



**Town of Freeport
Planning Department
30 Main Street
Freeport, ME 04032
(207) 865-4743 ext. 107**

1. SUBMISSIONS

- Twelve (12) copies each of the completed application form and a copy of the recorded deed(s) for the property. If the applicant is not the property owner, a purchase and sale agreement or a lease agreement shall also be submitted to show that the applicant has a serious interest in the project and sufficient title, right, and/or interest to complete the project. *The amount being paid for the property may be blacked out.*
- For applications to the Project Review Board, you must also submit twelve (12) copies of all other supplemental materials collated into individual packets which will fit into a large manila envelope. Please clip materials together; do not use special binding or binders. If copies of plans are being submitted, please include 2 full size sets (24" x 36") and 10 copies reduced to 11" x 17". The scale of any site plans shall be sufficient to allow review under the Criteria and Standards of Section 602.G of the Freeport Zoning Ordinance, but at not more than 50 feet to the inch for that portion of the total tract of land being proposed for development. **All plan sheets must also be submitted electronically in a pdf format.** For a complete list of detailed submission requirements, please refer to the applicable ordinance(s) which may include the Design Review Ordinance, the Subdivision Ordinance or the Zoning Ordinance (Section 602 – Site Plan Review).

For applications to the Planning Board, you must also submit eight (8) copies of all other supplemental materials.

- Payment of application fee and abutter fee (if applicable)
- This application form, along with the required accompanying materials, must be submitted to the Town Planner at least 21 days prior to the meeting at which it is to be considered.
- The applicant or an agent needs to be present at the meeting to present the application to the Board. If the applicant is going to be represented by someone other than themselves, they must submit a signed letter of authorization.

2. ABUTTERS

Abutters will be notified as required by State and Town regulations. Abutters will be determined by the Freeport Planning Department using most recent Assessing Records. If there are other people that you would like notified of the meeting, their contact information (either mailing address or email address) must be submitted with the application form. A fee of \$2.50 per abutter will be charged.

3. FEES

Refer to current fee schedule.

**Town of Freeport
Planning Department**

Application for Review

Project Type: (check all applicable)

_____ Site Plan Review _____ Design Review Certificate _____ Subdivision
_____ Zoning Ordinance Amendment _____ Other (please explain) _____

Name of Project: _____

1) Applicant Information:

Name: _____ Tel: _____
(If a Company, provide name of person also)

Address: _____

Email: _____

2) Interest in Property: Please attach a copy of the recorded deed for the property. If the applicant is not the property owner, a purchase and sale agreement or a lease agreement shall also be submitted to show that the applicant has a serious interest in the project and sufficient title, right, and/or interest to complete the project. The amount being paid for the property may be blacked out. This application will not be processed without this information.

3) Do you own any abutting property? Yes No

If yes, please explain: _____

4) Property Information:

Present Use of Property _____

Proposed Use of Property _____

Location: Street Address _____

Assessor's Office Map: _____

Lot: _____

Size of Parcel (acres): _____

Zoning District (s): _____

5) Design Review Information (please circle one from each category)

Design Review District: One Two Not in the Design Review District

Building Class, as designated on the Design Review District Map(s): A B C

Is this building in the Color Overlay District: Yes No

Please describe the proposed changes: _____

6) Other Information:

Proposed # of Buildings: _____ Gross Square Footage of Non-Residential Buildings: _____

Is Zoning Board of Appeals Approval Required? Yes No

If YES, provide reason _____

7) Subdivision Approval or a Subdivision Amendment: (if applicable)

Proposed Number of Lots _____

Does the applicant intend to request any waivers of Subdivision or Site Review provisions?

NO _____ YES _____

If YES, list and give reasons why _____

8) Applicant's Engineer, Land Surveyor, Landscape Architect and/or Planner:

Name: _____ Tel: _____

Address: _____

Email: _____

9) Billing Contact (If different than applicant information)

Name: _____ Tel: _____

Address: _____

Email: _____

Application Fee: \$ _____ **Abutter Fee:** \$ _____

Submission: *This application form, along with required accompanying materials, must be submitted to the Town Planner at least 21 days prior to the meeting at which it is to be considered.*

The undersigned, being the applicant, owner or legally authorized representative, states that all information in this application is true and correct to the best of his/her knowledge and hereby does submit the information for review by the town and in accordance with applicable ordinances, statutes and regulations of the Town, State and Federal governments.

DATE

SIGNATURE OF APPLICANT/OWNER/REPRESENTATIVE

Checklist for Design Review Applicants

**** As of 04/01/04, Design Review Certificates will be reviewed and issued by the Project Review Board.****

- _____ (1) Photos of the building showing elevations and the location of the areas where signs or alterations are to be located.
 ONE set of photos will be sufficient.

- _____ (2) Need to see actual colors that will be used on the signs/awnings or alterations.

- _____ (3) Need a scale drawing of actual signs/alterations in actual location on elevation showing the dimensions of the signs and size of any lettering.

- _____ (4) Need to know type of materials to be used:
 Signs - wood, sand blasted, etc.
 Awnings - type material to be used (need swatch of fabric)
 Alterations - same information required

- _____ (5) Need to know how the signs/awnings will be attached and the type of fixtures that will be used.
 Awnings - are they to be year-round or seasonal?

- _____ (6) Need to indicate if lighting will be used. If so, we need to see type of fixture; need picture of actual fixtures to be used; how the light is to be directed.

NOTE: **NO permanent signs shall be put in place until a Design Certificate has been issued.**

NO review will be made by the Board, if the application is not complete.