



TOWN OF DURHAM
630 Hallowell Road
Durham, Maine 04222

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***Office of Code Enforcement
and Planning***

SITE PLAN REVIEW APPLICATION

Project Name: _____

Application Date: _____

Town Receipt Date: _____ Time Received: _____

A. Owner & Developer

Is applicant owner of the property? ☐ YES ☐ NO (If no, letter of owner authorization is required)

Property owner: _____ Project Applicant: _____

Address _____ Address: _____

Telephone number: _____ Telephone number: _____

Email address: _____ Email address: _____

What interest does the applicant have in the property to be developed (owner, option, purchase & sale agreement, etc.)? _____

B. Project Designers

Surveyor: _____ Engineer: _____

Address: _____ Address: _____

Telephone number: _____ Telephone number: _____

Email address: _____ Email address: _____

Person to whom all correspondence on project should go: _____

C. General Property Information

Property location: _____

Tax Map/Lot numbers: _____

Current zoning: _____

What are the existing uses of the property, if any (e.g., farmland, woodlot, residence, business)?
_____Is all of the property being considered for development? ☐ YES ☐ NO

Total acreage of parcel: _____ Acreage to be developed: _____

Will the project involve construction of new non-residential buildings or expansion of existing structures?

YES ☐ NO ☐

Will the project involve construction of new non-residential parking or expansion of existing parking?

YES ☐ NO ☐Does the project include a medium or large-scale solar energy system? ☐ YES ☐ NOIs any part of the land subject to shoreland zoning regulations? ☐ YES ☐ NOIs any part of the land shown on the FEMA flood maps? ☐ YES ☐ NOIs any part of the land within the watershed of Runaround Pond? ☐ YES ☐ NOHave all water bodies and wetlands on the property been mapped? ☐ YES ☐ NOHas this project received a conditional use permit? ☐ YES ☐ NO

Date of conditional use approval: _____

List any existing easements or restrictive covenants that the property is subject to:

_____**D. Required Public Notices**Have all abutting property owners received notice per § 250-8.4.D? ☐ YES ☐ NO

Attach certified-mail return receipts or signed evidence of hand delivery to the original application. Attach proof of payment of all real and personal property taxes assessed by the Town of Durham on the subject property and on any other property owned by the applicant in Durham.

E. Development Information

Name of proposed development: _____

What is the size of the proposed non-residential building construction or expansion? _____ sq. ft.

What is the size of the proposed parking construction or expansion? _____ sq. ft.

When is construction being considered to begin (year & season)? _____

What is the projected year of completion? _____

How will the project be financed? _____

Does the applicant intend to request any waivers of the site plan review requirements per the standards of § 250-8.7? ☐ YES ☐ NOIf yes, list them (Note: waivers from design standards will require technical analysis to demonstrate that the site plan review criteria will be met). **Provide a waiver request:**

F. Review Fees and Escrow

Non-refundable application fee (per current Select Board fee schedule) of \$500 for first 2500 sq. ft. and \$100 per 1000 sq. ft. over 2500 sq. ft. of building construction or parking expansion: \$_____

(Note: If both building and parking, pay larger of the two, solar energy systems have special fee requirements)

\$35 Administration Fee \$_____

Technical peer review escrow (unused portions are refundable) of \$500 per 1000 sq. ft. of building or parking: \$_____

Date review fees & escrow paid: _____

G. Checklist and Required Submissions

Are the completed site plan review checklist and all submissions attached? ☐ YES ☐ NO

Completed Site Plan Review Checklist attached? ☐ YES ☐ NO

All mandatory submissions required by § 250-8.5 attached, or written waiver requests provided?
!!!!!! YES !!!!! NO !

Five printed copies of the application and all required materials provided? ☐ YES ☐ NO

Digital PDF provided to Town Planner (townplanner@durhammaine.gov)? ☐ YES ☐ NO

Note: Initial applications must be submitted to the Town office at least 21 days before the Planning Board meeting to be included on the agenda. Updated or supplemental materials are due at least 14 days before a regularly scheduled meeting.

H. Signature of Applicant

I certify that the information submitted with this application is complete and accurate to the best of my knowledge. I understand that the applicant bears the burden of demonstrating compliance with all applicable criteria and standards of the Durham Land Use Ordinance.

Printed Name: _____

Date