



TOWN OF TOPSHAM PLANNING OFFICE

100 Main Street
Topsham, Maine 04086 Phone:
Phone: (207) 725-1724 • Fax: (207) 725-1737

PRE-APP / SKETCH PLAN APPLICATION

FEE FOR PLAN REVIEW	<input type="checkbox"/> \$250.00 for subdivisions <input type="checkbox"/> \$0.00 for site plans	Amount Paid: \$ _____ Date: _____
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PROPERTY DESCRIPTION	Parcel ID	Map		Lot		Zoning District		Total Land Area	
	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 PROJECT DECSRIPTION	Existing Land Use:	
	Provide a narrative description of the Proposed Project:	

Provide a narrative description of construction constraints such as wetlands, shoreland zone, flood plain, non-conformance, etc.

MINIMAL SKETCH/PRE APP PLAN REQUIREMENTS

- 9 Paper Copies of the entire Plan Packet [nine (9) of written materials, four (4) - 24 "x 36" plan sets plus five (5) - 11" x 17" plan sets] Plans must be folded. Rolled plans will not be accepted.**
- ONE (1) Electronic copy (via thumb drive/USB; email submissions will not be accepted)**
- Self-addressed stamped envelope to mail thumb drive back to applicant.**
- Form of performance guarantee

The Sketch/Pre App Plan document/map:

- A) Paper size; no less than 11" X 17" or greater than 24" X 36"
- B) Plan Scale
 - Under 10 acres: no greater than 1" = 30'
 - 10 + acres: 1" = 50'
- C) 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

APPLICANT'S CHECKLIST FOR SKETCH/PRE APP PLAN REQUIREMENTS

SUBMITTALS THAT THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BOARD REVIEW.

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

Existing:

- Current Deed, contract to purchase or lease, or other form of right, title or interest.
- Zoning district
- Topographic map (optional)
- Wetlands and flood plains
- Water bodies and water courses
- Parcel area
- Lot dimensions
- Utilities (Sewer/septic, water, electric, phone)
- Streets, driveways and rights-of-way
- Structures

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

Proposed: (Plans must show the lightened existing topography under the proposed plan for comparison.)

- Recreation areas and open space or fee in lieu
- Number of lots and lot areas
- Setback lines and building envelopes
- Lot dimensions
- Utilities (Sewer/septic, water, electric, phone)
- Streets, driveways and rights-of-way
- Structures

Distance to:

- Nearest driveways and intersections
- Nearest fire hydrant
- Nearest significant water body

NOTE TO APPLICANT: PRIOR TO ANY SITE WALK, TEMPORARY MARKERS MUST BE ADEQUATELY PLACED THAT ENABLE THE PLANNING BOARD TO READILY LOCATE AND APPRAISE THE LAYOUT OF DEVELOPMENT.

The undersigned hereby makes application to the Town of Topsham for approval 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

AGENT AUTHORIZATION

APPLICANT/ OWNER	Name					
PROPERTY DESCRIPTION	Physical Address				Map	
					Lot	
APPLICANT'S AGENT INFORMATION	Name					
	Phone		Business Name & Mailing Address			
	Fax					
	Email					

Said agent(s) may represent me/us before Topsham Town officers and the Topsham Planning Board to expedite and complete the approval of the proposed development for this parcel.

APPLICANT SIGNATURE

DATE

PLEASE TYPE OR PRINT NAME HERE

CO APPLICANT SIGNATURE (If applicable)

DATE

PLEASE TYPE OR PRINT NAME HERE

APPLICANT'S AGENT SIGNATURE

DATE

PLEASE TYPE OR PRINT NAME HERE