



Town of Falmouth Planning Office Shoreland Zone Approval Submittal Requirements

Submittals for Planning Board applications must be in the following format in order to be placed on the Board's agenda. All applicants are strongly encouraged to schedule a meeting with staff prior to submitting an application to the Planning Board. **No material may be added to an application after the submission deadline has passed.** Applications deemed incomplete will not be placed on the agenda. If you have any questions pertaining to these requirements, contact a member of the Planning Staff.

• **ALL SHORELAND ZONE APPROVAL SUBMISSIONS** for hearing by the Planning Board shall include:

1. 3 sets of full-size plans (max size 24" x 36") – Sets shall be collated, bound, and folded (if possible). All plan sheets submitted for approval shall bear stamps and signatures of preparers. Multiple page sets of 3 pages or more shall have a cover sheet with plan index and shall note:
 - project name
 - plan date
 - street address
 - map-lot number in the lower right-hand corner.
2. 6 sets of 11" x 17" plans. These shall be exact duplicates of the full-size plan sets and:
 - collated
 - secured with paperclips or binder clips. (NO STAPLES)
3. 4 identical paper application packets. One packet shall include original signatures and stamps – the remaining packets may be photocopies. All items in the packets shall be **BOUND** and **DOUBLE-SIDED**. All original items submitted in color shall be copied in color. Each packet shall include the following:
 - Application materials and supporting documents to include the [Request for Hearing Form](#). Waiver requests shall be submitted in writing and divided into two categories - waivers for submittal items and waivers for standards. Each waiver request shall reference the ordinance language and section number and include supporting evidence as to why the waiver should be considered.
 - Narrative response to each applicable ordinance standard or design guideline that documents how the application conforms to the applicable standard or guideline.
4. Digital copy, *ON A USB FLASH DRIVE, VIA EMAIL, OR VIA DOWNLOADABLE WEBSITE*, of submission consisting of:
 - 1st PDF of application materials and supporting documents
 - 2nd PDF of plan sets appropriately scaled to 24" x 36".
(If transmitting via email, address to Lisa Sangillo at lsangillo@falmouthme.org)

5. A check for the appropriate fees. Contact Lisa in the Planning Office to review fees as inadequate payment of fees may cause the application to be rejected.

Fee		Amount (in \$s) base/per unit fee
16.0	<u>Shoreland Permit</u>	-
	Planning Board Review**	300
18.0	<u>Publication and notice fee**</u>	125