



# Town of Poland, Maine Planning Board

## Sketch Plan Review

### **Instructions:**

1. **Read every part of this document. Failure to follow requirements can and will delay the Planning Board's decisions.**
2. Fill out the forms on pages 1 and 5. Obtain or get copies of information as required by the application on these pages.
  - a. The CEO can generate a map of the general location of your project if you cannot find a topographic map.
  - b. Words in italics contain important instructions. Please follow them.
3. Use the "Submission Checklist" on page 3 to make sure submission requirements are met.
  - a. The checklist is a summary of the standard requirements in Section 509.4 of the Comprehensive Land Use Code.
  - b. The actual Code wording may be found on-line at [www.polandtownoffice.org](http://www.polandtownoffice.org). Go to the "Code Enforcement" page and then select "Services".
  - c. Hardcopies are available at the town office.
  - d. Make sure all waiver requests have a written statement for each request. Check with the Code Enforcement Office to make sure items stated as "On File" are indeed in the town office.
  - e. Some requirements may need only a one paragraph or one sentence statement. Make sure all requests are answered.
4. Make the necessary copies of pages 1 through 4 of the application and all information requested (see item 5 below).
5. **NUMBER OF COPIES OF THE APPLICATION AND DUE DATE**
  - a. A total of at least 8 copies and 1 PDF of the plans are needed. ***(Don't forget to make a copy for yourself)*** The Code Enforcement Office must receive the original application, one PDF, and an additional 7 copies with appropriate fees by 1:00 p.m. seven days before the stated meeting to remain on the upcoming agenda.
  - b. If review for missing information by the Code Enforcement Officer is desired, a copy must be submitted to the CEO at least **14 days** prior to the meeting.
6. The application must be on file for public review for at least **7 days** prior to the meeting. Applications received after the Agenda is posted may not be reviewed by the Board for your scheduled meeting date. **Additional Information:**
  - a. An Agenda Request form is on page 4. This form needs to be filled out and returned to the Planning Office. This form is used to place your application on the Planning Board's agenda on a first-come, first-served basis. This may be filled out and given to this office at the time you obtain the application.

### **Planning Board Review Fees:**

Type of fee	Description	Amount	Units or Comments
Application – sketch plans	Rough designs or concepts	\$ 75.00	Each application

### **PROJECT NAME:**

Date of Planning Board Review: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Application # \_\_\_\_\_

### **LOT INFORMATION:**

Tax Assessor's Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Sub lot # \_\_\_\_\_  
 Watershed: \_\_\_\_\_  
 Road Location : \_\_\_\_\_  
 Lot Size: \_\_\_\_\_ Acres or Sq. Ft.      Road Frontage: \_\_\_\_\_ Ft.  
 Year lot created: \_\_\_\_\_ *(If unknown, give best estimate with "est." after date)*  
 Zoning District(s): \_\_\_\_\_ Flood Zone: \_\_\_\_\_ Aquifer Overlay: \_\_\_\_\_  
 Current use of lot: \_\_\_\_\_

### **LAND OWNER(s):**

Name(s): \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Mail Address: \_\_\_\_\_ Main Phone: \_\_\_\_\_  
 Town/State/Zip \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**APPLICANT - CONTACT PERSON:**

Applicant is: \_\_\_\_\_ Landowner \_\_\_\_\_ Contractor \_\_\_\_\_ Renter \_\_\_\_\_ Buyer  
If landowner, write "Same" below and continue to next block below. If not the landowner, submit a letter of permission to construct on or use the land, or copy of a contract to buy from the landowner, along with the following information:

Name(s): \_\_\_\_\_  
Company \_\_\_\_\_  
Mail Address: \_\_\_\_\_ Main Phone: \_\_\_\_\_  
Town/State/Zip \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**THIS APPLICATION IS FOR:** (Check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Commercial    | <input type="checkbox"/> New Development           |
| <input type="checkbox"/> Industrial    | <input type="checkbox"/> Change in Use             |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> Expansion of Use          |
| <input type="checkbox"/> Governmental  | <input type="checkbox"/> Expansion of Structure(s) |
| <input type="checkbox"/> Open Space    | <input type="checkbox"/> Resumption of Use         |

**Proposed Development**

**SUBMISSIONS:**

1. **Attach drawings and/or statements describing the following items if applicable:**
  - a. Provide a copy of deed and Tax Assessor's information card.
  - b. Provide a map of the general area showing land features within at least 1/2 mile of this lot.
  - c. Provide sketch plan(s) of your lot with existing development and its dimensions shown.
  - d. Provide sketch plan(s) of your lot with proposed development and its dimensions shown.
    - i. (May be combined on existing development drawing.)
  - e. Standard submissions requirements shall follow Section 5-109.4.D of the Comprehensive Land Use Code. Copies of the Code are available for viewing at the Town Office and Library. Copies can be purchased in the Code Enforcement Office.
    - i. (Use checklist on page 3 for summary of usual requirements.)
  - f. Other requirements unique to your project may be added by the Planning Board.
2. **List all state and federal approvals, permits, and licenses that may be required for the project:**

**DISCLOSURE: (READ BEFORE SIGNING)**

1. I hereby acknowledge that I have read this application and state that the information in this document is to the best of my knowledge correct and true.
2. I agree to comply with all the Town of Poland's ordinances and the State of Maine's statutes regulating the activities sought in this pre-application.
3. I understand that all construction of proposed structures shall conform to the Maine Uniform Building and Energy Code, and the NFPA-101 Life Safety Code, 2003.
4. I understand that final approval is valid for only the uses as specified in the formal application. Any approval sought in the pre-application and not in the formal application shall not be a part of any approval from the Planning Board without express written approval from the Board.
5. I understand that the permitting authority must approve any changes made to the uses sought in the formal application after approval is granted or permits issued.
6. I understand that the **pre-application becomes invalid** if the formal review plan has not been received by the Planning Board within six (6) months of the Planning Board's review of this application, without express written permission from the Planning Board to allow a longer time period, or it is found that false statements have been furnished with this application.
7. I understand that **all state and federal permits** are my responsibility as the applicant and/or owner.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**SKETCH PLAN CHECKLIST:**



# Town of Poland, Maine PLANNING BOARD AGENDA REQUEST

Date of meeting you are requesting to be scheduled for: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Meetings are normally conducted from 7:00 to 10:00 PM in the Municipal Conference Room at the Town Office**  
 Map \_\_\_\_\_ Lot \_\_\_\_\_ Sub-lot \_\_\_\_\_

Applicant's Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Town, State, Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Hours: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ Hours: \_\_\_\_\_

**Type of application:**

Sketch Plan	Site Review	Shoreland	Subdivision	Informational
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**Road location for project:** \_\_\_\_\_  
 Zoning: \_\_\_\_\_ Lake Watershed: \_\_\_\_\_  
 Nature of business to be discussed (*Brief description*): \_\_\_\_\_  
 \_\_\_\_\_

**IMPORTANT - READ CAREFULLY:**

**This Office must receive the original application plus 8 copies and appropriate fees by Tuesday at 1:00 p.m., seven days before the stated meeting**

- New business is scheduled on the agenda in the order this office receives this form.
- If you want your application reviewed for contents prior to the meeting, it must be in this office 14 days before the meeting.
- Should the Board choose to adjourn before all business is addressed, all remaining business will be tabled until the next available meeting.
- Unfinished business is conducted before new business is addressed.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**OFFICE USE ONLY:**  
 Request Taken By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_ a.m. p.m.

Return to the CEO Office by: \_\_\_\_\_