

Town of New Gloucester Submission Checklist for Expedited Site Plan Review

Project Name _____ Date: _____
 Applicant _____ Map _____ Lot _____

The following items shall be submitted for Expedite Site Plan Review. The following activities are eligible for expedited review:

- In Residential C (RC) and Village (V):
 - Single family homes
 - Additions equivalent to less than 25% of existing building ground floor area if they do not aggravate and existing nonconformity and have no significant impact on:
 - Drainage
 - Hours of operation
 - Traffic
 - Potential for erosion
 - Potential for conflict with adjacent uses
 - Groundwater uses
 - Pools
 - Decks
 - Residential garages
- In Historic Resource Overlay District (HROD):
 - Small addition, enclosure, or deck (attached to rear of building only) of 200 square feet or less
- In Residential C (RC):
 - Accessory apartment

A complete description of the items can be found in Section 7.4.1.E.4 of the New Gloucester Zoning Ordinance, available at the Town Office and attached to this document.

7.4.1.E.4	Submission Requirements	Submitted	Sheet #
1.	A title block in the lower right-hand corner, containing the name and address of the applicant and property owner, the name and address of the preparer of the plan, with professional seal, if applicable, location of the property according to municipal tax maps, and the date and purpose of plan preparation or revision.	<input type="checkbox"/>	
2.	An arrow showing true north and the magnetic declination, a graphic scale, and a signature block for members of the Board.	<input type="checkbox"/>	
3.	A plot plan showing the location of the proposed activity in relation to existing site improvements and measurements including setbacks certified by the applicant.	<input type="checkbox"/>	

7.4.1.E.4	Submission Requirements	Submitted	Sheet #
4.	Building permit application.	<input type="checkbox"/>	
5.	A copy of the tax map indicating the location of the property.	<input type="checkbox"/>	
6.	Documentation of the applicant's legal interest in the property.	<input type="checkbox"/>	
7.	A letter describing the proposed activity.	<input type="checkbox"/>	
8.	Waiver request for all other submission requirements normally submitted for Site Plan Review (found in Section 7.4).	<input type="checkbox"/>	
9.	A certification from the applicant that all measurement shown on the plan, including setbacks, are correct (found below).	<input type="checkbox"/>	

		Site Visit Conducted	Site Visit Not Conducted
7.4.1.E.4	A site visit conducted by the Code Enforcement Officer and the Town Planner to confirm the eligibility of the activity for Expedited Review and any additional information to be required.	<input type="checkbox"/>	<input type="checkbox"/>

Expedited Review Certification:

I _____ certify that all measurements show on the plan, including setbacks, are correct.

(Applicant signature)

(Date)