

SITE PLAN / SPECIAL USE PERMIT

All applications for Site Plan, Site Plan Modification, and Special Use Permits must comply with Section 6 (Site Plan Requirements) of the Westbrook Zoning Regulations. In addition, Special Use Permits must comply with Section 7 and other provisions/sections specific to the applicable Zoning District Regulation.

Application Submittal Requirements: If a Special Permit is required, the following documents must be submitted in **15** individual packets, collated and stapled (to allow enough copies to send out to Referrals). If applying for only Site Plan approval only, **13** packets are required. Please NOTE: If Special Permit, 10 reduced copies of the plans are required to be submitted for the Planning Commission.

- (a) Application Form
- (b) CAM Application
- (c) Detailed Statement of Use
- (d) Site Plan(s) indicating title block, date, including revision dates
- (e) Architectural Plan(s) indicating elevations, title and date, including revisions
- (f) Soil Erosion and Sedimentation Control Plan, dated
- (g) Traffic Study, if required
- (h) PRDD Requires Petition to change Zone in accordance with Sec. 12.3 & 9.11 of Westbrook Zoning Regulations.

ADDITIONAL NOTE:

The Westbrook Zoning Commission requires that a suitable bond be posted for site improvements on approved plans. An estimate for all site work, public and private, must be prepared by the applicant and/or design engineer and submitted prior to the issuance of a building permit. In addition, a separate erosion and sedimentation control bond may be required in an amount as determined by the consulting Town Engineer shall be provided in an amount as determined by staff and/or the Town Engineer.

If the scope of the proposal is complex, the Zoning Commission may require additional technical and/or legal assistance at the applicant's expense. The estimated cost for such professional services shall be provided by qualified experts. Fees shall be deposited by the applicant prior to the scheduling of a public hearing. (Town Ordinance-Section 9-8)

WESTBROOK ZONING REGULATIONS, SECTION 9-8: FEES FOR PROFESSIONAL SERVICES. THE ESTIMATED COST FOR SUCH PROFESSIONAL SERVICES SHALL BE PROVIDED BY QUALIFIED EXPERTS. FEES SHALL BE DEPOSITED BY THE APPLICANT PRIOR TO THE SCHEDULING OF A PUBLIC HEARING.

The undersigned hereby permits town staff and commission members to enter onto and inspect this site during reasonable hours for the purpose of reviewing this application and accompanying plans. I hereby depose and say that all of the above statements as well as the statement and representations contained in all supporting documents herewith are true and conform to the Town of Westbrook's Zoning Regulations.

APPLICANT'S SIGNATURE **DATE** **OWNER'S SIGNATURE (IF NOT APPLICANT)** **DATE**

FOR OFFICE USE ONLY

This application was received at the Westbrook Land-use office on: **Date** _____

Received at the Zoning Commission Meeting of: **Date** _____

App. Fee(s) Paid: \$ _____ (Site Plan) Ck # _____ \$ _____ (Special Permit) Ck # _____
_____ (CAM) Ck # _____ (DEP \$60.00) Ck# _____