox"/> | <input type="checkbox"/> | Size, shape and location of existing and proposed buildings and /or structures including dumpsters, piers, docks. Include setbacks from lot lines, rights of way, water bodies.                                    |
| 8.  | <input type="checkbox"/> | <input type="checkbox"/> | Outdoor lighting, signs: Existing and proposed locations   |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | Sewer and water facilities: Existing and proposed.   |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Location and layout of parking areas with existing and proposed parking spaces (including spaces for commercial vehicles) measured to the standards in the Ordinance. Legally non-conforming spaces must be noted. |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Location of existing or proposed roads/driveways with setback from nearest lot line.   |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Name/location of existing or proposed right of way and easements on the site or abutting the property.   |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Existing grades and any proposed changes in grades.  |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Soil erosion and sedimentation control plan.   |

Plans for proposed structures must include access and dimensions, elevation plan showing height of building and all floor plans.

A map showing Freshwater wetlands or hydric soils.

For Town Use

Map	Lot	Abutter	Map	Lot	Abutter

OK NO N/A

General Regulations/Standards

Right, Title, Interest

Project Key Plan

Site Plan

Standards for Special Activities

OK NO N/A

Road Entrance Permit

Review by SWH Police

Fire Department Review

Conservation Committee Review

Harbor Committee Review

APPLICATION IS: COMPLETE  INCOMPLETE  DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
Code Enforcement Officer

\_\_\_\_\_  
Chair, Planning Board

CONDITIONS:

---



---



---



---