

Town of Lisbon Planning Board
Preliminary Site Plan Application

Introduction: The Town of Lisbon Site Plan Review Law is designed to provide for planned growth and development with the economic and social needs of the community.

Instruction: This form must be submitted with the requirements as described below.

Required documents: The following shall be required.

1. Location map with scale and north arrow showing boundaries and dimensions of the property and identification of adjacent properties including ownership.
2. Map showing existing features of the site including structures, roads, other paved area, bodies of water, wetlands and wooden areas.
3. On the same or separate map (as 2 above) location, dimensions and arrangement of any proposed buildings or uses on the site, including roads, pathways, etc. as well as location of proposed wells and on site sewage facility.
4. Sketch of any proposed sign, building or structure including exterior dimensions and elevation of front side and rear.
5. Authorization of the owner to apply for a permit if the applicant is not the owner of the property.

Date _____

Telephone: _____

False Statements will be subjected to the penalties for perjury

Name/Address
Of Applicant _____

SUBMIT THIS FORM TO THE CODE ENFORCEMENT OFFICER, WHO WILL SCHEDULE A CONFERENCE WITH THE PLANNING BOARD.

Location of Site

Total Site Area (sq. ft or acres)

General Location _____

Names of adjacent owners as disclosed by municipal tax records:

Anticipated construction time

Is this an alteration or enlargement (check one) Yes _____ No _____

Current land use (agricultural, commercial, forest area) _____

Describe proposed use, including primary and secondary uses; ground floor area, height, and number of stories for each building.

For nonresidential buildings, include number of automobile and truck parking spaces.

(use separate sheets if needed)

A copy of the deed or proof of ownership **MUST** accompany this application

For Planning Board Use:

Approved _____ Approved with Modifications _____ Schedule Public Hearing _____

Signature of Chairperson

Date _____

Town of Lisbon Site Plan Review Process Summary

Introduction. The purposes as described in the Town of Lisbon Site Plan Review Law are to;

- (A) Provide for the planned growth and development of residential, commercial, recreational, institutional and industrial uses of the land consistent with the economic and social needs of the community.
- (B) Preserve the character of the town.
- (C) Promote the health, safety and general welfare of the Town consistent with objectives set forth in the Town of Lisbon Land use Plan.

Summary of Site Plan Review Process

1. (optional) Submit a sketch plan to the Enforcement Officer of the Town of Lisbon Planning Board. Within 45 days, the enforcement officer will schedule a conference with the Planning Board. The Planning Board will then either;
 - (A) waive requirements for preliminary site plan application or;
 - (B) require preliminary site plan (proceed with step (#2))
2. Pick up a preliminary Site Plan Application form from the Town of Lisbon Building Inspector's Office. Fill out the application and submit it to the Enforcement Officer.
3. Within 45 days, the Planning Board shall either (A) approve the preliminary Site Plan Application, (B) Approve it with modifications or (C) schedule a public hearing.
 - (A) If approved the applicant shall be notified in writing by the Planning Board and a building permit issued within 10 days. The applicant shall not have to file a final site plan if the preliminary site plan is approved.
 - (B) If approved with modifications, the applicant must obtain a Final Site Plan Application from the Lisbon Building Inspectors Office. This application must be submitted to the Planning Board within six months of the approval of the preliminary site plan with the modifications. The Planning Board will approve or disapprove the final site plan application within 45 days of receipt.
 - (C) If a public hearing is held, the hearing will be schedule. The Planning Board shall within 15 days of the hearing approve, approved with modifications or disapprove the Preliminary Site Plan Application.
4. Approval of a Site Plan shall be valid for a period of one year.

Sketch Plan

- 1. Draw in the space below (Or on a separate sheet) a sketch map of the activity, showing Distances in feet from boundaries. Indicate the scale of the map below;
1 inch = _____ feet

NOTE: Be sure to show the location of all boundaries for adjacent landowners. The size of your property and the location of all buildings must be carefully drawn to scale.

- 2. In the space below, briefly describe the proposed activity.

SUBMIT THIS FORM TO THE ENFORCEMENT OFFICER, WHO WILL SCHEDULE A CONFERENCE WITH THE PLANNING BOARD.