

## PLANNING BOARD SUBMISSION REQUIREMENTS SITE PLAN REVIEW

### PRE-APPLICATION MEETINGS

Pre-application meetings are held in 30 minutes increments every Wednesday at 1:30 pm at Town Hall or via Zoom. To schedule a pre-application meeting, please reach out to Eric Sanderson at the contact information listed at the end of this document.

### SUBMITTAL DEADLINES AND REQUIREMENTS

The 2023 Planning Board schedule and submittal dates can be found [here](#).

To submit a Site Plan Application, follow the steps below:

1. If you would like a Sketch Plan Review follow 1a-1b below. If not skip to step 2.
  - a. Fill out the [Planning Board Application](#) and specify in the project name that it will be a Sketch Plan.
  - b. Submit items from section III.A.1.a-e. from page 3 of the [Site Plan Review Ordinance](#) in accordance with Electronic and Paper Submission processes below.
2. Fill out the [Planning Board Application](#) and [Site Plan Checklist](#) on the Town's website. Please be sure to sign where necessary.
3. Compile items 3.a. – 3.i. on pages 5-6 of the [Site Plan Review Ordinance](#).
4. Submit these items as outlined below with the applicable fee. The Town of Scarborough Schedule of Permit and Applications Fees can be found [here](#). Checks are payable to Town of Scarborough.

### ELECTRONIC SUBMISSIONS REQUIRED – ALL SITE PLANS

One PDF of “narrative materials” (Application, project narrative, traffic analysis, reports etc.)  
One PDF of plan sets

PDFs should be provided to the Planning Department Submittals email at [planningdepartment@scarboroughmaine.org](mailto:planningdepartment@scarboroughmaine.org)

### PAPER SUBMISSIONS REQUIRED – SITE PLAN MAJOR

4 Copies – 11 x 17 Plan Sets  
3 Copies – 24 x 36 Full Size Plan Sets  
6 Copies – Full Narrative Submittal (Application, project narrative, traffic analysis, reports etc.)

## **PAPER SUBMISSIONS REQUIRED – SITE PLAN MINOR**

1 Copy – 11 x 17 Plan Sets

3 Copies – 24 x 36 Full Size Plan Sets

4 Copies – Full Narrative Submittal (Application, project narrative, traffic analysis, reports etc.)

**\*\*Please note** - 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.

Paper submissions can be dropped off at Town Hall (259 U.S. Route 1) on the 1<sup>st</sup> floor (rear of building), in Room 105.

If you have any questions pertaining to these requirements, contact a member of the planning staff below.

Eric Sanderson, Senior Planner  
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207-730-4041

Doreen Christ, Administrative Assistant  
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