

Application for Site Plan Review (Instructions for Applicant)

Note to Applicant: Your application for Site Plan Review will not be considered complete until all required information, plan(s), and attachments have been submitted to the Planning Board. **You are strongly advised to read the furnished Site Plan Review Ordinance** and meet with the Planning Board **prior to completing the application**, to share information about the proposed development and to become better informed about all necessary information to be submitted for review.

Step 1: Prepare and Submit a Site Plan Review Application

- The application form provided by the Town must be completed with all information that applies to the project as required by the standards in the ordinance. This will allow the Planning Board to review the application against the ordinance standards to determine if all pertinent information has been included.
- The application must include a detailed and scaled map of the site, which may be hand drawn or drafted by a professional. All measurements, dimensions and locations of site elements (such as buildings, well, septic, parking, sign, ...), as outlined in the ordinance, must be accurately reflected on this site plan.
- Some of the required information includes (but is not limited to), a copy of deed, copy of certified survey map, copy of portion of Town tax map with map and lot #, names and address of all property owners with 1000 feet of applicant's property.
- The completed application and attachments (8 copies) and accompanying fees, as described in the Ordinance, must be submitted at the Town Office for the Planning Board Chairman. A receipt will be given to the applicant and a copy to the Planning Board and CEO.
- In order for the Planning Board to become more fully informed about the proposed development, it may arrange for an inspection of the site. Such site inspection will be conducted by the Planning Board, accompanied by the applicant.
- The site inspection may be conducted after the pre-application conference or after the initial review of the site plan application.

Step 2: Review of submitted Site Plan Review Application by CEO and Planning Board

- The Planning Board shall mail notification of the proposed development to all property owners within 1,000 feet of the parcel on which the development is proposed, as well as Town officials listed in ordinance.
- Within 30 days of receipt of the completed application and fees, the CEO and Board will review the submitted application and site plan to determine if the application is complete.
- If the application is determined to be incomplete, the Board will specify in writing to the applicant, the additional information required to make the application complete.
- The Board will not consider the application until the additional information is submitted to the Board.

Step 3: Final Review, Public Hearing, and decision by Planning Board

- As soon as the Board has determined the application to be complete, it will notify the applicant in writing and also send written notice of the date, time, and place of the public hearing where the application is to be considered, to the applicant and all persons who received notice in Step 2.
- The Board will take final action on the application within 30 days of the public hearing.
- The Board will vote to deny, approve, or approve the application with conditions.

Site Plan Review Application

Submit fees along with eight copies of application, site plan, and all attachments.

Please label all attachments with applicant's name and question #.

* Complete entire Application. If an item is not applicable, indicate N/A in the left hand column.

____ 1. Name of property owner: _____
____ 2. Address of owner: _____
____ 3. Owner's telephone No. Home: _____ - _____ - _____ Cell: _____ - _____ - _____
____ 4. Name of applicant (if different than owner): _____
____ 5. Address of applicant: _____
____ 6. Applicant's telephone No. Home: _____ - _____ - _____ Cell: _____ - _____ - _____

____ 7. If applicant is a corporation, state whether the corporation is licensed to do business in the State of Maine.
Yes [] No [] If yes, attach copy of the Secretary of State Registration

____ 8. Name, address and phone number of applicant's authorized agent/representative (attach letter of authorization)
Name: _____
Address: _____
Phone: _____
____ 9. If applicable, name, address and phone number of Professional Engineer, Licensed Land Surveyor, or Professional Planner who assisted in preparing site plan:
Name: _____
Address: _____
Phone: _____
Registration/License No.: _____

____ 10. What interest does the applicant have in the project? (owner, agent, etc.)
____ 11. General description of the proposed use or activity:

____ 12. Attach a copy of deed to property, an option to purchase the property, or other documentation to show right, title, or interest in the property on the part of the applicant.
____ 13. Location of Project: Book _____ Page _____ (from Registry of Deeds)
____ 14. Location of Project Map _____ Lot _____ (from Assessor's Office)
____ 15. Using reduction of town tax map show location of property with adjoining lots and roads.
____ 16. Attach a list of names and addresses of all property owners within 1,000 feet of all property boundaries.
____ 17. Attach a certified survey map of the property that has been developed, produced by a registered land surveyor, which includes bearings and lengths of all property lines.
____ 18. Is any portion of the property located within a mapped Shoreland Zone &/or a mapped Special Flood Hazard Area? Yes [] No [] If yes, indicate what zone: SZ _____ SFHA _____

EXISTING DEVELOPMENT

- ___ 19. Attach a project site plan that includes the following existing elements:
 - ___ 19.a. North arrow, map scale, legend &/or labels, date. (Scale may not be more than 100 feet to the inch for that portion of the lot being proposed for development)
 - ___ 19.b. Setback lines for buildings and yards
 - ___ 19.c. Indicate type of zone and location of zoning district boundaries (shoreland zone and floodplain)
 - ___ 19.d. Location & size of existing culverts, drains, on-site waste disposal systems, underground tanks or installations
 - ___ 19.e. Location of existing wells, power lines, telephone lines and poles
 - ___ 19.f. Location, dimensions, and ground floor elevation of all existing buildings on the site
 - ___ 19.g. Locations, names, and widths of existing streets, easements, rights of ways, etc., within or adjacent to site
 - ___ 19.h. Location and dimensions of existing driveways, parking and loading areas, walkways, and sidewalks on or immediately adjacent to site
 - ___ 19.i. Location of intersecting roads or driveways within 300 feet of the site
 - ___ 19.j. Location, dimensions, and lighting of existing signs

PROPOSED DEVELOPMENT

- ___ 20. Include on the same project site plan (or create a separate site plan) the following proposed elements:
 - ___ 20. a. If creating separate site plan include elements listed in 18.a. through 18.j. above that will remain the same
 - ___ 20.b. Location, dimensions, and ground floor elevation of all proposed new buildings or building expansions
 - ___ 20.c. Location and dimensions of any changes to, or newly proposed driveways, sidewalks, parking and loading areas (paved or unpaved)
 - ___ 20.d. Location and dimensions of changes to, or newly proposed wastewater disposal system and water supply
 - ___ 20.e. Location of proposed landscaping and buffering
 - ___ 20.f. Location and dimension of any proposed on-site waste collection or storage facilities, including screening
 - ___ 20.g. Location, dimensions, and lighting of any proposed signs

NOTE: Site plan must have signature block titled "Approved: Town of Gouldsboro Planning Board" and have space for signatures of Planning Board members and date.

- ___ 21. Estimated demand for water supply and evidence of adequacy for proposed use:
Describe here or attach statement: _____
- ___ 22. Estimated demand for sewage disposal and evidence of adequacy for proposed use:
Describe here or attach statement: _____
- ___ 23. If new or replacement on-site sewage disposal is proposed, attach soil test pit data.
- ___ 24. How will all solid waste (trash, recyclables, etc.) be handled? _____
- ___ 25. If applicable, attach copies of any solid waste (trash) disposal/recycling contracts.
- ___ 26. Estimate of daily traffic to be generated: _____
- ___ 27. Estimate of the peak hour(s) for traffic: _____
- ___ 28. Explain changes in traffic flow into the site or off of the site due to proposed development:
Describe here or attach statement: _____

- ___ 29. Measures to be taken to preserve environmentally sensitive & natural drainage areas within the project area:
Describe here or attach statement: _____

30. If applicable, have other permits required by town/state /federal agencies been applied for and received?

	Applied For		Received	
Town: type of permit _____	Yes []	No []	Yes []	No []
State: type of permit _____	Yes []	No []	Yes []	No []
Federal: type of permit _____	Yes []	No []	Yes []	No []

31. Attach copies of any existing covenants or deed restrictions.

32. Estimated Cost of Project _____ Start Date: _____ Completion Date: _____

33. Planning Board may request evidence of applicant's technical & financial ability to carry out proposed project.

34. Other: _____

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

Applicant Signature: _____ Date: _____

Notification to: Board of Selectman, Town Manager, Fire Chief, Plumbing Inspector, Code Enforcement Officer