

# Town of Raymond Planning Board Application for Subdivision and Site Review

rev 1-25-17

## INSTRUCTIONS

*Please read these instructions carefully. If you are uncertain about a requirement please contact the Town Planner through the Town Offices at 655- 4742 x 161. Failure to submit a complete application as indicated below will delay your application. Deadlines: Complete applications must be submitted by the deadline to be considered for the next meeting. If you are unsure of whether or not an item is required, request a waiver. Ideally you have met with staff and are informed regarding the applicability of items.*

### **Application packets:**

**For projects requiring Planning Board Review** - 15 copies all documents & copies of plans shall be submitted as: 8- Full sized, & 7 reduced plans to fit on 11"x17" plan sheets.

**For projects requiring Staff Review** -5 copies of all documents, and plan copies shall be all full sized. Regardless of review authority all multiple sheet plan sets must be bound. Plan sets of less than 10 pages must be folded accordion style so that the title block is visible on the front of the plan. Plan sets of more than 10 pages may be submitted rolled. Application fees and escrow checks are part of a complete application.

**Applicant:** The applicant must have documentation with owner(s) signature if the owner does not sign the application.

**Owner:** If the owner is a non-person, documentation from the Secretary of the Association or Corporation must be submitted certifying that the person signing has authority to act for the entity.

**Correspondence:** Correspondence will be mailed to one person other than the applicant. Please indicate whether or not the Agent or the Owner will be notified. Condominium Development: All condominium development is subject to both subdivision and site review unless it is a single-family development.

**Project Review:** All projects are required to go to pre-app conference at the Board level. The applicant may opt for a staff review by the Plan Review Committee prior to submittal to the Board. This is highly encouraged for complex development proposals and for applicants that do not hire a professional consultant to represent them or are unfamiliar with the Planning Board regulations and approval process.

**Other Approvals:** A complete copy of any other agency application reviews or approvals must be noted at the time the application is submitted. Town approvals are not granted until all other required agency(s) associated with aspects of the project, but not limited to State, Federal, or other Authority is approved and copies delivered with the Final Plan submittal or application. The Planning Board may issue a condition of approval if it has written evidence that the outside agency has completed the review of an application for the project and is processing the project for approval.

**Fees:** Application fees are non-refundable except in cases where applications are withdrawn within two business days of the deadline. Escrow fees are utilized for plan review including Planner's time in reviewing submissions, drafting materials for the Planning Board, and attending meetings related to the application. Any remaining amount after the review of the plan will be returned to the party which submitted the escrow. If the property is transferred to another party it is important to address the escrow account to assure it is returned to the appropriate party.

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### Property Information

Map \_\_\_\_\_ Lot \_\_\_\_\_  
Zoning District \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Deed Reference  
Book \_\_\_\_\_ Page \_\_\_\_\_  
Parcel Size \_\_\_\_\_

### Office Use Only

Filing Fee\$ \_\_\_\_\_ Abutter notices \$ \_\_\_\_\_  
Legal ad fee\$ \_\_\_\_\_ Fire Department\$ \_\_\_\_\_  
Escrow \$ \_\_\_\_\_ Total fees \$ \_\_\_\_\_

### Applicant Information

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ email: \_\_\_\_\_

Note: Attach permission from owner if application not signed by owner.

### Agent Information \_\_\_\_\_ check here if correspondence should be directed to agent

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ email: \_\_\_\_\_

### Owner Information:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ email: \_\_\_\_\_

### Proposed Development (check all that apply)

\_\_\_\_\_ Subdivision \_\_\_\_\_ Site Plan  
\_\_\_\_\_ Pre-Application Conference  
\_\_\_\_\_ Preliminary Plan Review  
\_\_\_\_\_ Final Plan Review  
\_\_\_\_\_ Other: \_\_\_\_\_

### Project Type:

\_\_\_\_\_ Single Family Subdivision  
\_\_\_\_\_ Multi-family Development  
\_\_\_\_\_ Commercial  
\_\_\_\_\_ Industrial  
\_\_\_\_\_ Other: \_\_\_\_\_

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**Proposed Development Name:** \_\_\_\_\_

\_\_\_\_\_ Number of Lots

\_\_\_\_\_ Number of Units

\_\_\_\_\_ Total Square Footage of Comm./Ind. Bldgs.

**Proposed Road Name(s):**

\_\_\_\_\_  
\_\_\_\_\_

**Other Approvals Required:**

\_\_\_\_\_ Zoning Board of Appeals: \_\_\_ Variance \_\_\_ Special Exception

\_\_\_\_\_ ME Dept. of Environmental Protection

**The undersigned, being the applicant, owner or legal representative of the property, hereby certifies that all information contained in this application is true and correct to the best of his/her knowledge and submits such information for review by the Town for conformance with all applicable regulations, ordinances, and codes of the town, state and federal government.**

**The undersigned, by their signature below authorizes any member of or authorized agent of the Town of Raymond or other review agency to enter the property for the purposes of review of this application.**

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Owner's Agent

\_\_\_\_\_  
Signature of Owner's Agent

\_\_\_\_\_  
Date