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Maine Medical Center Research Institute

A Guide to Doing Business in Scarborough

Where Business Succeeds



Saco & Biddeford Savings Institution



Scarborough Public Library



Haigis Parkway



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Hannaford



383 on One



Summer Concert at Memorial Park

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This brochure is published by the Scarborough Economic Development Corporation. We hope you find it helpful and informative.

This Guide is designed to be a resource for the business community. Our hope is that businesses will use it to see what the different Town Departments can assist them with, and how to contact them. It is our belief that there is significant assistance the Town can provide businesses with, but that businesses may not know that assistance is available to them. Both Town Departments and SEDCO are valuable resources for the Scarborough business community and we want businesses to take advantage of all that we can offer them. If you have a question that is not answered by this Guide, please feel free to contact SEDCO at 207-883-4893 and we will do our best to assist you. We want your business to succeed in Scarborough.

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The mission of the Scarborough Economic Development Corporation (SEDCO) is to support economic and business development to improve the quality of life in Scarborough by expanding the town's tax and employment base.

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How can SEDCO assist you?

- **Site Location:** SEDCO maintains an inventory of available space for lease, sale or development in Scarborough and can assist businesses in identifying appropriate properties
- **Financial Assistance:** SEDCO can provide up-to-date information about federal and state financial programs, commercial lenders, and non-profit and for-profit resources, which can provide funds or other assistance for those starting or growing a business
- **Demographic and Economic Studies:** To assist in decision-making and attracting financing, SEDCO can provide detailed demographics, economic forecasting and information about possible cooperative ventures
- **Liaison with Town Offices:** Because SEDCO is an independent entity, it can assist businesses with town, state, and federal agencies on permitting and regulatory issues

Other Services

- Scarborough and Greater Portland demographics
- Current land and building inventory
- Business and industrial directory
- Economic and business trends
- Community and business development information
- Financial assistance programs and grant information
- Growth patterns and maps
- Traffic studies
- Financial planning and consulting
- Grand Opening assistance
- New business assistance

Which Office Do You Need?

The **Assessing Department** assists with:

- Business Equipment Tax Reimbursement (BETR) & Business Equipment Tax Exemption (BETE)
- Change of Ownership
- Deeds
- New Map/Lot Numbers
- New subdivisions
- Personal property tax
- Property tax
- Sales Data
- Street numbers

The **Fire Department** is responsible for:

- Providing 24/7 full service emergency response and paramedic level ambulance service
- Public fire prevention and education programs
- Life Safety Code, Fire Prevention, and Certificate of Occupancy inspections
- Site Plan, Construction, Sprinkler, and Fire Alarm plans reviews and permits

Plans Review & Permit Process:

The **Fire Department** actively participates in the plan reviews and permitting of all commercial building projects as well as any multi-unit residential projects with 3 or more units. They also participate in all projects that require site plan review. The Fire Department has developed a comprehensive document titled **Commercial Site Plan & Construction Permit Process** which will guide you through the process. It includes contact information, check lists, permit applications, and pertinent local ordinances regarding fire lanes, sprinkler systems and fire alarm systems. Copies of this

guide to working with the Fire Department are available by contacting their office or by downloading it from their website.

Construction Permit Fees & Assistance:

The **Fire Department** charges a single construction permit fee which is based on the square footage of the building or space being remodeled. That fee entitles the applicant to as many reviews, meetings, and inspections necessary to complete the project. They strongly encourage applicants to meet with their staff early and often so they can become a partner as your commercial building project moves forward.

Certificate of Occupancy Permits:

All new businesses or any change of occupancy or ownership of existing businesses requires contacting the **Fire Department** for a Certificate of Occupancy permit inspection which is often coordinated with the **Code Enforcement Office** to assure your business meets the various codes and ordinances, and to ensure the Fire Department has updated emergency contact information in their database for your business should there be a problem after business hours.

The **Planning Department & Code Enforcement Office** responsibilities include:

- Community Planning
- Engineering
- Land Use Regulations
- Building Permits and Inspections

It is the **Code Enforcement Office's** responsibility to:

- Issue various permits (including occupancy permits) required by the Town
- Inspect all residential and commercial construction (including electrical, plumbing and mechanical systems)
- Interpret and enforce the statutes and codes that have been adopted by the Town

Operating a business from your home:

There are two types of home businesses in Scarborough:

1. In-Home Office

This requires a Permit to operate an In-Home Office, which may be requested from the Code Enforcement Office.

2. Home Occupation

All Home Occupations require a Special Exception Permit and must be heard by the **Zoning Board of Appeals**. A fee is required for submittal of the Special Exception paperwork. The Zoning Board of Appeals meets the second Wednesday of each month. All Zoning Board of Appeals applications must be submitted by the 20th of the preceding month to be heard.



*For more information on determining the type of your home business, contact **SEDCO** or the **Code Enforcement Office**.*

It is the **Planning Department** Staff's responsibility to:

- Provide advice on long- and short-term planning and development issues
- Process development review applications
- Advise the Planning Board on residential and commercial development review and approval
- Work with the Town Council on developing land use regulations around Town
- Aid in the implementation of the Comprehensive Plan Update



*The **Planning Board** meets every three weeks, usually on **Monday evenings**. See the **Planning Schedule** for information on when to submit the requisite plans and paperwork.*

Planning/Code Clarifications:

- A building 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 commercial construction, or change in tenant, requires a permit.
- A building permit is not needed for interior or exterior paint, interior sheetrock or flooring, re-roofing or replacement windows that are the exact same size.
- A Site Plan Review is required for any building (other than single or two-family) of new construction or additions in excess of 100 square feet or when there are any changes to a previously approved Site Plan.
- In order to determine specific information such as the permitted uses for your property, lot size requirements, frontage requirements, setbacks, etc., you first need to be aware of what Zoning District in which your property is located; this may be done by locating your property on the Zoning map. Once you know what Zoning District in which your property is located, you may then look up the relevant standards for your Zoning District.

The **Police Department** assists with:

- Alarm information
- Development names
- Emergency contact names/#s
- Safety signs
- Street names and numbers

Property Tax/Vehicle Registration assists with:

- Collection of personal property taxes
- Collection of real estate taxes
- Collection of payments for rescue services
- Registration of commercial vehicles



Please note: If you have commercial vehicles, you may need to work with the State, the Town, or both. If you are a first-time registrant, you need to visit the Excise Office with proof of insurance, proof of inspection, and the current vehicle mileage. If you are re-registering commercial vehicles, you may be able to do so at: www.informe.org/bmv/rapidrenewal (if under 12,000 lbs.) or at the Excise Office.

Public Works assists with:

- Excavation licenses
- Excavation permits
- Geographic Information System (GIS) mapping
- Recycling issues
- Street opening permits
- Waste issues

The **Purchasing Office** assists with bid submittal and vendor registration for all supplies, materials, equipment and contractual services required by the Town

Things to ask the **Sanitary District**:

- Is sewer available?
- What is the cost of the sewer permit?
- Is there a capacity reserve fee?



The Superintendent can approve projects that utilize existing buildings where there is not "a substantial change in use." Otherwise, projects must go before the Sanitary District Board of Trustees, who meet the fourth Thursday of each month (third Thursday in November and December). Information on your project must be received two weeks prior to the meeting.

The **Sealer of Weights and Measures** is relevant for:

- Delis
- Gas station pumps (after new pumps are first certified by the state)
- Grocery stores
- Hardware stores
- Seafood retailers

The **Town Clerk** assists with:

- Licenses and permits are oftentimes required when doing business in Scarborough. Fees frequently accompany the licensing and permitting process. The Town Clerk can advise you when fees are required, and when and where to pay them.
- Businesses that are not incorporated (d/b/a) need to register with the Town Clerk's office when they go into business, and when they go out of business.

The **Scarborough Public Library** assists with:

- A comprehensive website providing links to the community and local and national business information. See the "Community" link under <http://www.library.scarborough.me.us>
- One-on-one assistance from skilled reference librarians
- Public computers
- Small group meeting space by reservation
- Wireless Internet connection



Scarborough business owners and their local employees are eligible to receive a free Scarborough Public Library borrower's card. This card will provide access to a collection of over 6 million materials through the Minerva catalog.

Which Office Do You Want To Contact?

Town of Scarborough ASSESSOR:

259 U.S. Route One
P.O. Box 360
Scarborough, ME 04070-0360
Phone: (207) 730-4060
Fax: (207) 730-4046
www.scarborough.me.us/assessing

Town of Scarborough PROPERTY TAX/ VEHICLE REGISTRATION:

259 U.S. Route One
P.O. Box 360
Scarborough, ME 04070-0360
Tax Phone: (207) 730-4000
Tax Fax: (207) 730-4004
Vehicle Phone: (207) 730-4010
Vehicle Fax: (207) 730-4015
www.scarborough.me.us/acct

Town of Scarborough FIRE DEPARTMENT:

246 U.S. Route One
Scarborough, ME 04074
Phone: (207) 883-4542
Fax: (207) 730-4270
www.scarborough.me.us/safety/fire

Town of Scarborough PLANNING/CODE ENFORCEMENT:

259 U.S. Route One
P.O. Box 360
Scarborough, ME 04070-0360
Phone: (207) 730-4040
Fax: (207) 730-4046
www.scarborough.me.us/planning

Town of Scarborough

POLICE DEPARTMENT:

246 U.S. Route One
Scarborough, ME 04074
Phone: (207) 883-6361
Fax: (207) 730-4250
www.scarboroughpolice.com

Town of Scarborough PUBLIC WORKS:

20 Washington Avenue
Scarborough, ME 04074
Phone: (207) 730-4400
Fax: (207) 730-4405
www.scarborough.me.us/dpw

Town of Scarborough PURCHASING:

259 U.S. Route One
P.O. Box 360
Scarborough, ME 04070-0360
Phone: (207) 730-4083
Fax: (207) 730-4167
www.scarborough.me.us/purchasing

Town of Scarborough

SEALER OF WEIGHTS AND MEASURES:

246 U.S. Route One
Scarborough, ME 04074
Phone: (207) 883-6361
Fax: (207) 730-4250

Town of Scarborough TOWN CLERK:

259 U.S. Route One
P.O. Box 360
Scarborough, ME 04070-0360
Phone: (207) 730-4020
Fax: (207) 730-4033
www.scarborough.me.us/clerk

SCARBOROUGH PUBLIC LIBRARY:

48 Gorham Road
Scarborough, ME 04074
Phone: 207-883-4723
Fax: 207-883-9728
www.library.scarborough.me.us

SCARBOROUGH SANITARY DISTRICT:

415 Black Point Road
Scarborough, ME 04074
Phone: (207) 883-4663
Fax: (207) 883-7083
www.scarboroughsanitarydistrict.org

STATE FIRE MARSHAL:

52 State House Station
Augusta, ME 04333-0052
Phone: (207) 624-8964
Fax: (207) 624-8968
www.maine.gov/dps/fmo/index.htm

Prevention Division

397 Water Street
Gardiner, ME 04345
(mail to 164 State House Station,
Augusta, ME 04330-0164)
Phone: (207) 624-8744
Fax: (207) 624-8767

Relevant Websites:

Town of Scarborough

www.scarborough.me.us

Town of Scarborough

Comprehensive Plan Update

www.scarborough.me.us/planning/documents/2006_update_comp_plan.pdf

Town of Scarborough **Design Standards**

www.scarborough.me.us/planning/pb/spguidelines.pdf

Town of Scarborough **Ordinances**

www.scarborough.me.us/common/ordinances

Town of Scarborough **Planning Schedule**

www.scarborough.me.us/planning/pb/pbschedule2008.pdf

Town of Scarborough **Site Plan Review**

www.scarborough.me.us/common/ordinances/405b_siteplan.pdf

Town of Scarborough **Subdivision Review**

www.scarborough.me.us/common/ordinances/406subdivision.pdf

Town of Scarborough **Zoning Map**

www.scarborough.me.us/planning/documents/zoningmap.pdf

Town of Scarborough **Zoning Ordinance**

www.scarborough.me.us/common/ordinances/405zoning.pdf

What is SEDCO?

The Scarborough Economic Development Corporation (SEDCO) is a quasi-municipal non-profit development corporation providing site location, business and economic development, and government liaison services (among others) for individuals or businesses seeking to create a new investment opportunity in Scarborough, or expand an existing one.

If you have a business need in Scarborough, give SEDCO a call at (207) 883-4893; we are happy to assist you.

SEDCO History

Since 1985, SEDCO has been actively involved in the dramatic growth of Scarborough's commercial and industrial development. Working cooperatively with the Town of Scarborough and the business community has led to successful partnerships that have fueled this growth.

Scarborough's industrial areas are in high demand for emerging and established high- and bio-tech industry. The Payne Road area remains a magnet for large and medium size retail and hospitality facilities, while U.S. Route One continues to be upgraded to accommodate professional office, medical, and community-focused retail endeavors.

The Haigis Parkway development consists of over 400 acres of land close to the Maine Turnpike. Three phase power, natural gas, water, and sewer are complete, and state-of-the-art telecommunications infrastructure is available.



Haigis Parkway, Gateway Shoppes and Gateway Square

© New England Expedition

SEDCO

Scarborough Economic
Development Corporation

29 Black Point Road
P.O. Box 550
Scarborough, ME 04070-0550

Phone: (207) 883-4893
Fax: (207) 883-8172

www.ScarboroughEconomicDevelopment.com
www.sedco.scarborough.me.us
www.ScarboroughsProfessionalGateway.com

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(jbassett@maine.rr.com)



Famous Dave's BBQ