



**Planning Board Application – Pre-Application Meeting Request**

**DEVELOPMENT INFORMATION**

**Project Type:** Site Plan      Subdivision      Zoning Change      Shoreland Zoning

**Project Address:** \_\_\_\_\_

**Tax Map(s) & Lot(s):** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Proposed Use:** \_\_\_\_\_

**OWNER INFORMATION**

**Owner Name:** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_

**City:** \_\_\_\_\_      **State and Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_      **Email:** \_\_\_\_\_

**APPLICANT INFORMATION (if different from owner)**

**Applicant Name:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**City:** \_\_\_\_\_      **State and Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**REPRESENTATIVE / AGENT INFORMATION**

**Firm/Agent Name:** \_\_\_\_\_

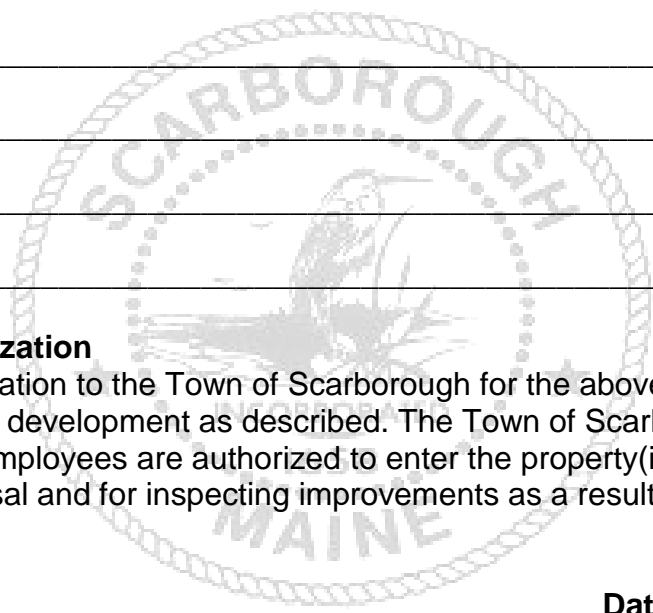
**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State and Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**DETAILED PROJECT DESCRIPTION:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Application Authorization**

I hereby make application to the Town of Scarborough for the above referenced property(ies) and the development as described. The Town of Scarborough Planning Board and/or town employees are authorized to enter the property(ies) for purposes of reviewing this proposal and for inspecting improvements as a result of an approval of this proposal.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Signatory Affiliation:**    **Owner**                      **Agent**                      **Applicant**

**SUBMITTAL**

Pre-application meetings are held in 30 minute increments every Wednesday at 1:30PM at Town Hall or via Zoom. To schedule a pre-application meeting, please submit this form and project plans/sketches to [planningdepartment@scarboroughmaine.org](mailto:planningdepartment@scarboroughmaine.org) or in hard copy to the Planning Department. Hard copies can either be dropped off to the Planning Department at Town Hall (259 U.S. Route 1) or mailed to: PO Box 360, Scarborough, ME 04070.

## Planning Board Checklist – Pre-Application Meeting

### DEVELOPMENT INFORMATION

Project Type: Site Plan  Subdivision  Zoning Change  Shoreland Zoning

Project Address: \_\_\_\_\_

Tax Map(s) & Lot(s): \_\_\_\_\_

Project Name: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Please let us know if you have any questions or comments on the following Ordinance requirements by checking the applicable box(es). Each subsection title or several words in the title is a clickable link to view the applicable Ordinance and requirement.

#### Site Plan Review Ordinance Elements

[Section B. Site Access](#)

[Section C. Internal Vehicular Circulation](#)

[Section D. Parking Areas](#)

[Section E. Pedestrian Ways, Space & Alternative Transportation](#)

[Section F. Landscaping, Buffering & Greenspace](#)

[Section G. Stormwater Management](#)

[Section H. Lighting](#)

[Section I. Architecture & Signage](#)

[Section J. Public & Private Utilities](#)

[Section K. Outdoor Storage](#)

[Section L. Design Standards for Commercial Districts. Standards \[here\]\(#\).](#)

[Section M. Preservation of Historic and Archaeological Resources](#)

[Section N. Municipal Capacity and State Agency Review](#)

Other (please specify) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### Zoning Ordinance Elements

Zoning District standards. All Ordinance Sections [here](#).

Overlay standards ([Aquifer Protection](#), [Transmission Tower](#), [Pine Point Industrial Overlay](#), [Rural Farming](#))

[Section IX Performance standards for specific uses](#)

### Planning & Code Enforcement

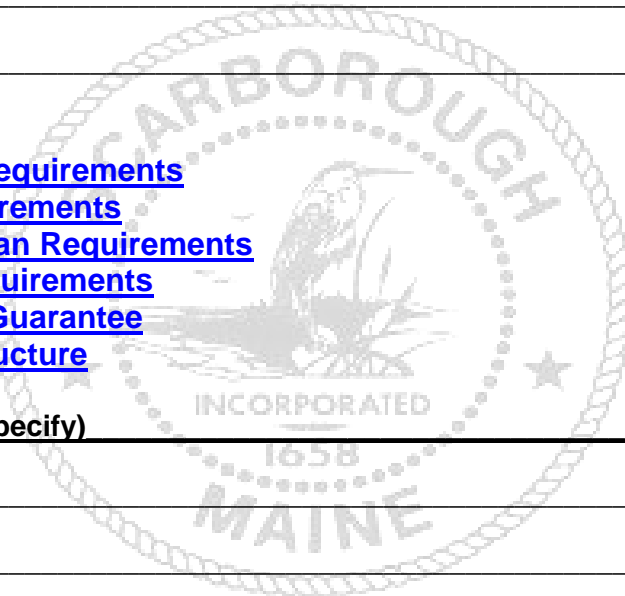
Other (please specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Shoreland Zoning Elements

- [Nonconforming Structures](#)
  - [Nonconforming Uses](#)
  - [Nonconforming Lots](#)
  - [Land Use Table](#)
  - [Use Specific Land Use Standards](#)
  - [Minimum Lot Standards](#)
  - [Stormwater](#)
  - [Other \(please specify\)](#)
- \_\_\_\_\_  
\_\_\_\_\_

Subdivision Elements

- [Sketch Plan Requirements](#)
  - [General Requirements](#)
  - [Preliminary Plan Requirements](#)
  - [Final Plan Requirements](#)
  - [Performance Guarantee](#)
  - [Street Infrastructure](#)
  - [Stormwater](#)
  - [Other \(please specify\)](#)
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



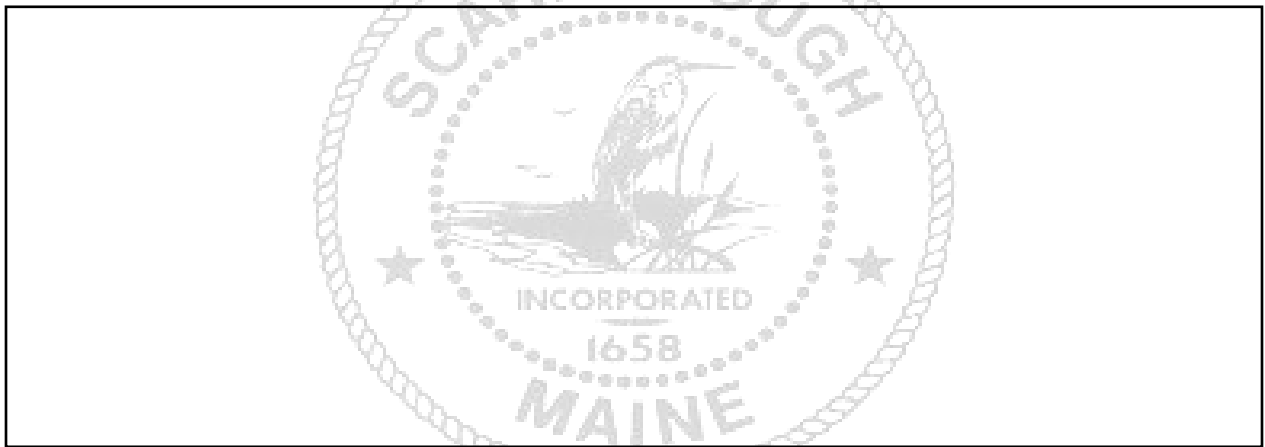
Questions for Scarborough Departments

- Planning & Code Enforcement
- Engineering & Technical Services
- Public Works
- Fire Department
- Police Department
- Assessing
- Scarborough Sanitary District
- Portland Water District

**Please use the text boxes below to enter specific questions or comments from the above checked sections:**

Site Plan Elements

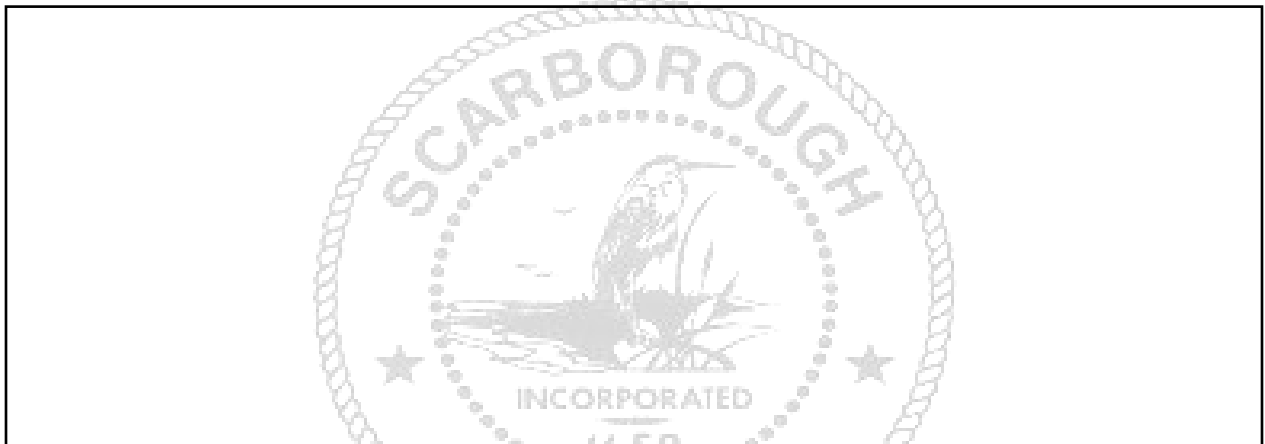
Zoning Ordinance Elements



Shoreland Zoning Elements

Subdivision Elements

Scarborough Department Comments



All other inquiries can be addressed to Eric Sanderson, Senior Planner at [esanderson@scarboroughmaine.org](mailto:esanderson@scarboroughmaine.org)

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