



Town of Wiscasset  
51 Bath Road  
Wiscasset, ME 04578  
207-882-8200

*This application form was adopted by the Planning Board on August 16, 2018 under Town Ordinance, Article I, Section 4.4.7 & it replaces all other forms.*

## WELCOME TO THE SITE PLAN REVIEW APPLICATION

*The following are guidelines for completing the attached Site Plan Application.  
Please do not attach this page to your completed application packet.*

- A. Projects for single family residential uses do not require a site plan application.
- B. Applicants are expected to read the Site Plan Review Ordinance. Article VIII of Wiscasset's Ordinances can be read and downloaded from the Town's web site.
- C. Article VIII, Section 2, "Activities Requiring Site Plan Review" states in part that certain uses involving less than 2,500 square feet shall be reviewed by the Town Planner. As Wiscasset currently does not have a Town Planner all site plan review applications will be reviewed by the Planning Board.
- D. If your project is small, please read Article VIII, Section 5.B. "De minimus Projects" in the Town Ordinances.
- E. Waivers may be requested at your pre-application (first) meeting. Each such waiver request shall be in writing and attached to your application, shall cite the specific review item for which a waiver is requested and shall include a specific reason for the waiver to be granted. Waivers shall be at the Planning Board's discretion and based upon the information supplied.
- F. You must submit ten (10) complete application packets.
- G. A complete application consists of a packet of information such as, but not limited to, this application form, a tax map or an identified portion thereof with the site indicated, evidence of right, title & interest in the property (deed, purchase & sale agreement, etc.), plans (sketch, preliminary or final depending on where you are in the review process) and fees. See Article VIII, Section 6B for complete list. Note that (b) requires a site plan to be prepared by a licensed land surveyor from a recent boundary survey of the parcel.
- H. The Planning Board greatly appreciates your application being as complete as possible. Members do not tend to save partial applications from meeting to meeting.
- I. In addition to addressing everything listed in Sections 6A & 6B, the applicant is expected to supply on attached, separate sheets a written (typed is preferred) response to Section 9, the Site Plan Review Standards. You should list the heading (example: A. Utilization of site) followed by how you will be meeting the particular requirement. See B above.
- J. The Planning Board normally meets the second and fourth Monday of each month. Your ten copies of a completed application packet should be delivered to the Town office ten (10) days prior to the meeting unless other timing has been approved by the Planning Board chairman.



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**SITE PLAN REVIEW APPLICATION**

*If there is insufficient space for the response, please attach additional sheets as necessary.  
Place the applicant's name in the upper right corner of each sheet.  
All responses should be legible!*

**1. Property Data:**

Property Owner(s) Name(s): \_\_\_\_\_

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

Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Deed Book: \_\_\_\_\_ Page: \_\_\_\_\_ Zoning Overlay District: \_\_\_\_\_

**2. Applicant Data:**

Applicant(s) Name(s): \_\_\_\_\_

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

Phone & email \_\_\_\_\_

**3. Design Consultants:**     Surveyor     Engineer     Architect     Planner     None

*(Select all that apply & attach additional sheets as necessary)*

Name(s): \_\_\_\_\_

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

Phone/Fax & email \_\_\_\_\_

**4. Proposal Address:** \_\_\_\_\_

**5. Description of Proposed Project:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. Project is**     New Construction     Addition     Change in Use     Alteration

7. **Current use of the property:**  Commercial  Office  Industrial  Business  Subdivision  
 1-Family  2-Family  Multi-Family  
 Other: \_\_\_\_\_

8. **Proposed use of the property:**  Commercial  Office  Industrial  Business  Subdivision  
 1-Family  2-Family  Multi-Family  
 Other: \_\_\_\_\_

9. **Describe any existing or proposed covenants, restrictions or easements attached to the property.**

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**10. Describe Infrastructure to be Utilized:**

Water: \_\_\_\_\_

Sewage Disposal: \_\_\_\_\_

Electric: \_\_\_\_\_

Solid Waste: \_\_\_\_\_

Other: \_\_\_\_\_

**11. Certification:**

Under the penalties available for perjury, I certify that the information contained in this application is correct to the best of my knowledge.

Signature of applicant or agent: \_\_\_\_\_

Printed name of applicant or agent: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_