

Tax Credit Project – Proposed Project Pre-Application

As part of MaineHousing’s QAP process, it is required that all prospective project sites be reviewed and evaluated by MaineHousing PRIOR to application. All applicants are to complete this form, submit it to MaineHousing’s Development Division, to the attention of Dan Brennan; a site evaluator will be assigned to the project and a site visit will be scheduled and conducted for all projects.

Project Location:

- Town/City: _____
- Street Address: _____
- Tax Map References: _____
- Zoning designation: _____
- Comprehensive plan compliance: _____

Contact Information:

- Applicant (Company): _____
- Contact Person: _____
- Contact Phone Number: _____
- Contact e-mail: _____

Please provide the following attachments:

- Fee: \$500.00
- Site location map (MapQuest or similar site locator tool)
- Sketch Site Plan at an easily readable scale (suggest a minimum of 1” = 40’) that includes: approximate locations of property lines; approximate locations of any easements or encroachments on the property; zoning setback lines; adjacent streets with names; points of vehicular entry and exit; proposed building footprint (new and/or existing, including any buildings proposed to be demolished); proposed parking footprint with number of spaces labeled; proposed pedestrian ways including connection to off-site sidewalks; proposed utility connections from existing utility services; label capacities/sizes of existing utilities.
- Sketch floor plans (single line “bubble diagram” format) at a minimum scale of 1/16th inch equals one foot indicating gross living unit blocks, vertical and horizontal circulation, support space blocks, amenity space blocks, overall dimensions and one dimension string in each direction providing gross scale references to the blocks.
- Brief narrative description of the proposed project to include: new construction and/or renovation (historic or not); number and types of living units (bedroom sizes; elderly and/or work force population); number of buildings and stories; number of project parking spaces on and/or off site; local approvals requirements (examples: permitted use in zone; zone change required; contract zone needed, etc.).