

**Town of Cape Elizabeth
Planning Board Digital submission guidelines**

~~(4-21-2020)~~

Deleted: 3-31

For the duration of the Covid19 event, the following procedures must be used to provide digital documents for Planning Board submissions.

1. **Duration.** Digital submission requirements shall be in effect for Planning Board meetings held starting in April 2020 until revoked or amended.
2. **Digital submission.** Every document of a Planning Board submission shall be provided in a pdf format. Digital documents shall be sent to the town planner at

maureen.omeara@capeelizabeth.org

The email shall include the name of the project in the subject line. If multiple emails will be sent to accommodate the size of the application, the subject line shall include part 1, part 2, etc. Total size by email shall not exceed 25 MB.

3. **Deadline.** Emailed submissions must be sent by the meeting deadline, which is 18 days before the third Tuesday of the month for regular meetings. For workshops, the deadline is 1 week before the first Tuesday of the month.
4. **Naming protocol.** Each document shall start with a project name not to exceed 10 spaces. For example, 326 OH Rd. Each pdf shall then have a unique descriptive title. For example, 326 OH Rd cover letter. The following are examples of naming protocols from the City of Portland. Reasonable abbreviations are expected.

Example: Written Submission**Example: Plan Submission**

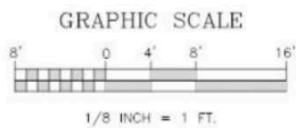
Application Form	Cover Sheet
Right, Title and Interest	Boundary Survey/Existing Conditions Plan
State/Federal Approvals	Plat (if a Subdivision)
Zoning Assessment	Demolition and Removals Plan
Easements	Site Plan
Waivers	Utility Plan
Financial and Technical Capability	Grading, Drainage and Erosion Control Plan
Boundary Survey	Details Plan
Construction Management Plan	Landscape Plan
Traffic Study	Lighting Plan
Natural Features	Signage Plan
Stormwater Management Plan	Turning Templates (if applicable)
City Master Plans	Shadow Analysis (if applicable)
Utilities	Architectural Drawings
Solid Waste	
Fire	
Design Review	
HVAC	
Supplemental Information	

As plans are resubmitted during the review process, the exact name shall be used for revised materials.

Applicants are strongly encouraged to compile their application materials. For example, all written documents can be assembled into one pdf and one plan set can be submitted. In this example, the pdf name can be "plan set."

5. **Plan components.** Digital plans shall include at a minimum, the following:

- A graphic scale or a scale to reference has been included on each sheet of the plan set that is not less than (1) inch to one (100) feet for the site plan.



6. **Paper copies.** In addition, a paper copy of the entire application shall also be delivered to town hall by the submission deadline. Each paper submission shall be collated as a complete individual package. Plans may be dropped off at town hall if advance arrangements to receive the package has been made with the town planner. 8 sets of the paper application are required.

7. **Application fee.** The application fee shall be mailed to town hall. Confirmation of the fee amount is recommended by contacting town hall or emailing the town planner (address above). Application fees should be paid by the submission deadline.
8. **Additional information.** Please contact the town planner at maureen.omeara@capeelizabeth.org with any questions.