



**TOWN OF TOPSHAM
PLANNING OFFICE**

100 Main Street, Second Floor
Topsham, Maine 04086

Phone: (207) 725-1724 • Fax: (207) 725-1737

CERTIFICATE OF APPROPRIATENESS APPLICATION

FEE FOR PLAN REVIEW		<input type="checkbox"/> \$25.00 for residential <input type="checkbox"/> \$35.00 for non-residential					Date: _____ Amount Paid:\$ _____		
PROPERTY DESCRIPTION	Parcel ID	Map(s)		Lot(s)		Zoning District(s)		Contributing or Non-Contributing Property	
	Physical Address								
PROPERTY OWNER'S INFORMATION	Name				Mailing Address				
	Phone								
	Fax								
	Email								
APPLICANT'S INFORMATION IF DIFFERENT FROM OWNER	Name				Name of Business				
	Phone				Mailing Address				
	Fax								
	Email								
APPLICANT'S AGENT INFORMATION	Name				Name of Business				
	Phone				Mailing Address				
	Fax								
	Email								
PROJECT DESCRIPTION	Existing Land Use (circle one)		Residential	Commercial	Industrial				
	Proposed Land Use (circle one)		Residential	Commercial	Industrial				
	Provide a narrative description of the Proposed Project:								
Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non-conformance, etc.)									

PLAN REQUIREMENTS

- 4 Paper Copies of the Application Packet (original plus 3 copies)**
- Electronic copy of entire application (via thumb drive; email submissions will not be accepted)**

The Site Plan document/map:

- A) Paper size; no less than 8" X 11" or greater than 24" X 36"
- B) Title block
 - Applicant's name and address
 - Name of preparer of plans with professional information
 - Parcel's tax map identification (map and lot) in bottom right corner of map/plan

APPLICANT'S CHECKLIST FOR PLAN REQUIREMENTS

SUBMITTALS THAT THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR HISTORIC DISTRICT COMMISSION REVIEW.

The following checklists includes items generally required for development/construction by the TOPSHAM LAND USE ORDINANCES and, due to projects specifics, are required to provide a complete and accurate set of plans, reports and supporting documentation.

Existing:

- Photographs of building, each building element, site, and adjacent buildings, as seen from the street
- Historic Photos
- Current Deed, contract to purchase or lease, or other form of right, title or interest.
- Date, North Point, Scale, Project Name
- Locator Map
- Lot dimensions
- Streets, driveways and rights-of-way
- Structures, owners, and neighboring land uses
- Wetlands and flood plains
- Water bodies and water courses

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PRESENT A CLEAR UNDERSTANDING OF THE PROJECT.

Proposed Plan/Materials/Products:

- Setback lines and building envelopes
- Streets, driveways and rights-of-way
- Structures
- Architectural Design, including elevations; location and type of materials and products
- Samples or manufacturer's information about products
- Written statement/proof why replacement may be necessary

NOTES TO APPLICANT:

- 1. PRIOR TO ANY SITE WALK, TEMPORARY MARKERS MUST BE ADEQUATELY PLACED THAT ENABLE THE HISTORIC DISTRICT COMMISSION TO READILY LOCATE AND APPRAISE THE LAYOUT OF ANY PROPOSED DEVELOPMENT.**
- 2. THE PLANNER MAY NOT WAIVE ANY CRITERIA.**

The undersigned hereby makes application to the Town of Topsham for review of the proposed project and declares the foregoing to be true and accurate to the best of his/her knowledge.

APPLICANT OR AGENT'S SIGNATURE

DATE

PLEASE TYPE OR PRINT NAME

