

PLANNING BOARD APPLICATION

SPECIAL EXCEPTION APPLICATION FORM

For Office Use:

Date and time Stamp: _____

Date & Time Received _____ Project #: _____
 \$500.00 (\$750 for Marijuana Establishments)
 Application Fee Paid _____ Check #: _____
 \$750.00 Engineering Escrow Paid _____
 \$750.00 Legal Escrow Paid _____
 \$500.00 Architectural Escrow Paid: _____
 \$150.00 Public Notice Administrative Fee Paid _____
 Plus (\$1.00 per notice) _____
 # of Applications _____ Copies of plans _____ PDF Files _____

The undersigned submits the accompanying Special Exception request for the property located in the City of South Portland for approval under the requirements of Chapter 27 of City of South Portland Zoning Ordinance.

Project Name: _____

Street name: _____

Number(s) of property: _____

Name of record owner of property: _____

Address: _____ Telephone

#: _____ Fax#: _____ Cell

#: _____ Email: _____

Name of applicant (if different from owner): _____

Address: _____ Telephone

#: _____ Fax#: _____

Person to contact if there are problems with application:

Name/Company: _____

Address: _____

Telephone #: _____ Fax#: _____

Cell #: _____ Email: _____

PLANNING BOARD APPLICATION

*****Date of Pre-application meeting:** _____

Map and lot number on file in the assessor's office:

Map number: _____ Lot number: _____

Zoning district: _____

Proposed use of property requiring special exception approval (please be specific):

Is this application an amendment to a previously approved special exception?

Yes: _____ No: _____

If yes, please provide a complete itemized list of the proposed changes to the special exception (use separate sheet if necessary): _____

_____ **Date:** _____

Signature of Applicant (Use of blue ink for signature is required)
 (if signed by applicant's agent, documentation that the agent has legal authority to act on behalf of the applicant is required)

Name of Applicant or Applicant's Agent (please print)

IMPORTANT: Please read and carefully follow the attached instructions to ensure speedy processing of your application. Failure to follow these instructions will delay processing and final approval of your application. The applicant or a duly authorized representative must attend the planning board meeting to discuss the application.

I certify that I have read the above statement indicating the importance of following the attached instructions for application to the department of planning and development. In addition, I certify that all of the information provided in this application form and accompanying materials is true and accurate.

_____ **Date:** _____

Signature (Use of blue ink for signature is required)

Print name of signer

SPECIAL EXCEPTION CHECKLIST

APPLICANT
SUBMITTED

DEPT. OF P/D
SUBMITTED/SATISFACTORY

1. Documentation of title, right, or interest in the property (e.g., deed option, purchase and sales contract, contract for sale, lease, etc.) ____/____

2. Plan Sets:

If outdoor sales or displays are proposed, at least (4) copies of plan(s) of the property should be provided in a format ____/____
no larger than 24" x 36". bound into sets, staples and folded to a size no larger than 14" x 10" with name of project shown on front face of of folded plan.

All plan sets are required to indicate the following:

- a. ____ Identification of plan as a "Special Exception" ____/____
- b. ____ Name of project, if appropriate ____/____
- c. ____ Street name and number of property (Please note that the street the street name and number must be the same as that listed on page 1 of this application) ____/____
- d. ____ Date ____/____
- e. ____ Scale ____/____
- f. ____ Name and address of record owner of property (Please note that the name and address of record owner must be identical to that listed on page 1 of this application) ____/____
- g. ____ Name and address of applicant (Please note that the name and address of applicant must be identical to that listed on page 1 of this application) ____/____
- h. ____ Building(s) ____/____
- i. ____ Location and size of parking area(s) ____/____
- j. ____ Location and size of display area(s) ____/____
- k. ____ Location and size of driveways ____/____
- l. ____ Location of Sidewalks ____/____
- m. ____ Any revision(s) to the originally submitted plan(s) must include the date and full description of the revision(s) ____/____
- n. ____ If a full packet of plans is not presented with each revision, it is the responsibility of the applicant to replace the originally submitted sheets with the newly revised pages and rebind the packet of plans. One copy of each replaced sheet must be left for the Department of Planning and Development records. This is a necessary requirement for project completion. ____/____