

Application for Site Plan Review (Instructions)

Note to Applicant:

Your application for a Site Plan Review will not be considered complete until a final plan has been submitted to the Planning Board. You are advised to read the furnished Site Plan Review Ordinance and meet with the Planning Board prior to completing the application as it may not be necessary to complete or comply with some of the application items. Following the submission of the site plan, the Planning Board will indicate on the application which items must be completed. The review of the Site Plan will usually consist of the following three steps:

Step 1: Submission of a Site Plan

The site plan may consist of a rough drawing of the site and it may be hand-drawn. Dimensions, however, must be accurate. This submission should also contain all information which will assist the Board in making its determination. In order for the Planning Board to become more fully informed about the project, the applicant shall arrange an inspection of the site. The site inspection will be conducted by the Planning Board or its designee, accompanied by the applicant. The site inspection is usually conducted shortly after the submission of the initial (rough) site plan. This phase of the application is not complete until the inspection has been made.

Step 2: Submission of a Preliminary Plan

Upon submission of the preliminary plan (Step 1) and following the site inspection, the Board will identify on the application, the specific requirements for the final submission. In some instances the Planning Board may waive the requirement for a preliminary plan submittal. In this case the application form is to be submitted with the final plan.

Step 3: Submission of the Final Plan

After all identified deficiencies found in the preliminary plan have been corrected; a final plan must be submitted to the Planning Board. The application for a Site Plan Review is not considered complete until this plan is submitted.

Site Plan Review Application
(Submit with eight copies)

Must be furnished (X)

- ___ 1. Name of Owner/Applicant: _____
- ___ 1A. Type of business and/or operation _____
- ___ 2. Address of Owner/Applicant: _____

- ___ 3. Telephone number: (Day) _____ (Night) _____
- ___ 4. If applicant is a corporation, state whether the corporation is licensed to do business in Maine (Yes or No) _____, and attach a copy of the Secretary of State Registration.
- ___ 5. Name and address of applicant's authorized agent/representative (attach letter of agency):

- ___ 6. Name, address and telephone number of Professional Engineer, Licensed Land Surveyor, or Professional Planner:

- ___ 7. What interest does applicant have in the project (owner, agent, etc.)? _____

- ___ 8. Location of Project: Book _____ Page _____ (from Registry of Deeds)
- ___ 9. Location of Project: Map _____ Lot _____ (from Assessor's Office)
- ___ 10. Estimated total cost of project: _____
- ___ 11. Start date: _____ Completion date: _____
- ___ 12. Project is in _____ zone.
- ___ 13. Names of property owners within 1000 feet of the project (furnish separate list).

- ___ 14. Project plan must show dates, North point and graphic map scale.
- ___ 15. Existing buildings, water courses and other essential physical features at site (list on project plan).
- ___ 16. List and locate all utilities on plan
- ___ 17. List and locate on plan all water mains, culverts, drains and sewers.
- ___ 18. List and locate on plan names and widths of existing streets, easements, right of ways, etc.
- ___ 19. Other: _____

Note to Applicant: Complete this application and return it with all required documents along with 3 drawings of the project plan.

To the best of my knowledge, all information submitted on the application is true and correct.

Applicant: _____

Date: _____

- Copies to:
- Board of Selectmen
 - Town Manager
 - Fire Chief
 - Plumbing Inspector
 - Code Enforcement Officer

GOULDSBORO PLANNING BOARD SITE PLAN REVIEW CRITERIA

Applicant Please Complete (continue comments on back of sheet, if necessary)

PROJECT NAME _____ DATE _____

OWNER(S) _____

When reviewing any site plan for approval, the Planning Board shall consider the following criteria and, before granting approval, must determine that:

1. **Pollution** - The proposed project will not result in undue water or air pollution. In making this determination, it shall at least consider:

- A. The elevation of the land above sea level and its relation to the flood plains;
- B. The nature of soils and sub soils and their ability to adequately support waste disposal;
- C. The slope of the land and its effect on effluents;
- D. The availability of streams for disposal of effluents; and
- E. The applicable state and local health and water resource rules and regulations.

The proposed project will not result in undue water or air pollution because:

2. **Sufficient Water** – *(Note: more than twenty-five water consumers creates a public water supply.)* The proposed project has sufficient water available for the reasonably foreseeable needs of the project because:

3. **Municipal Water Supply** – Does Not Apply: See Above [2]

4. **Erosion** - The project will not cause unreasonable soil erosion or a reduction in the land's capacity to hold water so that a dangerous or unhealthy condition results because:

5. **Traffic**. The proposed project will not cause unreasonable highway or public road congestion or unsafe conditions with respect to the use of the highways or public roads, existing or proposed. If the proposed project requires driveways or entrances onto a state or state aid highway located outside the urban compact area of an urban compact municipality as defined by M.R.S.A. Title 23, section 754, the Department of Transportation has provided documentation indicating that the driveways or entrances conform to Title 23, section 704 and any rules adopted under that section. The proposed project will not cause unreasonable road congestion or unsafe conditions because:

6. **Sewage Disposal** - The project will provide for adequate sewage waste disposal by:

7. Municipal Solid Waste Disposal – The proposed project will not cause an unreasonable burden on the municipality’s ability to dispose of solid waste, if municipal services are to be utilized, because:

8. Aesthetic, Cultural and Natural Values - The project will not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Department of Inland Fisheries & Wildlife or the municipality, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline because:

9. Conformity with Town ordinances or plans – Does the proposed project conform with Gouldsboro’s Site Plan Review Ordinance, Comprehensive Plan, and other applicable ordinances? (In making this determination, the Planning Board may interpret these ordinances.)

10. Financial and Technical Capacity - The developer has adequate financial and technical capacity to meet the standards of this section because:

11. Surface waters; outstanding river segments. Whenever situated entirely or partially within the watershed of any pond or lake or within 250 feet of any wetland, great pond or river as defined in M.R.S.A. Title 38, chapter 3, subchapter I, article 2-B, the proposed project will not adversely affect the quality of that body of water or unreasonably affect the shoreline of that body of water. When a lot in a site plan review project has frontage on an outstanding river segment, the proposed site plan must require principal structures to have a combined lot shore frontage and setback from the normal high-water mark of 500 feet.

(1) To avoid circumventing the intent of this provision, whenever a proposed project adjoins a shoreland strip narrower than 250 feet which is not lotted, the proposed project shall be reviewed as if lot lines extended to the shore.

(2) The frontage and set-back provisions of this paragraph do not apply either within areas zoned as general development or its equivalent under shoreland zoning, Title 38, chapter 3, subchapter I, article 2-B.

The project (within the watershed of any pond or lake or within 250 feet of any wetland, great pond, or river) will not adversely affect the quality of that body of water or unreasonably affect the shoreline of that body of water because:

12. Ground Water - The project will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water because:

13. Flood areas. Based on a determination of the Federal Emergency Management Agency's Flood Boundaries and Floodway Maps and Flood Insurance Rate Maps, and information presented by the applicant, is the project in a flood-prone area? yes no

If the project, or any part of it, is within a flood-prone area, has the developer determined the 100-year flood elevations and flood hazard boundaries impacting upon the project and included, as a condition of plan approval, the requirement that principal structures in the project be constructed with their lowest floor, including the basement, at least one foot above these elevations? yes no

14. Freshwater wetlands - Have all freshwater wetlands (regardless of size) within the project parcel been identified on any maps (may be done with the help of the local Soil and Water Conservation District) submitted as part of the application, regardless of the size of these wetlands? yes no

15. River, stream or brook - Have all rivers, streams, or brooks within or abutting the proposed project parcel been identified on any maps submitted as part of the application? (For purposes of this section, "river, stream, or brook" has the same meaning as in M.R.S.A. Title 38, section 480-B, subsection 9.) yes no

16. Storm water - The proposed project will provide for adequate storm water management by:

17. Lake phosphorus concentration - The long-term cumulative effects of the project will not unreasonably increase a great pond's phosphorous concentration during the construction phase and life of the installation because:

18. Impact on adjoining municipality - If the proposed project crosses or adjoins any municipal boundary, what is the impact on the adjoining municipality?

19. Lands subject to liquidation harvesting - If a violation of rules adopted by the Maine Forest Service to substantially eliminate liquidation harvesting has occurred, the municipal reviewing authority must determine prior to granting approval for the project that 5 years have elapsed from the date the landowner under whose ownership the harvest occurred acquired the parcel.

Has timber on the project parcel being developed been harvested in violation of rules adopted pursuant to M.R.S.A. Title 12, section 8869, subsection 14? yes no. If this is the case, have 5 years elapsed from the date on which the landowner acquired the parcel? yes no