

PLANNING BOARD APPLICATION



Pre-application Meeting

Submit pages 1 & 2

For Office Use:

Date Stamp:

Date Received: _____ Project #: _____

\$200.00 Fee Paid: _____ Check #: _____

Engineering Escrow Paid (if necessary): _____

Legal Escrow Paid (if necessary): _____

Applicant(s) Name and Company: _____

Applicant(s) Address: _____

Name of Project: _____

Project Address: _____

Please provide documentation of Right, Title, and Interest (i.e. Recorded Deed, and Agent Authorization letter, if representing the property owner): *(please describe items here)* _____

Project's Map number: _____ Lot number: _____

Planner Assigned: _____ (initials)

Type of application and/or request: _____

Person to contact with questions concerning this application:

Name: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell #: _____ E-mail: _____

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Detailed Description of the proposal (please be specific and use separate sheet if necessary):

Please be aware, the pre-application fee is non-refundable. The fee will be applied toward the future application fee, if applicable (i.e., special exceptions, ADUs, requests to purchase City property, requests to sell, vacate, or discontinue a street; and Shoreland Zoning applications). **Over the course of the review, if additional pre-application meetings are requested, each such meeting will require a payment of the fee.**

I certify that all the information provided in this application form and accompanying materials is true and accurate

_____ Date: _____

Signature of applicant (Use of blue ink for signature is required)

(if signed by applicant's agent, provide written documentation of authority to act on behalf of the applicant)

Print name, title, and company of signer

Please return the pre-application and payment to:

Department of Planning & Development
City of South Portland
496 Ocean Street
South Portland, ME 04106