

# Town of Kennebunk, Maine



Fee: \$50.00

## PLANNING BOARD SKETCH PLAN APPLICATION FORM

1. Name/Address of Applicant

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2. Name/Address of Contact Person to whom correspondence concerning this application should be sent

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Phone \_\_\_\_\_

3. Name of Property Owner \_\_\_\_\_

4. Name of Subdivision \_\_\_\_\_

5. Location of Subdivision \_\_\_\_\_

6. Assessor's Tax Map \_\_\_\_\_ Lot \_\_\_\_\_

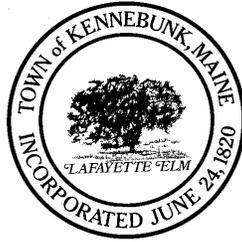
7. Total Acreage \_\_\_\_\_ Lots/Units Proposed \_\_\_\_\_

8. Attach ten (10) copies of the sketch plan. The sketch plan shall show:

- A) Proposed layout of streets, lots and other features, per Article 5, Section 2.B. of the Subdivision Review Standards.
- B) General information which outlines existing conditions of the proposed development.
- C) Vicinity map showing streets and existing land uses of surrounding area. In addition, this map shall identify/show proximity of proposed site to any Open Space Plan Priority Areas.
- D) Approximate topography (U.S.G.S. or greater detail) at same scale as site layout.
- E) List property owners abutting the proposed project - by map and lot number, and include names and **mailing** addresses from current tax assessor's records.
- F) If plan is for an "Open Space Subdivision" (per Article 9 of Zoning Ordinance), the submission of ten (10) copies of a subdivision layout that meets the conventional zoning standards is required in addition to the other submission items.
- G) Evidence that a copy of Sketch Plan has been submitted to each of the Utility Companies which are proposed to serve property.

Signature of Owner/Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

# Town of Kennebunk, Maine



To: Applicants for Subdivision Review

From: Town Planning Office

Re: List of Site Flagging required by the Planning Board for all Site Walks

The Planning Board expects the following areas of the proposed subdivision to be flagged by the time of their scheduled site walk of the site:

- 1) Corners of property.
- 2) Edge of all wetlands (different color flags than property flags).
- 3) Approximate centerline of proposed street(s).
- 4) Approximate lot locations.

In addition, the Planning board will not walk any site unless they are guided around the site by someone who **clearly** understands the flagging. It is recommended that the person who flagged the site actually be present on the walk, especially in the case of wetlands.

The Planning Board reserves the right to terminate any site walk which is not clearly flagged.

Town of Kennebunk, Maine  
**Street Name Request Form**



*Return to Assessor's Office upon completion  
Please allow 10 business days to process.*

\_\_\_\_\_ Date Received

\_\_\_\_\_ Initials

**Contact Information** (Note: Items with \* are required):

\*Primary Contact Name:

\*Last \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_

\*Tel. ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

\*E-mail \_\_\_\_\_ Map \_\_\_\_\_ Lot \_\_\_\_\_

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Other **Owners** that access their property from this Private Road or Street: (Please submit more sheets if necessary)

Name \_\_\_\_\_ Map/Lot \_\_\_\_\_ Telephone \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*Please provide a survey map or to-scale sketch of all the current driveways that are accessed from this private way.*

**Information or Comments about Name(s):** (i.e.: historical information, reason for name, etc.) \_\_\_\_\_

\_\_\_\_\_

1<sup>st</sup> Choice \_\_\_\_\_

Accepted  Rejected Reason: \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_

Accepted  Rejected Reason: \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_

Accepted  Rejected Reason: \_\_\_\_\_

**Town of Kennebunk reserves the right of final road name approval**

◆..... *Office Use Only* .....

**E-911 Addressing Office:** \_\_\_\_\_ Date: \_\_\_\_\_

Comments \_\_\_\_\_

**Planning:** \_\_\_\_\_ Date: \_\_\_\_\_

Comments \_\_\_\_\_

**Dispatch/Police:** \_\_\_\_\_ Date: \_\_\_\_\_

Comments \_\_\_\_\_

**Fire/Rescue:** \_\_\_\_\_ Date: \_\_\_\_\_

Comments \_\_\_\_\_

**Public Works:** \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**Final Approval Date:** \_\_\_\_\_

# TOWN OF KENNEBUNK STREET ADDRESS ORDINANCE

## PURPOSE

The purpose of this ordinance is to enhance the easy and rapid location of properties for the delivery of public safety and emergency services, postal delivery, and business delivery.

## NAMING SYSTEM

All roads in the Town of Kennebunk that serve two or more addresses shall be named regardless of whether the ownership is public or private. A road name assigned by the Town shall not constitute or imply acceptance of the road as a public way. The following criteria shall govern the naming system.

- a. Similar names-no two roads shall be given the same or similar-sounding (e.g. Beech and Peach, Pine Road and Pine Lane) names.
- b. Each road should have the same name throughout its entire length.

## NEW DEVELOPMENTS AND SUBDIVISIONS

All new developments and subdivisions shall be named and numbered in accordance with the provisions of this ordinance and as follows:

- a. **New Developments.** Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to procure an assigned number from the Town Assessor. This shall be done at the time of the issuance of the building permit.
- b. **New Subdivisions.** Any prospective sub-divider shall show a proposed road name and lot numbering system on the pre-application submission to the Planning Board. Approval by the Planning Board shall constitute the assignment of road names and numbers to the lots in the subdivision. On the final plan showing proposed roads, the applicant shall mark on the plan, lines or dots, in the center of the streets at the appropriate intervals, so as to aid in assignment of numbers to structures subsequently constructed.

## EFFECTIVE DATE

This ordinance shall become effective as of the date of approval. It shall be the duty of the Town of Kennebunk to notify by mail each owner and the Post Office of the new address within thirty days of notification. On new structures, numbering will be installed prior to final inspection, if required by local ordinance, or when the structure is first used or occupied, whichever comes first.