

# TOWN OF SOUTHWEST HARBOR

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

Fee: \$100.00

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           </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
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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' 0r 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                      |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Scale, north arrow and names of abutting property owners.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimensions and area of each lot.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of any wells on the lot or within 100' of property lines.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Name and location of any abutting water body, streams, brooks and wetlands.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Areas to be cleared and areas of any cut, fill, grading or other earth moving activity.   |
| <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. |
| <input type="checkbox"/> | <input type="checkbox"/> | Outdoor lighting, signs: Existing and proposed locations  |
| <input type="checkbox"/> | <input type="checkbox"/> | Sewer and water facilities: Existing and proposed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and layout of parking areas with existing and proposed parking spaces (including commercial vehicle parking). Legal non-conforming parking spaces to be noted.         |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing or proposed roads/driveways with setback from nearest lot line.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Name/location of existing or proposed right of way and easements on the site or abutting the property.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing grades and any proposed changes in grades.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Soil erosion and sedimentation control plan.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Freshwater wetlands or hydric soils.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Plans for proposed structures must include access and dimensions, elevation plan showing height of building and all floor plans.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Buffering/Landscaping plan as described in Section VI.A. (Applicable to non-residential permit request).  |
|                          |                          | Impact Level: Level 1, Low <input type="checkbox"/> Level 2, Medium <input type="checkbox"/> Level 3, High <input type="checkbox"/>   |

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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:

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