

Planning Board Submission Materials Requirements

In an effort to facilitate the efficient flow of information to Town staff and Board members, and make information available for the public, application submissions for Planning Board shall include the appropriate items, collated and packaged accordingly.

***Please note

- ❖ Packets missing electronic files, applicable reports or summaries, not collated or packaged will be deemed incomplete.
 - ❖ Rolled plan sets will no longer be accepted. All plans must be folded to an 8 ½ x 11 size and no more than 10 pages folded at a time.
- **One electronic submission of all applicable application materials in pdf. format**
Please note that these materials / submission items shall all be separate PDF files and named accordingly
- **Applicable Fee** – Refer to Chapter 311, Town of Scarborough Schedule of License, Permit and Application Fees -- Checks are payable to the Town of Scarborough
- **5 complete application packets (paper copies) including:**
1. Project narrative
 2. Planning Board Application Form
 3. Copies of the deed, purchase & sale agreement, or other evidence of standing
 4. Full size plan sets- typically 40 scale, 24" x 36", folded to an 8 ½ x 11 size and not rolled.
 5. All applicable elements of the Planning Board submission checklist(s) and/or ordinance requirements
- **10 abbreviated application packets (paper copies) including:**
1. Project narrative
 2. Traffic analysis summary
 3. Stormwater report summary
 4. Waiver requests
 5. Reduced-sized copies of the following plan sheets (11" x 17")
 - Existing conditions
 - Site or Subdivision Plan

- Landscape plan (if applicable)
- Architectural elevations (if applicable)
- Signage plan (if applicable)
- Photometric plan (if applicable)
- Off-site improvement plan (if applicable)
- Nitrate plume analysis (if applicable)
- Grading / Utilities (if applicable)

All applicants are **strongly encouraged** to schedule a meeting with planning staff prior to submitting an application to the Planning Board. If you have any questions pertaining to these requirements, contact a member of the planning staff.

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