



**Town of Freeport  
Planning Department  
30 Main Street  
Freeport, ME 04032  
(207) 865-4743 ext. 107**

**TOWN OF FREEPORT PLANNING DEPARTMENT  
APPLICATION FORM**

**1. SUBMISSIONS**

- (1) copy each of the completed application form and a copy of the recorded deed for the property. If the applicant is not the property owner, a purchase and sale agreement or a lease agreement shall also be submitted to show that the applicant has a serious interest in the project and sufficient title, right, and/or interest to complete the project. The amount being paid for the property may be blacked out.
- For applications to the Project Review Board, you must also submit twelve (12) copies of all other supplemental materials collated into individual packets which will fit into a large manila envelope. If copies of plans are being submitted, please include 2 full size sets (24" x 36") and 10 copies reduced to 11" x 17". For a complete list of detailed submission requirements, please refer to the applicable ordinance(s) which may include the Design Review Ordinance, the Subdivision Ordinance or the Zoning Ordinance (Section 602 – Site Plan Review).

For applications to the Planning Board, you must also submit eight (8) copies of all other supplemental materials.

- Payment of application fee and abutter fee (if applicable)
- This application form, along with the required accompanying materials, must be submitted to the Town Planner at least 21 days prior to the meeting at which it is to be considered.
- The applicant or an agent needs to be present at the meeting to present the application to the Board. If the applicant is going to be represented by someone other than themselves, they must submit a signed letter of authorization.

**2. ABUTTERS**

Abutters will be notified as required by State and Town regulations. Abutters will be determined by the Freeport Planning Department using most recent Assessing Records. If there are other people that you would like notified of the meeting, their contact information (either mailing address or email address) must be submitted with the application form. A fee of \$2.50 per abutter will be charged.

**3. FEES**

Refer to current fee schedule.

**Town of Freeport  
Planning Department**

**Application for Review**

**Project Type: (check all applicable)**

\_\_\_\_\_ Site Plan Review      \_\_\_\_\_ Design Review Certificate      \_\_\_\_\_ Subdivision  
\_\_\_\_\_ Zoning Ordinance Amendment      \_\_\_\_\_ Other (please explain) \_\_\_\_\_

**Name of Project:** \_\_\_\_\_

**1) Applicant Information:**

Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
(If a Company, provide name of person also)

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**2) Interest in Property:** Please attach a copy of the recorded deed for the property. If the applicant is not the property owner, a purchase and sale agreement or a lease agreement shall also be submitted to show that the applicant has a serious interest in the project and sufficient title, right, and/or interest to complete the project. The amount being paid for the property may be blacked out. This application will not be processed without this information.

**3) Do you own any abutting property?**                      Yes                      No

If yes, please explain: \_\_\_\_\_

**4) Property Information:**

Present Use of Property \_\_\_\_\_

Proposed Use of Property \_\_\_\_\_

Location: Street Address \_\_\_\_\_

Assessor's Office Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Size of Parcel (acres): \_\_\_\_\_ Zoning District (s): \_\_\_\_\_

**5) Design Review Information** (please circle one from each category)

Design Review District:      One              Two              Not in the Design Review District

Building Class, as designated on the Design Review District Map (s):              A              B              C

Is this building in the Color Overlay District:              Yes              No

Please describe the proposed changes: \_\_\_\_\_

**6) Other Information:**

Proposed # of Buildings: \_\_\_\_\_ Gross Square Footage of Non-Residential Buildings: \_\_\_\_\_

Is Zoning Board of Appeals Approval Required?      Yes                      No

If YES, provide reason \_\_\_\_\_

**7) Subdivision Approval or a Subdivision Amendment: (if applicable)**

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

Does the applicant intend to request any waivers of Subdivision or Site Review provisions?

NO \_\_\_\_\_ YES \_\_\_\_\_

If YES, list and give reasons why \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8) Applicant's Engineer, Land Surveyor, Landscape Architect and/or Planner:**

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**9) Billing Contact (If different than applicant information)**

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Application Fee: \$ \_\_\_\_\_ Abutter Fee: \$ \_\_\_\_\_

**Submission:** This application form, along with required accompanying materials, must be submitted to the Town Planner at least 21 days prior to the meeting at which it is to be considered.

The undersigned, being the applicant, owner or legally authorized representative, states that all information in this application is true and correct to the best of his/her knowledge and hereby does submit the information for review by the town and in accordance with applicable ordinances, statutes and regulations of the Town, State and Federal governments.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT/OWNER/REPRESENTATIVE

### Checklist for Design Review Applicants

**\*\* As of 04/01/04, Design Review Certificates will be reviewed and issued by the Project Review Board.\*\***

- \_\_\_\_\_ (1) Photos of the building showing elevations and the location of the areas where signs or alterations are to be located.  
ONE set of photos will be sufficient.
- \_\_\_\_\_ (2) Need to see actual colors that will be used on the signs/awnings or alterations.
- \_\_\_\_\_ (3) Need a scale drawing of actual signs/alterations in actual location on elevation showing the dimensions of the signs and size of any lettering.
- \_\_\_\_\_ (4) Need to know type of materials to be used:  
Signs - wood, sand blasted, etc.  
Awnings - type material to be used (need swatch of fabric)  
Alterations - same information required
- \_\_\_\_\_ (5) Need to know how the signs/awnings will be attached and the type of fixtures that will be used.  
Awnings - are they to be year-round or seasonal?
- \_\_\_\_\_ (6) Need to indicate if lighting will be used. If so, we need to see type of fixture; need picture of actual fixtures to be used; how the light is to be directed.

**NOTE: NO permanent signs shall be put in place until a Design Certificate has been issued.**

**NO review will be made by the Board, if the application is not complete.**