

Department of Planning New Office Hours

Effective September 1, 2006 the general office hours of the Planning Department will be:

- *Monday—8:00 a.m. to 4:00 p.m.*
- *Tuesday—8:00 a.m. to 4:00 p.m.**
- *Wednesday—8:00 a.m. to 6:30 p.m.*
- *Thursday—8:00 a.m. to 4:00 p.m.*
- *Friday—8:00 a.m. to 4:00 p.m.**

***Note:** The Code Officials and Planning Staff are available on Tuesdays and Friday afternoons by appointment only. Appointments during these hours can only be made in advance by calling 207-730-4040. The receptionist is available to answer the phone and take messages during these hours.

Web Site Links:

Town of Scarborough Web Site
<http://www.scarborough.me.us>

Web Address For All Town Ordinances
<http://www.scarborough.me.us/townhall/manager/ordinances.html>

Web Address for Zoning Ordinance
<http://www.scarborough.me.us/townhall/manager/documents/zoningordinance.pdf>

Web Address for Zoning Map
http://www.scarborough.me.us/townhall/manager/pub_info/zoningmap11022005.pdf

Web Address for Flood Plain Management
<http://www.scarborough.me.us/townhall/manager/documents/floodplain.pdf>

Web Address for Site Plan Review
<http://www.scarborough.me.us/townhall/manager/documents/siteplan.pdf>

Web Address for Design Standards
<http://www.scarborough.me.us/townhall/planning/pb/spguidelines.html>

Web Address for Shoreland Zoning
<http://www.scarborough.me.us/townhall/manager/documents/shoreland.pdf>

Web Address for Subdivision Review
<http://www.scarborough.me.us/townhall/manager/documents/subdivision.pdf>

TOWN OF SCARBOROUGH

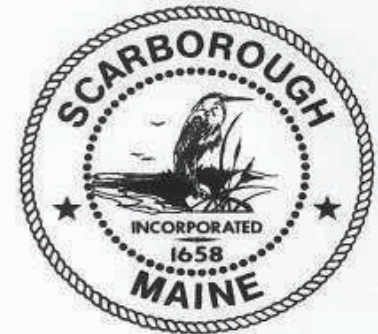
P.O. Box 360
259 US Route One
Scarborough, ME 04070-0360
www.scarborough.me.us

Phone: (207) 730-4040
Fax: (207) 730-4046



Department of Planning

- **Code Enforcement**
- **Community Planning**
- **Engineering**
- **Land Use Regulations**



TOWN OF SCARBOROUGH

Telephone Numbers: (207) 730-4040
Fax Number: (207) 730-4046

Department of Planning

The responsibilities of the Department of Planning include Code Enforcement, Community Planning, Engineering and Land Use Regulations. The requirements of state and local codes, local ordinances and permit requirements may sound scary at first but in reality they are designed to simply protect your health, safety and welfare. The duties of the staff of the Department include interpreting and enforcing the laws and codes that have been adopted by the Town, along with providing advice on long and short range planning and development issues. The staff of the Department is here to assist you and answer your questions through the process.

Community Planning; Engineering; Land Use Regulations

Scarborough is one of the fastest growing communities in Southern Maine. As a result of this, we feel development review and long range planning are both critically important to our community. The Department is responsible for the coordination of long range planning as well as the current planning needs of the community to ensure the long-term sustainability and vitality of the Town. The Department strives to build upon the Town's historic, cultural and natural assets to achieve a livable and sustainable natural and constructed environment, exemplified by dignified and engaging public spaces, a strong sense of community, and a diversity of healthy neighborhoods and business districts.

The Development Review Process allows us to provide a project review framework that is consistent and predictable and creates quality development compatible with the character of the Town. The Development Review Process includes residential, commercial and industrial development which can be regulated by some or all of the following ordinances: Subdivision, Site Plan

Review, Extractive Industry Ordinance, Zone Changes, Comprehensive Plan, and Flood Plain Management.

Code Enforcement

The Code Enforcement Officers issue various permits required by the Town to insure that your construction project complies with all local, state and national requirements that may apply. Prior to beginning any project and for information on application requirements for building, electrical or plumbing permits please contact Code Enforcement Officers at 207-730-4040.

Once under way, all residential and commercial construction must be inspected. The inspections are for the construction of the structure as well as the electrical, plumbing and mechanical systems. For information or to schedule an inspection please call Code Enforcement at 207-730-4040.

F.A.Q.s (Frequently Asked Questions)

Q. When do I need a building permit?

A. A permit is needed for all new construction or structural alterations or repairs to any interior or exterior portion of any building, including sheds, decks and swimming pools. Any change of use of a structure or property, regardless of extent of construction, requires a permit.

Q. When are building permits not required?

A. For interior or exterior paint, interior sheetrock or flooring. Re-roofing or replacement windows that are the same exact size.

Q. When is a site plan review required?

A. For any building (other than single or two-family) for new construction or additions in excess of 100 square feet.

Q. What Zoning District is my property in, and what does it mean?

A. The Zoning Map is available in the Department and

the Ordinance is on our Town's website. Find your location on the map and it will be assigned a district designation. If you look the district designation up in the Zoning Ordinance you will find the permitted uses along with requirements such as lot size, frontage, setbacks, etc.

DEPARTMENT STAFF MEMBERS

Planning Staff - (207) 730-4040

Town Planner: Joe Ziepniewski, A.I.C.P.

Assistant Town Planner: Dan Bacon

Town Engineer: Jim Wendel, P.E.

Code Enforcement Officers - (207) 730-4040

Chief CEO: Dave Grysk

CEO — Tom Reinsborough

CEO — Carroll Shepard

CEO — Jon Reed

Support Staff - (207) 730-4040

Carole Logan

Robin Dahms

Department's Fax Number (207) 730-4046

