

## **Application for Site Plan Review (Instructions)**

### **Note to Applicant:**

Your application for a Site Plan Review will not be considered complete until a final plan has been submitted to the Planning Board. You are advised to read the furnished Site Plan Review Ordinance and meet with the Planning Board prior to completing the application as it may not be necessary to complete or comply with some of the application items. Following the submission of the site plan, the Planning Board will indicate on the application which items must be completed. The review of the Site Plan will usually consist of the following three steps:

### **Step 1: Submission of a Site Plan**

The site plan may consist of a rough drawing of the site and it may be hand-drawn. Dimensions, however, must be accurate. This submission should also contain all information which will assist the Board in making its determination. In order for the Planning Board to become more fully informed about the project, the applicant shall arrange an inspection of the site. The site inspection will be conducted by the Planning Board or its designee, accompanied by the applicant. The site inspection is usually conducted shortly after the submission of the initial (rough) site plan. This phase of the application is not complete until the inspection has been made.

### **Step 2: Submission of a Preliminary Plan**

Upon submission of the preliminary plan (Step 1) and following the site inspection, the Board will identify on the application, the specific requirements for the final submission. In some instances the Planning Board may waive the requirement for a preliminary plan submittal. In this case the application form is to be submitted with the final plan.

### **Step 3: Submission of the Final Plan**

After all identified deficiencies found in the preliminary plan have been corrected; a final plan must be submitted to the Planning Board. The application for a Site Plan Review is not considered complete until this plan is submitted.

Sm. business

TOWN OF GOULDSBORO  
BUSINESS APPLICATION

(Submit with eight copies & \$25.00 application fee)

Must be furnished:

- \_\_\_\_ 1. Name of Owner/Applicant: \_\_\_\_\_  
     A. Description of business: \_\_\_\_\_
- \_\_\_\_ 2. Address of Owner/Applicant: \_\_\_\_\_  
     \_\_\_\_\_
- \_\_\_\_ 3. Telephone number: (Day) \_\_\_\_\_ (Night) \_\_\_\_\_
- \_\_\_\_ 4. If applicant is a corporation, state whether the corporation is licensed to do business in Maine  
     (Yes or No) \_\_\_\_\_, and attach a copy of the Secretary of State Registration.
- \_\_\_\_ 5. Name and address of applicant's authorized agent/representative (attach a letter of agency):  
     \_\_\_\_\_  
     \_\_\_\_\_
- \_\_\_\_ 6. What interest does applicant have in the business (owner, agent, etc.)? \_\_\_\_\_  
     \_\_\_\_\_
- \_\_\_\_ 7. Location of Project: Map \_\_\_\_ Lot \_\_\_\_\_ (from Assessor's Office)
- \_\_\_\_ 8. Opening date: \_\_\_\_\_
- \_\_\_\_ 9. Project is in \_\_\_\_\_ zone.
- \_\_\_\_ 10. Names of property owners within 1000 feet of the business (furnish separate list).
- \_\_\_\_ 11. List any intersecting roads or driveways within three hundred (300) feet of the site.

To the best of my knowledge, all information submitted on the application is true and correct.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

- Copies to:
- Board of Selectmen
  - Town Manager
  - Fire Chief
  - Plumbing Inspector
  - Code Enforcement Officer