

Town of Kennebunk Site Plan Review Submission Procedures

The following procedures apply to all applications for Site Plan Review:

1. The application must be completed and signed.
2. The required fee(s) must be paid when the application is submitted.
3. The submission must address all of the requirements of Article 11, Section 6 of the Zoning Ordinance.
4. Submission waivers and waivers of approval criteria must be in writing and must comply with Article 11, Sections 7 and 9 of the Zoning Ordinance.
5. The application and plan must comply with Article 11, Sections 6 and 7 to be determined complete by the Town Planner and in order to be scheduled on a Site Plan Review Board Agenda.
6. Applications must be determined complete **30 days prior** to a regularly scheduled Site Plan Review Board meeting in order to be eligible for the meeting. As such, applications should be submitted **at least 5 working days prior to the deadline** in order to allow staff time to review the submission and warn the applicant of any incomplete submissions.
7. The regular meetings are typically scheduled at 7:00pm on the third Thursday of each month. The applicant is encouraged to contact the Planning Department @ 985-2102 ext. 1303 to confirm exact meeting dates and times.
8. **A pre-application meeting with the Planning Department is highly recommended prior to submission of an application.**
9. Please note, additionally, that after final approval and **prior** to the issuance of a building permit for the proposed project, a performance guarantee conforming to the standards of Article 11, Section 10 shall be submitted to the Town Manager.