



TOWN OF DURHAM, MAINE

PLANNING BOARD

REQUEST FOR MEETING

NAME OF APPLICANT: _____ PHONE #: _____

EMAIL: _____ ALT. PHONE#: _____

FULL ADDRESS: _____

PROPERTY ADDRESS: _____

MAP: _____ LOT: _____

AGENT/REPRESENTATIVE (if other): _____ PHONE #: _____

EMAIL: _____

FULL ADDRESS: _____

The undersigned requests the Durham Planning Board consider the following application for:

- | | |
|---|--|
| ☐ Conditional Use | ☐ Amended Subdivision |
| ☐ Subdivision | ☐ Amended Conditional Use |
| ☐ Site Plan Review | ☐ Amended Site Plan |
| ☐ Private Way Approval | |
| Other (Specify): _____ | |

NOTE TO APPLICANT:

1. This form and five (5) printed copies of the application and supporting materials must be filed with the Town Planner at the Town Offices no later than twenty-one (21) days before the regular meeting of the Board (first Wednesday monthly). Applications must be accompanied by all applicable fees and materials required by the Select Board fee schedule. One digital PDF version of all materials must be sent to townplanner@durhammaine.gov for public posting.
2. Supplemental or resubmitted application materials must be filed with the Town Planner no later than fourteen (14) days before the meeting at which the application will be considered.
3. Planning Board applications must include documentation required by the applicable application and checklist showing that Town real and personal property taxes owed by the applicant are current.
4. All applications must include the materials and copies specified on the applicable application and checklist (conditional use, subdivision, and site plan).
5. All materials submitted in color must be copied in color.

Application Authorization

I hereby make application to the Town of Durham for the above-referenced property(ies) and the development as described. To the best of my knowledge, the information provided herein is accurate and is in accordance with the Durham Land Use Ordinance, except where waivers are requested. The Durham Planning Board and/or Town employees are authorized to enter the property for purposes of reviewing this proposal and for inspecting improvements resulting from an approval of this proposal. I understand that I am responsible for appearing, or having someone appear on my behalf, at all meetings before the Planning Board.

Signature: _____ Date: _____

Printed Name: _____

Please identify yourself (check one): Agent*: ☐ Property Owner: ☐



TOWN OF DURHAM
**630 Hallowell Road
Durham, Maine 04222**

*Office of Code Enforcement
and Planning*

**Tel. (207) 376-6558
Fax: (207) 353-5367**

SUBDIVISION SKETCH PLAN REVIEW APPLICATION AND CHECKLIST

A. Owner & Developer

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

Property owner: _____ Property developer: _____

Address _____ Address: _____

Telephone number: _____ Telephone number: _____

Email address: _____ Email address: _____

B. General Property Information

Property location: _____

Tax Map/Lot numbers: _____

Current zoning: _____

Is all of the property being considered for development? _____ YES _____ NO

C. Development Information

Name of proposed development: _____

Number of proposed lots: _____ Acreage of parcel to be developed: _____

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

Sketch Plan Review Application & Checklist

D. Submissions Checklist

- ☐ This sketch plan application form;
- ☐ A copy of a portion of the USGS topographic map of the area showing the outline of the proposed subdivision;
- ☐ A copy of that portion of the Androscoggin County Soil Survey covering the proposed subdivision, showing the outline of the proposed subdivision;
- ☐ A copy of the relevant Assessor's Map(s) showing the outline of the proposed subdivision;
- ☐ A map drawn to scale showing site conditions such as steep slopes, wet areas and vegetative cover in a general manner.
- ☐ A map drawn to scale showing the proposed layout of streets, lots, buildings, other improvements, and any proposed common areas in relation to existing conditions; and,
- ☐ A written project narrative report with general information to describe or outline the existing conditions of the site, development constraints and opportunities, and a full description of the proposed development.
- ☐ Will this be a cluster subdivision under Section § 250-6.33? _____ YES _____ NO

E. Cluster subdivision additional requirements:

- ☐ The sketch plan submission includes a conceptual site plan meeting the requirements of Section § 250-6.33.B.1.
- ☐ Each specific home site is shown on the site plan to be an element of an overall plan for site development.
- ☐ The conceptual site plan illustrates the placement of buildings and their relationship to open spaces, pedestrian paths, and roads.
- ☐ The conceptual site plan illustrates where open space will serve the multiple purposes of:
 - ☐ Preserving natural features of the land;
 - ☐ Providing recreational opportunities; and,
 - ☐ Maximizing the value and enjoyment of homes in the subdivision.

F. Review Fees

Review fee \$300 paid: _____
Administrative fee \$35 paid: _____
Date review fees paid: _____