

OGUNQUIT HISTORIC PRESERVATION COMMISSION (OHPC) SUBMISSIONS CHECKLIST

Applicant Name _____ Date _____

Map / Lot / Zone _____

This checklist has been prepared to assist applicants in developing their Design Review application prior to going before the Ogunquit Planning Board. It should be used as a guide in assembling the information necessary for OHPC recommendations. However, the checklist does not substitute for the text of **Article 11 / Title 11** of the Zoning Ordinance. The OHPC also will be using the checklist to make sure that your application is complete. Once the checklist is filled out according to the instructions below it should be submitted with the application form.

Note that this checklist only covers the submission requirements for OHPC recommendations. It does not address the review standards that the application must meet in other stages of the process.

DESIGN REVIEW REQUIRED SUBMITTAL		1	2
		Submitted by Applicant	Submission determined to be sufficient by the OHPC
11.6.A.1	Six copies of the site plan, and all supporting materials, including design review application form.		
11.6.A.2	Elevations of each side of the proposed building or structure to be constructed or altered, at a scale of at least ¼" = one foot, and in the case of alterations, showing conditions before and after the proposed work		
11.6.A.3	Written permission from the Applicant for OHPC to go onto the named property for the purpose of photographing the existing building(s) and/or surroundings. Copies of these photographs will be made available to the Applicant. In some cases the OHPC reserves the right to engage in a Site Visit with the Applicant.		
11.6.A.3	Manufactures Specifications/Cut Sheets: Doors, Windows, Roofing Material, Applicable Fixtures such as architectural elements including soffit, window trim, corbels; to include types of materials and styles.		
	Copies of the GIS location of subject property; abutting properties accompanied by 17 ½" x 11" photographic images		
	The OHPC may require detailed exterior plans including dimensional measurements and uses of exterior spaces.		

In addition to the above – When applicable the OHPC may require detailed exterior plans including dimensional measurements and uses of all exterior spaces.

NO APPLICATION WILL BE SCHEDULED TO GO BEFORE THE OHPC UNTIL THE APPLICATION PACKET HAS BEEN REVIEWED FOR COMPLETENESS.

Determined by the OHPC to be a complete and satisfactory application packet.

Date

OHPC Chair