

REGULATION #4

Adopted:	6/11/85
Effective:	6/11/85
Adopted:	9/09/86
Effective:	9/10/86
Adopted:	6/28/88
Effective:	6/28/88
Adopted:	7/12/88
Effective:	7/12/88
Adopted:	3/27/90
Effective:	3/27/90
Adopted:	7/23/91
Effective:	7/23/91
Adopted:	3/10/98
Effective:	3/10/98
Adopted:	12/10/02
Effective:	12/10/02
Adopted:	10/14/03
Effective:	02/22/04
Adopted:	06/22/04
Effective:	06/22/04
Adopted:	08/22/06
Effective:	08/22/06
Adopted:	02/08/22
Adopted:	06/26/24
Effective:	06/26/24

PLANNING BOARD APPLICATION FORMS AND INSTRUCTIONS

The following index of application forms and instructions are officially adopted by the South Portland Planning Board. All forms are available online at:

www.southportland.gov/661/Planning-Board-Regulations

Index of Applications

1. Universal Application Form – to be provided in all Planning Board applications.
2. Site Plan
3. Minor Subdivision
4. Preliminary Major Subdivision
5. Final Major Subdivision
6. Level One Erosion & Sedimentation Control Information
7. Level Two Erosion & Sedimentation Control Information
7. Nonconforming Lots of Record, Modified Site Plan Application
9. Zoning Map Change
10. Zoning Text Amendment
11. Special Exception
12. Special Exception: Farmers' Market
13. Purchase or Vacate City Rights from City Property
14. De Minimis Change
15. Minor Amendment to Site Plan
16. Street Discontinuance
17. Land Use Recommendation
18. Tree Protection Approval

PLANNING BOARD APPLICATION

NOTE: Applications are only accepted electronically. We will no longer be accepting physical submissions. Please email your full submission binder to your assigned Planner.

SITE DETAILS

Street Address: _____

[Deed Book and Page:](#) _____

Existing Subdivision Name _____ Not Applicable

Lot within subdivision _____ Not Applicable

[Tax Map & Lot](#) _____

[Zoning district](#) _____

Existing land use(s): _____

Total land area of parcel: _____

PROPERTY OWNER INFORMATION

Property Owner Name _____

Mailing Address _____

Phone Number _____

Email _____

APPLICANT INFORMATION (IF DIFFERENT FROM ABOVE)

Applicant Name _____

Mailing Address _____

Phone Number _____

Email _____

CONTACT PERSON / AGENT INFORMATION

Planning Division staff will only contact one designated person regarding the application. Please identify the primary contact:

Property owner Designated applicant Other (fill out section below):

Applicant Name _____

Mailing Address _____

Phone Number _____

Email _____

PROJECT INFORMATION

Project Description:

Is the project located within any of the following? *(Please select all that apply):*

- [Special Flood Hazard Area](#)
- [Shoreland Zoning Area](#)
- Urban Impaired Stream Watershed
- [Designated Historic Resource](#)

RIGHT, TITLE, AND INTEREST

Please provide the following at the time of your application packet submission:

- Evidence of right, title, or interest (e.g. lease, deed, purchase & sale agreement, or similar) for the subject property.
 - Attach a copy of the current owner's existing deed for the site. Financial information may be deleted.
- Evidence of corporate or partnership status (if applicable).
- List and documents for existing and proposed easements, covenants, or restrictions on the site. Reference each easement to the plan or drawing on which it is shown.
- If a property association will be established, provide draft articles of incorporation, Declaration of Covenants and Responsibilities, and by-laws.

APPLICATION TYPE

Please select ALL that apply:

Zoning Requests

- De Minimis Change, Zoning Approvals
- Minor Amendment, Zoning Approvals
- Site Plan (incl. Amendments)
- Special Exception (incl. Amendments)
- Marijuana Site Plan/Special Exception
- Nonconforming Lot of Record Site Plan
- Shoreland Zoning Approval
- Special Permitted Uses (CS) Standards
- Floodplain Management Approval
- Mobile Home Park Design Approval
- Tree Protection Approval

Subdivision Requests

- Minor Subdivision
- De Minimis Change, Subdivisions
- Preliminary Subdivision (Major)
- Final Subdivision (Major)
- Cluster Subdivision (Preliminary)
- Cluster Subdivision (Final)

Ordinance Changes and Master Planning

- Planning Board Workshop Request
- Zoning Text Amendment
- Zoning Map Amendment
- Contract Zone
- Conditional Zone
- Master Plan/Planned Dev. (incl. Amendments)
- Establishing (TIF) Development Districts

Waivers, Appeals, Variances & Other Requests

- Appeal of Fire Lane Designation
- Admin Appeal of Zoning Design Standards
- Miscellaneous Appeal for Off-Site Parking
- Waiver of Sound Level Limit
- Waiver/Variance to Street Design Standards
- Use of Freshwater Wetland Fund
- Use of Open Space Acquisition Fund
- Sale of City Real Property Interest
- Historic/Archaeological Inventory Listing

SIGNATURES

PROPERTY OWNER'S CONSENT REQUIRED:

I declare under penalty of perjury that I am the owner of said property. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.

Signature of Property Owner

Date

I, _____, authorize the applicant or agent named on
this application to file this application.

**OWNER
INITIAL**

APPLICANT / AGENT CERTIFICATION:

I certify that all of the information provided within this application form and accompanying materials is true and accurate to the best of my knowledge. I understand that any misrepresentation of submitted data may invalidate any approval of this application.

Signature of Applicant

Date

Print Name and Title

PLANNING BOARD APPLICATION



SITE PLAN APPLICATION

(Ord. Sec. 27-1421 et. seq.)

****Please read the entire packet for instructions prior to completing the application****

****Submit pages 1 thru 10 only, keep pages 11 thru 14 for your records****

For Office Use:	Date Stamp:
Date & Time Received: _____ Project # _____	
Application Fee Paid: _____ Check #: _____	
\$750.00 Minimum Engineer Escrow Paid: _____	
\$750.00 Minimum Legal Escrow Paid: _____	
\$500.00 Minimum Architectural Escrow Paid: _____	
\$150.00 Public Notice Administration Fee of Paid _____	
Plus (\$1.00 per notice) _____	
One(1) bound Completed Application: _____ Copies of Plans: _____ PDF _____	

Name of Applicant/Company: _____

Applicant's mailing address: _____

Telephone#: _____ Fax#: _____

Cell#: _____ E-mail: _____

Name of Project: _____

Street Address: _____

Proposed Use: _____

Amendment to a previously approved site plan? Yes _____ No _____

Special Exception? Yes _____ No _____

The City will correspond with only one contact person/agent for this project. Please provide the requested information regarding the contact person/agent.

Contact Person: _____

Name of the Company and Address: _____

Telephone #: _____ Fax #: _____

Cell: _____ E-Mail: _____

After Planning Board approval, the City requires one contact person/agent for correspondence until the project has been completed. Please provide the requested information regarding the contact person/agent.

Contact Person/Agent: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell #: _____ E-Mail: _____

I certify that all of the information provided in this application form and accompanying materials is true and accurate.

_____ Date: _____

Signature of Applicant **(Use of blue ink for signature is required)**

(If signed by applicant's agent, provide written documentation of authority to act on behalf of applicant.)

Print name and title of signer _____

PLANNING BOARD APPLICATION



****IMPORTANT****

DATE of PRE-APPLICATION MEETING:

1. PROJECT DESCRIPTION

A. Describe the overall project objectives and proposed uses of property, including quantity and type of residential units (if any)

B. Project details

1. Name of the project and approval date the subdivision site is in (if any)

Lot numbers (if applicable) _____

2. Tax Map number(s) _____ Lot number(s) _____

3. Existing zone of the site _____

Areas of Special Flood Hazard ___Yes ___No

Shoreland Area ___Yes ___No

4. a. Total land area of site (all contiguous land in same ownership) in sq. feet

_____ Total amount of land disturbance _____

b. Total floor area of each proposed building in square feet _____

c. Footprint of each proposed building in square feet _____

d. Height of proposed building(s) _____feet _____stories

e. Total number of proposed parking spaces _____

f. Number of proposed handicap parking spaces _____

C. Existing conditions

1. Existing land use _____

2. Total floor area of each existing building in square feet _____

3. Footprint of each existing building in square feet _____

PLANNING BOARD APPLICATION



- D. Attach as **EXHIBIT #1** the appropriate U.S.G.S. topographic map or other map of similar detail such as the Maine Atlas and Gazetteer map (clean photocopies are acceptable). Indicate the location of your project on the map.
- E. Construction sequence
 - 1. Estimated time of start of project _____
Estimated time of completion of project _____
 - 2. Is this to be a phased project? Yes _____ No _____
 - 3. Attach as **EXHIBIT #2** a construction schedule outlining the anticipated sequence of construction (beginning and completion) for the major aspects of the proposed project, including roads, erosion control and drainage measures, (See ordinance section 27-1428(a) Time Limitations)

2. RIGHT, TITLE, OR INTEREST

- A. Name and mailing address of record owner of the site

Phone _____ FAX _____ EMAIL _____

- B. Attach as **EXHIBIT #3** evidence of corporate or partnership status, if applicant is not an individual.
- C. Attach as **EXHIBIT #4** evidence of applicant's right, title, or interest in the site. A complete copy of the document must be provided; financial information may be deleted.
- D. Attach as **EXHIBIT #5** a copy of the current owner's existing deed for the site.
- E. Attach as **EXHIBIT #6** summary lists of all existing and all proposed easements or other burdens for this property. Reference each easement to the plan or drawing on which it is shown.

Attach copies of all relevant documents relating to existing and proposed easements and burdens placed on the property, including metes and bounds descriptions or other specific mechanisms to describe proposed easements. Each copy should be numbered to correspond to the lists. Information about existing easements and burdens may be referenced in **Exhibit #5**.

- F. If a condominium, homeowners, or property owners association will be established, attach as **EXHIBIT #7** the articles of incorporation, the Declaration of Covenants and Responsibilities, and the proposed by-laws of the organization.

PLANNING BOARD APPLICATION



3. FINANCIAL CAPACITY

- A. Estimated cost of the project, including development costs and land purchase, (if any) _____
- B. Attach as **EXHIBIT #8** evidence of your financial capacity to complete the proposed development. Submit one or more of the following (please check as appropriate):
- ___ 1. A written statement from the applicant's bank or a certified public accountant who recently has audited the applicant's finances stating that the applicant has cash reserves in the amount of the estimated cost of the project and can devote those reserves to the project.
 - ___ 2. When the applicant will personally finance the development, provide copies of bank statements or other evidence, which will indicate availability of funds, and evidence that the applicant can devote these funds to the project.
 - ___ 3. The most recent corporate annual report indicating availability of sufficient funds to finance the development, together with a statement from the applicant that the funds are available and will be used for the proposed project.
 - ___ 4. Copies of contracts, which will provide the source of funding for the operation and maintenance of the development when, completed.
 - ___ 5. A letter from a financial institution, governmental agency, or other funding agency which indicates a timely commitment to provide a specified amount of funds and the uses for which the funds may be utilized.
 - ___ 6. In cases where outside funding is required, but there can be no commitment of money until regulatory approvals are received, a formal letter of "intent to fund upon approval" from the appropriate funding institution indicating the amount of funds it is prepared to provide and their specified uses and the conditions on which funds will be made available.
 - ___ 7. A letter from a financial institution indicating knowledge of the applicant and a potential interest in providing funding for the project. If this type of letter is submitted as evidence of financial capacity to complete the project, the application may be deemed to be complete but the Planning Board may require as a condition of approval that one of the other six methods provided herein for demonstrating financial capacity be submitted before a building permit may be issued for the project. (Please note: If this option is chosen, the Planning Board will condition the by approval requiring one of the above methods to be provided prior to issuing a Building Permit or holding a preconstruction meeting.)

PLANNING BOARD APPLICATION



4. TECHNICAL CAPABILITY

A. List all projects completed in the City of South Portland by the applicant within the last five years, beginning with the most recent project:

B. Have done no prior projects_____

C. Attach as **EXHIBIT #9** a list of all consultants retained for this proposed project, such as engineers, landscape architects, architects, environmental consultants; and those firms or personnel who will be responsible for constructing, operating and maintaining the project.

5. SOLID WASTE

Attach as **EXHIBIT #10** an explanation of the proposed method of collection, removal, and disposal for anticipated solid waste from this project, including demolition debris.

6. PUBLIC UTILITIES

A. Attach as **EXHIBIT #11** a written evaluation and demonstration of the adequacy and availability of all public services necessary to serve the proposed project, which shall include power supply, telephone, gas, cable TV, and alarms.

B. Attach as **EXHIBIT #12** written approval from the Portland Water District of the water supply system proposed for the development.

7. TRAFFIC

A. Attach as **EXHIBIT #13** a written evaluation and demonstration of the adequacy and availability of adjacent streets to serve the proposed project. For traffic study requirements, see Planning Board Regulation #7.

8. SANITARY SEWERS AND STORM DRAINS

A. Estimated sewage gallons per day for the completed project: _____

B. Will this project generate industrial or non-sanitary waste that will enter the public sewer or drains? No_____ Yes _____

If yes, please describe proposed types and amounts:

PLANNING BOARD APPLICATION



- C. Complete Appendix A of the application for review by the Water Resource Protection. Please include a copy of Appendix A with your application.
- D. The applicant shall notify, in writing, the Director of Water Resource Protection if its Stormwater Management Plan discharges runoff to the City's MS4 (Section 27-1536(c)&(d)(2)(e)). Please include a copy of any correspondence in **Exhibit #12**.

9. SURFACE DRAINAGE AND RUNOFF, STORMWATER MANAGEMENT

- A. Attach as **EXHIBIT #14** a description of any problems of drainage or topography, or a representation that, in the opinion of the applicant, there are none.
- B. Attach as **EXHIBIT #15** a complete stormwater management plan, including drainage calculations, a drainage plan, and an assessment of any pollutants in the stormwater runoff, that meets the requirements of Sections 24-43, 27-1426(b), and 27-1536.

10. EROSION AND SEDIMENTATION CONTROL

- A. Attach as **EXHIBIT #16** a written description of erosion and sedimentation control measures to be used during and after construction of the proposed project. Include either a Level I or II signed cover sheet indicating receipt of the Planning Board's Erosion Control Information.
- B. Show on a plan the proposed location, type, and detail of erosion control devices, unless this information is included on the site plan.

11. SOILS

- A. Attach as **EXHIBIT #17** a soils report, including description of soils and interpretation of engineering properties.
- B. Show on a plan the existing soil conditions on the site, unless this information is included on the site plan.

12. GEOGRAPHICAL INFORMATION SYSTEM COORDINATES

- A. Submit as **Exhibit #18** a diskette in G.I.S. or .DWG (AutoCAD) format on the City's Horizontal Datum: Maine Stateplane Coordinate System: Maine West Zone 4101, FIPS Zone 1802, North American Datum 1983; Units: Feet.

The preferable vertical datum is North American Vertical Datum 1988 (NAVD88). However, if only National Geodetic Vertical Datum, 1929 (NGVD29) is possible, that is permissible. The choice of vertical datum must be indicated on the digital submission. The Ellipsoid is GRS 80 (Geodetic Reference System 1980).

PLANNING BOARD APPLICATION



Data should be developed using either Real Time Kinematics (RTK) GPS or survey-grade GPS or traditional methods of occupying known, high precision surveyed monuments. All data should meet or exceed the ALTA/ASCM relative positional accuracy standard of .07 feet and be delivered in US Survey Feet. (See memorandum dated January 12, 2012 from Tex Haeuser, Planning Director).

13. SITE PLAN ORDINANCE REQUIREMENTS / OTHER

- A. Attach as **EXHIBIT #19** a list of approvals needed from other agencies and copies of all necessary reviews, licenses, permits, variances, and approvals from other agencies (see Planning Board Regulation #1)
- B. Attach as **EXHIBIT #20** a copy of your letter to the City Manager requesting amount(s) of required performance guarantee(s).
- C. Attach as **EXHIBIT #21** a written statement that explains how the project complies with the site plan standards and with specific performance standards required in the zoning district, and Shoreland Area, if applicable.
- D. Attach as **EXHIBIT #22** a summary list and a written offer of cession to the City of all proposed streets, utilities and/or open space proposed for dedication.
- E. Attach as **EXHIBIT #23** a written explanation of the proposed maintenance responsibilities for all utilities, facilities, stormwater system, and open space not to be dedicated to the City.
- F. Attach as **EXHIBIT #24** a list of City tax map and lot numbers of all current owners of property within 500 feet of the site. (see the City's G.I.S viewer: www.southportland.org)
- G. Attach as **EXHIBIT #25** all requests for waivers including an explanation of the undue hardship or special design requirements which are the basis for the requests.
- H. Attach as **EXHIBIT #26** a written explanation of all potential nuisances associated with this project and how they will be mitigated, or a representation that, in the opinion of the applicant, there are none.
- I. Attach as **EXHIBIT #27** a plan showing parking, vehicles and pedestrian circulation, and traffic control during construction. The plan will consist of a written explanation and drawings, as appropriate, and will include such items as parking for construction workers, parking for displaced employees or customers, and provisions for deliveries.
- J. **Application Fees:** Site Plan, \$500.00, plus \$100.00/1,000 sq. ft. total building gross area. Site Plan requiring land disturbance only, \$500.00, \$750 for disturbance > 2 acres. Amended Site Plan, \$500.00, except \$250.00 if modification would not otherwise have required site plan approval.

PLANNING BOARD APPLICATION



Brad Weeks-Director
Water Resource Protection
11 Waterman Drive
207-767-7675

Appendix A (IF REQUIRED)

PRETREATMENT PROGRAM

Article 1. INDUSTRIAL WASTE DISCHARGE QUESTIONNAIRE

1. Legal Name of Business or Industrial Concern:

2. Facility Contact:

(Person who is thoroughly familiar with operation of the facility, with the facts reported in this questionnaire, and who can be contacted, if necessary.)

Name: _____

Title: _____

Business Telephone: _____

3. Facility Mailing Address: _____

Street or P.O. Box: _____

City, State, Zip Code: _____

4. Facility Location: _____

Street, or other identifier: _____

5. Nature of Business: _____

If the Industrial User employs or will be employing processes in any of the business activities or services listed below, please place a check beside those activities or services that apply.

PLANNING BOARD APPLICATION



If yes, please explain, in detail, your facility in terms of the principle products or services that you provide, as well as any discharge to the sewer system.

Estimated gallons per day of nondomestic waste entering the City's sewer collection system.

8. Questionnaire completed by:

Name: _____

Title: _____

Telephone: _____

Date: _____

Please return completed questionnaire to:

City of South Portland
Water Resource Protection
P.O. Box 9422
South Portland, ME 04116-9422
Attn: Compliance Administrator

comply\iwwdq

PLANNING BOARD APPLICATION

****Please keep pages 11 thru 14 for your records**
Do not include pages 11 thru 14 with your application**

14. SITE PLAN DRAWINGS, MAPS

A. Site plan drawings

- a. **paper should be no larger than 24" x 36"**
- b. **bound into sets, stapled, and folded to a size no larger than 14" x 10"**,
with project name shown on front face of folded plan
- c. number and date drawings, with space for revision dates
- d. scale of the drawings shall be between 1"=20' and 1"=40'
- e. show the entire parcel in single ownership, plus off-site easements

B. Title block shall include:

- a. identification of plan as "Site Plan"; "Amended" if applicable
- b. name and address (including city) of project
- c. name(s) and address(es) of site owner and of applicant
- d. name and address of plan designer(s)

C. Location map (scale not over 1"=400') shall include:

- a. abutting property within one thousand feet of project boundaries
- b. outline of proposed project
- c. zoning district(s) of abutting properties
- d. parks and other public spaces
- e. street system in proposed site, if applicable

D. North arrow and scale

E. General plan notes shall include:

- a. zoning district and list of applicable space and bulk regulations comparing the required and proposed
- b. proposed number of units
- c. required and proposed number of regular and handicap parking spaces
- d. total square footage of existing and proposed buildings
- e. square footage of proposed building footprint

PLANNING BOARD APPLICATION



****Please keep pages 11 thru 14 for your records****

- f. all requested waivers, Planning Board Regulation #5 "Standard Condition of Approval," and, if an Amended Site Plan, previous Conditions of Approval.
- g. calculation of percentage of landscaping within parking lot(s)
- h. indication if proposed structure is to have sprinklers
- i. total overall cubic footage of proposed structure
- j. total square footage for each use, if applicable
- k. conditions of landscaping restoration plan, if applicable
- F. Name, location, width, status of existing and proposed streets.
- G. A Boundary Survey, Category 1, Condition 2, showing site boundaries
- H. Setbacks as required by zoning ordinance; zone line if site is transected by a zone line or if zone line is within 50 feet of the boundaries of the site
- I. Existing and proposed contours at 2' intervals. Show 1' contours and/or spot elevations if sufficient detail cannot be shown with 2' contours.
- J. Buildings, structures, and signs
 - a. location, dimensions, shape, facade elevations, entrances materials, colors of exterior of proposed buildings and structures
 - b. description of all finish surface materials
 - c. location, dimensions, shape of existing buildings
 - d. building's setbacks from property line, if different from required yard setbacks
- K. Names of abutting property owners and locations of buildings on abutting properties
- L. Locations and dimensions of parking areas, loading and unloading facilities, driveways, fire lanes, access points. Give parking space dimensions (standard 9' x 18' and all others proposed)
- M. Location of all existing and proposed easements and rights-of-way, including identification of who has or will receive the easement.
- N. Location, dimensions, materials of existing and proposed pedestrian access ways.
- O. Location and size of existing and proposed utilities, both on-site and in adjoining public ways. Location of nearest existing hydrant. Include installation details for proposed utilities.

For a site plan involving more than 15,000 square feet of impervious surface, paving, clearing, filling, or alteration of vegetative cover, the storm drainage design must meet the requirements of Ordinance Section 24-43 and 27-1536.

PLANNING BOARD APPLICATION



****Please keep pages 11 thru 14 for your records****

- P. Construction drawings showing plans, profiles, cross-sections, and details of appurtenances for sanitary sewer and storm drainage systems. These must meet the standards of Ordinance Section 24-43 and Planning Board Regulation #10.
- Q. Location, height, wattage, bulb type of exterior and building-mounted lighting. Include detail and underground wiring for site lights.
- R. Location and description of existing natural features, such as wetlands, water courses, marshes, rock outcroppings, stands of trees. Natural features to be preserved must be identified on plan.
- S. Existing and proposed landscaping, fencing, screening. Include fence dimensions, location, material, and a table showing number of plants of each species, common and botanical names. Include planting and preservation details, if applicable. Indicate proposed snow storage area, if applicable.
- T. Grades, street profiles, typical cross-section, and specifications of proposed streets and sidewalks. These must meet the standards of Ordinance Section 24-42.
- U. A description of any right-of-way, street, sidewalk, open space, or other area the applicant proposes to designate as public.
- V. Name, registration number, seal, and signature of engineer or land surveyor who prepared the plan.

Seal of registered professional engineer is required IF
 - a. plan proposes construction of building(s) which occupy ground area more than 8,000 square feet, or if
 - b. total project site disturbance exceeds 15,000 square feet.
- W. First floor finished floor elevation(s) for all proposed buildings.
- X. Granite monumentation at outside corners.
- Y. If project is within the Areas of Special Flood Hazard, extent of floodway and floodway fringe
- Z. If project is within Shoreland Area, show required setbacks.

PLANNING BOARD APPLICATION



****Please keep pages 11 thru 14 for your records****

SITE PLAN

APPLICATION EXHIBIT

CHECKLIST

Please mark each exhibit in the application with labeled and tabbed page dividers as follows:

- ___ EXHIBIT 1 Vicinity Map
- ___ EXHIBIT 2 Construction Schedule
- ___ EXHIBIT 3 Corporate or Partnership Status
- ___ EXHIBIT 4 Right, Title, or Interest
- ___ EXHIBIT 5 Existing Deed
- ___ EXHIBIT 6 Easements
- ___ EXHIBIT 7 Condominium, Homeowners, or Property Owners Association
- ___ EXHIBIT 8 Financial Capability
- ___ EXHIBIT 9 Personnel Description
- ___ EXHIBIT 10 Solid Waste
- ___ EXHIBIT 11 Adequacy and Availability of Public Utilities
- ___ EXHIBIT 12 Water Supply
- ___ EXHIBIT 13 Traffic
- ___ EXHIBIT 14 Surface Drainage and Runoff
- ___ EXHIBIT 15 Stormwater Management
- ___ EXHIBIT 16 Erosion and Sedimentation Control
- ___ EXHIBIT 17 Soils Report
- ___ EXHIBIT 18 G.I.S. Coordinates
- ___ EXHIBIT 19 Approvals from Other Agencies
- ___ EXHIBIT 20 Request for Amounts of Performance Guarantees
- ___ EXHIBIT 21 Compliance with Standards
- ___ EXHIBIT 22 Offers of Public Facilities to City
- ___ EXHIBIT 23 Maintenance of Private Utilities, Facilities, Open Space
- ___ EXHIBIT 24 Property Owners within 500 Feet
- ___ EXHIBIT 25 Waiver Requests
- ___ EXHIBIT 26 Nuisances
- ___ EXHIBIT 27 Construction Site Circulation Plan

PLANNING BOARD APPLICATION



MINOR SUBDIVISION APPLICATION

****Please read the entire packet for instructions prior to completing the application****

****Submit pages 1 thru 10, keep pages 11 thru 16 for your records****

<u>For Office Use:</u>	Date Stamp
Date & Time Received: _____	Project# _____
\$300 Application Fee Paid: _____	Check# _____
\$750 Minimum Engineering Escrow Paid: _____	
\$750 Minimum Legal Escrow Paid: _____	
\$150.00 Public Notice Administration Fee Paid: _____	
Plus \$1.00 per notice mailed: _____	
# of Applications _____	#Copies of Plans: _____ PDF: _____
Mylar of Subdivision Plat(s) for Planning Board Endorsement: _____	

The undersigned submits the accompanying Subdivision Plan of the property located in the City of South Portland for approval as a Minor Subdivision under the requirements of the Subdivision Ordinance, contained in Chapter 24, governing the subdivision of land in the City of South Portland.

Name of subdivision: _____

Street name and number(s) of subdivision: _____

Name of record owner of land: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell#: _____ Email: _____

Name of sub divider/company (if different from owner): _____

Address: _____

Telephone #: _____ Fax #: _____

Cell#: _____ Email: _____

Person & Company to contact if there are problems with application:

Address: _____

Telephone #: _____ Fax #: _____

Cell#: _____ Email: _____

Name of designer/firm(s) (use additional sheets if necessary to list more than one firm):

Contact Person: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell#: _____ Email: _____

PLANNING BOARD APPLICATION



After Planning Board approval, the City requires one contact person/agent for correspondence until the project has been completed. Please provide the requested information regarding the contact person/agent.

Pre-application Meeting Date: _____

Contact person & company: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell # _____ Email: _____

Deed of property recorded in: _____

Book number: _____ Page number: _____

Map and lot number on file in the assessor's office:

Map number: _____ Lot number: _____

Proposed use of property (please be specific):

Proposed number of lots: _____

Estimated cost of the project: _____

Estimated time of start of construction: _____

Estimated time of completion of construction: _____

Is this application an amendment to a previously approved plan?

Yes: _____ No: _____

If yes, please provide a complete itemized list of the proposed changes to the subdivision (use separate sheet if necessary): _____

Existing Zone of property: _____

PLANNING BOARD APPLICATION



Date: _____
Signature of Subdivider (Use of blue ink for signature is required) (If signed by subdivider's agent, documentation that the agent has legal authority to act on behalf of the subdivider is required)

Name of Subdivider or Subdivider's agent (Please print)

Important: please read and carefully follow the attached instructions to ensure speedy processing of your application. Failure to follow these instructions will delay processing and final approval of your application.

The applicant or a duly authorized representative must attend the planning board meeting to discuss the application.

I certify that I have read the above statement indicating the importance of following the attached instructions for application to the planning board.
In addition, I certify that all of the information provided in this application form and accompanying materials is true and accurate.
Date: _____
Signature (Use of blue ink for signature is required)

Print name of signer

PLANNING BOARD APPLICATION



MINOR SUBDIVISION CHECKLIST

Applicant
submitted

Dept of P/D
submitted/satisfactory

1. _____ Documentation of title, right, or interest in the property (e.g., deed, option, purchase and sales contract, contract for sale, lease, etc.) _____/ _____

2. _____ Documentation of financial capability as follows: _____/ _____
A letter from a bank or independent financial professional clearly indicating:
a. applicant's name
b. location and description of project
c. estimated cost of project (must be greater than or equal to the estimated cost of project indicated on page 2 of this application), and
d. that applicant "has or can obtain" the funds necessary to complete the project; or the applicant's most recent financial report indicating adequate cash-on-hand to complete the project (NOTE: Examples provided upon request)

3. _____ Documentation of technical capability as follows: _____/ _____

a. list all projects done in South Portland within the last ten (10) years (use additional sheets if necessary)

b. list all projects, not necessarily within South Portland, done within the last two (2) years (use additional sheets if necessary)

c. has done no prior projects _____

d. other _____

PLANNING BOARD APPLICATION



**Applicant
submitted**

**Dept of P/D
submitted/satisfactory**

4. _____ Copy of all proposed and existing covenants, deed restrictions, or easements. The location of all proposed easements or deeds must be precisely defined with a metes and bounds description or some other specific mechanism.(NOTE: Generally, all applicable deeds and easements must be executed prior to final approval. If in a particular case execution of the deed or easement documents is impossible prior to Planning Board approval, the applicant must provide written evidence of the grantor's willingness to sign the documents upon approval by the Planning Board.) _____/ _____

5. _____ Letter to City Manager with copy to the Department of Planning and Development requesting amount of required performance guarantee (NOTE: Examples provided upon request) _____/ _____

6. _____ Written approval from other agencies such as the Department of Environmental Protection, Army Corps of Engineers, City Council, Board of Appeals, etc., if applicable (Planning Board Regulation #1 indicates that a written copy of the approval permit must be submitted prior to the Board's public hearing, if any, and final review of a project) _____/ _____

7. _____ Documentation of receipt of Planning Board's Erosion Control Information
Level One _____
Level Two _____ _____/ _____

8. _____ Erosion Control Plan (Level One only, unless otherwise requested) may be included on plan; otherwise eleven (11) copies are required (See Planning Board Regulation #2) _____/ _____

9. _____ If the project will disturb more than 15,000 sq. ft. of land, drainage calculations to support proposed stormwater control system and a brief summary in lay terms for Planning Board and relevant staff pursuant of Section 27-1536(c) _____/ _____

10. _____ Soils report including: _____/ _____
 - a. map of soils series located on property
 - b. description of soils
 - c. interpretation of engineering properties, (may be found in Cumberland County Medium Intensity Soil Survey)

11. _____ Written report (can be included on plan) that justifies that the project complies with specific performance standards required in zoning district (e.g., Professional Office District, Residential Use District, Light Industrial District, Suburban Commercial District, etc.), if applicable _____/ _____

PLANNING BOARD APPLICATION



Applicant
submitted

Dept of P/D
submitted/satisfactory

- 12. ___ If applicable,
 - a. condominium or homeowner association by-laws _____/ _____
 - b. articles of incorporation, including:
 - 1) a summary of "Maintenance Responsibilities" as the first sheet of the document _____/ _____
 - 2) maintenance responsibilities must include among other items:
 - a) minimum annual and as-needed inspection and maintenance of all drainage facilities, _____/ _____
 - b) private snow and trash removal if any roadway standards are proposed to be waived, and _____/ _____
 - c) executed documentation of incorporation of the association with the Secretary of State _____/ _____

- 13. ___ Renderings of architecture and signage for projects reviewed under the Residential Use District, Professional Office District, Light Industrial Suburban Commercial District, or other relevant zoning districts. _____/ _____

- 14. ___ Written approval of water supply system proposals by Portland Water District _____/ _____

- 15. ___ Written offers of cession to City of all public facilities and public open space and copies of documents showing how applicant's retained open spaces are to be maintained, if applicable (NOTE: Examples provided upon request) _____/ _____

- 16. ___ Written evidence that Corporation Counsel is satisfied with the legal sufficiency of the documents relating to public facilities and public open space, if applicable _____/ _____

- 17. ___ Submit as Exhibit #18 a diskette in G.I.S. format on the City's Horizontal Datum: _____/ _____
Maine Stateplane Coordinate System: Maine West Zone 4101, FIPS Zone 1802, North American Datum 1983; Units: Feet. The preferable vertical datum is North American Vertical Datum 1988 (NAVD88). However, if only National Geodetic Vertical Datum, 1929 (NGVD29) is possible, that is permissible. The choice of vertical datum must be indicated on the digital submission. The Ellipsoid is GRS 80 (Geodetic Reference System 1980). Data should be developed using either Real Time Kinematics (RTK) GPS or survey-grade GPS or traditional methods of occupying known, high precision surveyed monuments. All data should meet or exceed the ALTA/ASCM relative positional accuracy standard of .07 feet and be delivered in US Survey Feet. (See memo dated January 12, 2012 from the Planning and Development Director, Charles Haeuser

- 18. ___ As part of Subdivision review, the applicant prior to submission for Minor Subdivision must receive assigned house/building street address numbers from the proper authority within the City of South Portland. These address numbers must be assigned to each new lot within the proposed subdivision. _____/ _____

PLANNING BOARD APPLICATION



Applicant
submitted

Dept of P/D
submitted/satisfactory

19. Location map showing adjoining property within 1000' including: _____ / _____
- a. Names of present abutting property owners (including the names of owners of properties separated from the parcel (s) under consideration by public or private roadways, easements, and rights-of-way) _____ / _____
 - b. Name, location, and width of existing and proposed streets, easements, and building lines in and adjacent to proposed subdivision _____ / _____
 - c. Boundaries and designations of zoning districts, parks, and other public space _____ / _____
 - d. Outline of proposed subdivision _____ / _____
 - e. Location of street system in proposed subdivision, if applicable _____ / _____
- (NOTE: If the details listed above are included on another plan attached to the packet of plans provided for review, an abbreviated location map showing an outline of the property and significant landmarks such as roads, municipal boundaries, etc., may be included as an inset on that plan)
20. Eleven (11) copies of subdivision plan(s) reproduced on durable sheet no larger than 24" x 36". This sheet size may be varied if necessary to legibly describe the project on a single sheet. The plan(s) should include: _____ / _____
- *a. Identification of plan as a "Minor Subdivision" (or as "Amended Minor Subdivision", if applicable) _____ / _____
 - *b. Name of Subdivision (If this application is an amended subdivision, use title of previously approved plan. Please note that the subdivision name must be the same as that listed on page 1 of this application.) _____ / _____
 - *c. Street name and number of subdivision (Please note that the street name and number must be the same as that listed on page 1 of this application) _____ / _____
 - *d. Name of municipality _____ / _____
 - e. Date _____ / _____
 - *f. North arrow _____ / _____
 - *g. Scale of 1" = 20' to 1" = 40' (This scale may be varied if necessary to legibly describe the project on a single sheet) _____ / _____
 - *h. Name and address of record owner _____ / _____
(Please note that the name and address of record owner must be identical to that listed on page 1 of this application)
 - *i. Name and address of subdivider, if different from owner _____ / _____
(Please note that the name and address of subdivider must be identical to that listed on page 1 of this application)

PLANNING BOARD APPLICATION



**Applicant
submitted**

**Dept of P/D
submitted/satisfactory**

- *j.____Name and address of designer(s) of plan _____/ _____
(Please note that the name and address of designer(s)
of plan must be identical to that listed on page 1
- *k.____Exact dimensions and acreage of parcel and proposed lots including _____/ _____
an actual field survey of location, bearing, and length of lot and
boundary lines, made and certified by a registered land surveyor
- *l.____Names of present adjoining property owners (including the names of _____/ _____
owners of properties separated from the parcel under consideration by
public or private roadways, easements, or rights-of-way)
- *m.____Zoning district, district boundaries, and list of applicable zoning provisions _____/ _____
including space and bulk regulations detailed in the appropriate zoning
district included in Chapter 27
- n. Natural and proposed contour lines at 2' intervals _____/ _____
(If site is too flat to provide meaningful information at 2' intervals, spot
elevations at all appropriate locations may be substituted)
- *o.____Location, dimensions, and total square-footage of existing and proposed _____/ _____
buildings (Existing buildings should be identified as such)
- *p.____Locations, names, and widths of proposed and existing streets, _____/ _____
highways, alleys, parks, and other public open spaces; locations and
dimensions of driveways, parking and loading areas, and access points
(Existing improvements should be identified as such)
- *q.____Locations and dimensions of all of existing and proposed easements _____/ _____
and rights-of-way, as well as identification of who has or will receive the
easement and for what purpose (Existing easements and rights-of-way
be identified as such)
- r.____Locations, dimensions, and description of type of pedestrian access _____/ _____
pedestrian access ways (Existing improvements should be identified as such)
- *s____Delineation and square footage of proposed areas to be preserved forever _____/ _____
open/not to be developed, if applicable
- t.____Description of water, sanitary sewer, and storm drainage system including _____/ _____
location and size of existing and proposed water and sewer mains, culverts,
and storm drains, both on-site and in adjoining public ways, including invert
elevations at critical points of gravity utility systems (Existing improvements
should be identified as such)
- u.____Construction plans showing plans, profiles, cross-section, and details _____/ _____
appurtenances for street, sanitary sewer, and storm drainage systems
- v.____Location and sizes of other utility systems (Existing improvements should _____/ _____
be identified as such)

PLANNING BOARD APPLICATION



Applicant
submitted

Dept of P/D
submitted/satisfactory

- w. ___ Location and type of outdoor lighting _____/_____
- *x ___ Location of natural features such as water-courses, marshes, rock
out croppings, stands of trees, and other essential physical features,
if applicable; natural features to be preserved must be identified on plat _____/_____
- y. ___ Landscape plan showing location, types, and sizes of
plantings and screenings _____/_____
- z. ___ Location, dimensions, and materials of signs and advertising
features, if applicable _____/_____
- aa. ___ Designated fire lanes (NOTE: Applicant should check with Fire
Department for location and size of necessary fire lanes) _____/_____
- bb. ___ Description of all finish surface materials (i.e., curbing, paving,
lawn, etc.) on site details and relevant plans _____/_____
- cc. ___ Registered professional engineer's name, registration
number, seal, and signature if building's ground area exceeds 8,000
square feet or if building plus disturbed area exceed 15,000 square
feet (should be included on relevant plans, i.e., drainage, utilities,
roadway, details, etc.) _____/_____
- dd. ___ Location and type of proposed erosion control devices _____/_____
- *ee. ___ Number of lots proposed by the subdivision _____/_____
- ff. ___ Location of temporary markers, if applicable _____/_____
- gg. ___ Conditions of dedication of public areas, if applicable _____/_____
- hh. ___ Layout of bridges, if applicable _____/_____
- ii. ___ Designated area on plan for endorsement by Planning Board
(should include seven (7) lines for signatures and one (1) line
for date) _____/_____
- jj. ___ Tract corners marked by granite monuments/iron pins _____/_____
- kk. ___ All asterisked (*) items should be included on a plan identified
as the subdivision plat to be recorded after Planning Board
signature at the Cumberland County Registry of Deeds _____/_____
- ll. ___ All plans should be no larger than 24"x36" and must be bound
into sets, stapled, and folded to a size of no larger than 14" x 10"
with name of project shown on front face of folded plan _____/_____
- mm. ___ Any revision(s) to the originally submitted plan(s)
must include the date and full description of the revision(s) _____/_____

One copy of each replaced sheet must be left for the Planning Dept.

PLANNING BOARD APPLICATION



Applicant
submitted

Dept of P/D
submitted/satisfactory

- nn. ___ If a full packet of plans is not presented with each revision, it is the responsibility of the applicant to replace the originally submitted sheets with the newly revised pages and rebind the packet of plans/records. This is a necessary requirement for project completion. _____/ _____
- *oo. ___ Note of all requested waivers must be provided on plat _____/ _____
- pp. ___ If seeking reclassification from major to minor subdivision: _____/ _____
- 1) ___ letter requesting reclassification _____/ _____
 - 2) ___ both completed minor and major preliminary subdivision application forms (and site plan application form if appropriate) _____/ _____
 - 3) ___ fee for minor subdivision (applicant is advised to bring a check for the balance remaining for major preliminary subdivision review to the Planning Board meeting at which reclassification will be determined. This will allow review that evening whether the Planning Board reclassifies the project as a minor subdivision or determines **that major review is required**) _____/ _____

PLANNING BOARD APPLICATION



MINOR SUBDIVISION APPLICATION

EXHIBIT CHECKLIST

Please mark each exhibit in the application with tabbed page dividers as follows:

- EXHIBIT 1 Vicinity Map
- EXHIBIT 2 Construction Schedule
- EXHIBIT 3 Corporate or Partnership Status
- EXHIBIT 4 Right, Title, or Interest
- EXHIBIT 5 Existing Deed
- EXHIBIT 6 Easements
- EXHIBIT 7 Condominium, Homeowners, or Property Owners Association
- EXHIBIT 8 Financial Capability
- EXHIBIT 9 Personnel Description
- EXHIBIT 10 Solid Waste
- EXHIBIT 11 Adequacy and Availability of Public Utilities
- EXHIBIT 12 Water Supply
- EXHIBIT 13 Traffic
- EXHIBIT 14 Surface Drainage and Runoff
- EXHIBIT 15 Stormwater Management
- EXHIBIT 16 Erosion and Sedimentation Control
- EXHIBIT 17 Soils Report
- EXHIBIT 18 G.I.S. Coordinates
- EXHIBIT 19 Approvals from Other Agencies
- EXHIBIT 20 Request for Amounts of Performance Guarantees
- EXHIBIT 21 Compliance with Standards
- EXHIBIT 22 Offers of Public Facilities to City
- EXHIBIT 23 Maintenance of Private Utilities, Facilities, Open Space
- EXHIBIT 24 Property Owners within 500 Feet
- EXHIBIT 25 Waiver Requests
- EXHIBIT 26 Nuisances
- EXHIBIT 27 Construction Site Circulation Plan

INSTRUCTIONS

Be sure to submit your application well in advance of the date on which you plan to start the project.

In general, the City of South Portland does not require that the application or plan be prepared by professionals, except where specifically required by City Ordinance. Although professional advice and assistance may not be required, past experience indicates it is helpful in expediting your request.

Remember that incomplete applications will delay processing and approval of your application. You are required to have a pre-application meeting prior to submitting an application for review (see attached Administrative Procedures).

Please note that there is space next to the numbers on the attached checklist for the applicant to check off each required item submitted with this application form. Please be thorough.

A public hearing will be held before the Planning Board on this application.

Chapters 24 and 27 of the Code of Ordinances details the regulations governing submission of material required for approval of all applications.

1. Prior to submitting an application and the start of the review process, a pre-application conference is required with a Planner. The conference is initiated by the applicant and is scheduled with the applicant and a member of the Department of Planning and Development staff to discuss pertinent requirements.
2. Submit three (3) copies of your application well in advance of the date that you must begin your project. One (1) bound with original signature, two (2) loose leaf copies, and four copies of plan sets with the submittal of PDF Files of the application and plan set are acceptable for staff review.
3. Prepare the application, making sure all items on the checklist are addressed and that all required information is included in the application package. Call the Department of Planning and Development if you don't understand a requirement. Submit the application to the Department of Planning and Development.

The project must also comply with Planning Board Regulations and all applicable City ordinances.

ADMINISTRATIVE PROCEDURES FOR PLANNING BOARD MEETINGS

The Planning Board adopts the following administrative procedures for Planning Board meetings.

- 1) The following actions are required of applicants and Planning Department staff. If there is any conflict with a provision in the Zoning Ordinance, the Zoning Ordinance provision shall prevail.
 - a) Pre-Application Meeting: A pre-application meeting is required for all applications needing Planning Board approval. At a minimum the meeting must include the Code Enforcement Officer and a Planner. Pre-application meetings will be scheduled in the order they are received. The applicant must bring to the meeting all required application exhibits and submission materials, completed to at least the 75% level,

including evidence of right, title, and interest in the subject property and, for projects involving construction, engineering plans.

1. In the case of applications involving sensitive use setbacks, the applicant must provide evidence at the pre-application meeting that the proposed establishment meets the Zoning Ordinance separation performance standards. This evidence shall consist of a list of uses, by address, for each parcel within 1,000 feet of the parcel with the proposed establishment. In all cases, the burden of proof is on the applicant to ensure that the separation performance standards are met.
- b) Application Submission and Processing: Applications will not be reviewed or processed unless they are acceptable for submission. In order to be acceptable, the applicant must provide all of the items on a checklist developed by staff for each type of application. If an application is acceptable for submission, a staff member will sign the checklist and stamp it with the date and time. A copy of the signed checklist will be provided to the applicant and will constitute a determination from the City as to whether the application is acceptable for submission.
1. In cases where a land use activity may not locate within a certain distance of another use, the date and time stamp shall mark once an applicant is considered by the City to have secured the right to operate in that location, assuming no other proximity-proscribed use already exists within the defined distance, and assuming the application succeeds in obtaining Planning Board approval.
 2. The application must be submitted in person to one of the Community Planners or to the Planning Administrative Assistant. If an Applicant is unable to submit the application in person, other arrangements agreeable to the Applicant and Planning staff will be made upon request.
 3. Within 30 days of receipt of an application that is determined to be acceptable for submission, Planning staff will send a letter to the applicant that contains a determination of whether the application is complete for Planning Board review.
 4. Once an application is determined to be complete for Planning Board review, Planning staff will consider the time needed for the applicant to respond to staff comments and will schedule the application for a Planning Board public hearing accordingly. In all cases, a public hearing on the application will be held within 90 days of when the application is deemed complete for review, unless the applicant agrees to an extension of the time period.
- 2) The developer of any project which requires a permit from another regulatory agency, such as the Department of Environmental Protection, Inland Fisheries and Wildlife, Army Corps of Engineers, or City official or agency, must present a written copy of the approved permit to the Planning Department at least seven (7) days before any final review by the Board: provided that, upon request, the Board may conduct a preliminary review of the project and submit written comments to the regulatory agency in question prior to the receipt of such final permit.
- 3) Except as otherwise provided by law, the Planning Director, or designee, shall schedule the Planning Board's agenda. Items shall be placed on the agenda on a first come, first served basis (as determined by time and date of completed application) consistent with the provisions of paragraph 1 above. Any items, which cannot be fit on the agenda because of the number or length of previously scheduled items, shall receive priority in scheduling for the next regularly scheduled meeting.

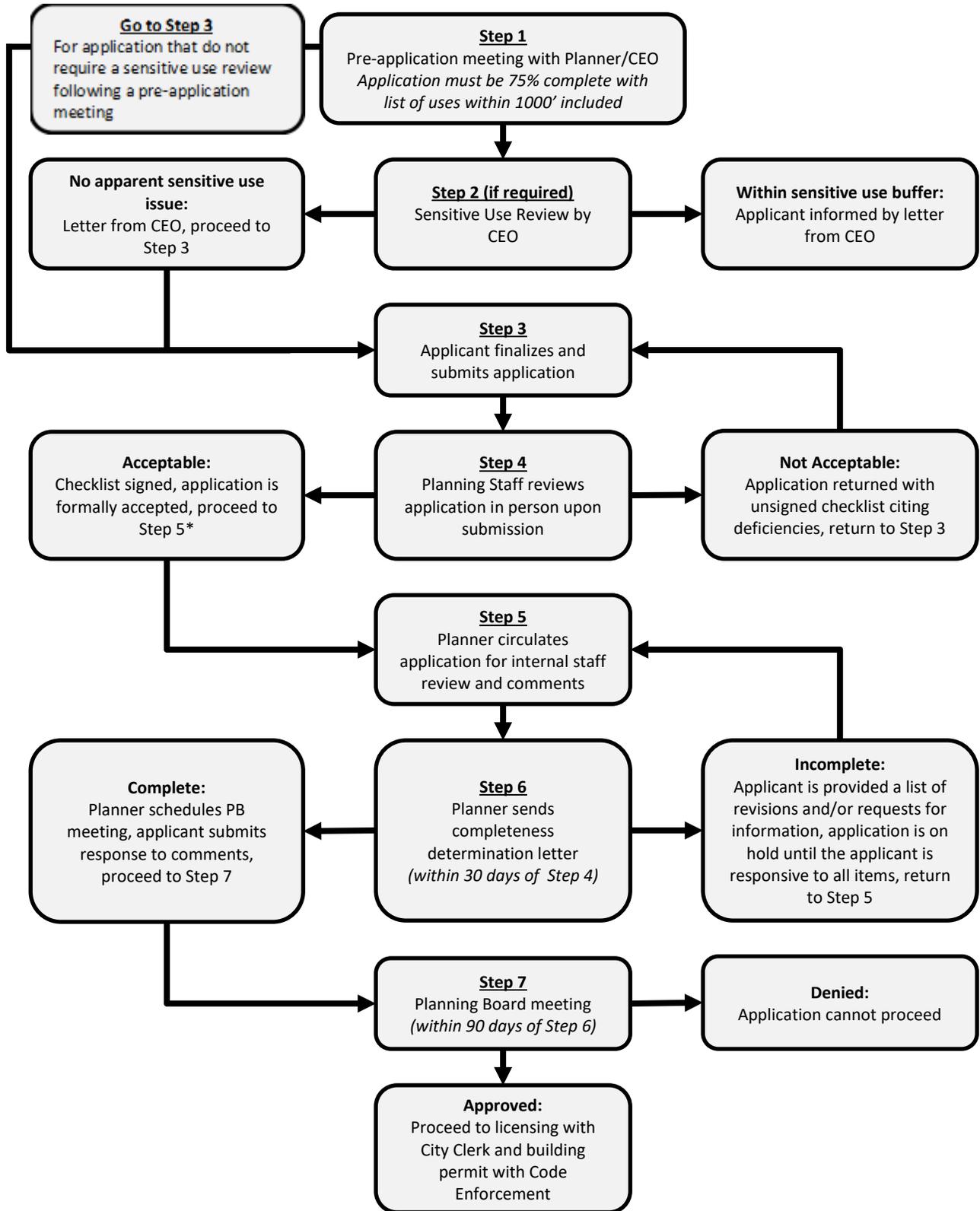
- 4) No new agenda items will begin after 11:00 p.m.
- 5) If during the course of a Planning Board meeting it becomes apparent that the Board will not reach certain agenda items, the Board may, prior to its 11:00 p.m. cut-off, offer to the proponents of such items the opportunity to have their items tabled immediately to the beginning of the next regularly scheduled meeting.
- 6) Agenda items remaining after the 11:00 p.m. cut-off time will automatically be tabled to the next regularly scheduled meeting.
- 7) A City Planner will prepare draft informational reports as requested by the Board of Appeals for miscellaneous appeals, in conformance with the Zoning Ordinance, and present those reports to the Planning Board on a “consent calendar” at each meeting. Notification of these reports will be posted outside the City Clerk’s office no later than Friday noon prior to the week in which the regularly scheduled Planning Board meeting will be held.
- 8) A City Planner will prepare comments for re-approval of lapsed site plans that have not changed and present those items and comments to the Planning Board on a “consent calendar” at each meeting unless a substantive change in the ordinance has taken place since the time of approval of the plan, warranting a more lengthy review of the project by the Planning Board. Notification of these applications will be posted outside the City Clerk’s office no later than Friday noon prior to the week in which the regularly scheduled Planning Board meeting will be held.
- 9) The Planning Director, or other Planning Department staff member, will prepare public hearing legal notices. The applicant will be notified a minimum of 24 hours before the notice is to be delivered to the newspaper and may come to the Planning office to review the public hearing notice. The Planning Director will have final responsibility for the wording of the public hearing notice.

If there is an error in the ad placed in the newspaper, for any reason, it is the applicant’s responsibility to pay for a new ad to be run. In the case of error, the hearing will be tabled and rescheduled.

Public Notice Instructions:

When a project is scheduled for a public hearing before the Planning Board, the Department of Planning and Development currently notifies all owners of property within 500’ of the lot being proposed for development. **Required at application submission: a list of map and lot numbers of properties within 500’ of the lot under consideration, \$150.00 for staff administrative fee plus a \$1.00 per notice fee. These map & lot numbers must be obtained from the current, updated tax maps in the City Assessor’s Office or the GIS Web Viewer on the City website, www.southportland.org**

Please call 207-767-7648 or 767-7633, Community Planner, for more information. Be advised to keep in touch with the staff throughout the process. Your responsiveness will help the process to run smoothly.



NEW APPLICATION APPLICABLE FOR SUBMISSION CHECKLIST

APPLICANT INFORMATION		
Applicant or agent name/ Company name:		
Project Name		
Project Address:		
Telephone number:		
Email address:		
Administrator Signature: Date: _____	Fee Total: _____ Check #: _____ Application: _____ <u>Escrows:</u> _____ Eng. Fee: _____ Legal Fee: _____ Arch. Fee: _____ PN Admin Fee: _____ PN Fee: _____	For Office Use: Date and Time stamp:
Applicant or agent: Date: _____		

CHECKLIST		
<input type="checkbox"/>	Application fees, Peer review escrows, Public notice fees, and (If a Zoning Change or Subdivision) Portland Press Herald account number	
<input type="checkbox"/>	Date of the Pre-application meeting w/Community Planner and CEO:	
<input type="checkbox"/>	Signed application form (in BLUE Ink)	
<input type="checkbox"/>	One(1) bound original application signed in blue ink, tabbed with a table of contents, and two(2) loose leaf application packets, tabbed with a table of contents.	
<input type="checkbox"/>	All exhibits and plans, with relevant info, i.e. RTI, Financial Capacity, SW etc.	
<input type="checkbox"/>	All necessary exhibits and supporting documentation, including building elevations and floor plans, sign details, and cut-sheet exhibits	
<input type="checkbox"/>	Four(4) bound and folded plan sets not larger than 24" x 36"	
<input type="checkbox"/>	Electronic files of application and plan sets	
FOR MARIJUANA ESTABLISHMENT APPLICATIONS (ONLY)		
<input type="checkbox"/>	300' and 1000' Buffer Analysis from sensitive uses will be verified by the Code Enforcement Officer.	
<input type="checkbox"/>	300' Buffer Analysis another Marijuana stores or dispensaries will be verified by the Code Enforcement Officer.	
	<i>Disclaimer: In cases where a land use activity may not locate within a certain distance of another use, the date and time stamp shall mark when an applicant is considered by the City to have secured the right to operate in that location, assuming no other proximity-proscribed use already exists within the defined distance, and assuming the application succeeds in obtaining Planning Board approval.</i>	

ACCEPTABLE FOR SUBMISSION

NOT ACCEPTABLE FOR SUBMISSION (Please be aware, the City WILL NOT hold incomplete applications. The applicant will be required to take the application with them and not leave it at the Planning Office.)

PLANNING BOARD APPLICATION



PRELIMINARY MAJOR SUBDIVISION APPLICATION

****Please read entire packet for instructions prior to completing the application form****

****Submit pages 1 thru 8, keep pages 9 thru 9 for your records****

For Office Use:	Date Stamp
Date & Time Received: _____ Check # _____ Project # _____	
\$750.00 (minimum)- Fee Paid: _____	
\$100.00 per lot/unit >3 _____	
\$750.00 Minimum Engineering Escrow Paid: _____	
\$750.00 Minimum Legal Escrow Paid: _____	
\$500.00 Minimum Architectural Escrow Paid: _____	
Public Notice Fee \$150.00 Administration Fee _____	
Plus \$1.00/ per notice _____	
Copies of Plans: ___ PDF Files: Yes ___ No ___	

The undersigned submits the accompanying Preliminary Subdivision Plan of the property located in the City of South Portland for approval as a Major Subdivision under the requirements of the Subdivision Ordinance, contained in Chapter 24, governing the subdivision of land in the City of South Portland.

Name of subdivision: _____

Street name and number(s) of subdivision: _____

Name of record owner of land: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell#: _____ Email: _____

Name of sub divider (if different from owner): _____

Address: _____

Telephone #: _____ Fax #: _____

Person to contact if there are problems with application:

Address: _____

Telephone #: _____ Fax #: _____

Cell#: _____ Email: _____

Name of designer/firm(s) (use additional sheets if necessary to list more than one firm):

Contact Person: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell#: _____ Email: _____

PLANNING BOARD APPLICATION



After Planning Board approval, the City requires one contact person/agent for correspondence until the project has been completed. Please provide the requested information regarding the contact person/agent.

Contact person: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell # _____ Email: _____

Deed of property recorded in: _____

Book number: _____ Page number: _____

Map and lot number on file in the assessor's office:

Map number: _____ Lot number: _____

Proposed use of property (please be specific):

Proposed number of lots: _____

Estimated cost of project: _____

Estimated time start of construction: _____

Estimated time of completion of construction: _____

Is this application an amendment to a previously approved plan?

Yes: _____ No: _____

If yes, please provide a complete itemized list of the proposed changes to the subdivision (use separate sheet if necessary): _____

Existing Zone of property: _____

PLANNING BOARD APPLICATION



Date: _____
Signature of Subdivider (Use of blue ink for signature is required) (If signed by subdivider's agent, documentation that the agent has legal authority to act on behalf of the subdivider is required)
_____ Name of Subdivider or Subdivider's agent (Please print)

Important: please read and carefully follow the attached instructions to ensure speedy processing of your application. Failure to follow these instructions will delay processing and final approval of your application.

The applicant or a duly authorized representative must attend the planning board meeting to discuss the application.

I certify that I have read the above statement indicating the importance of following the attached instructions for application to the planning board.
In addition, I certify that all of the information provided in this application form and accompanying materials is true and accurate.
Date: _____
Signature (Use of blue ink for signature is required)
_____ Name (Please print)

Application Fee for Preliminary Plan is \$750.00 plus \$100.00/lot or unit for each lot/unit greater than 3 lots/units.

PLANNING BOARD APPLICATION



PRELIMINARY MAJOR SUBDIVISION CHECKLIST

APPLICANT
SUBMITTED

DEPT OF P/D
SUBMITTED/SATISFACTORY

- | | |
|---|---------|
| 1. ___ Documentation of title, right, or interest in the property (e.g., deed, option, purchase and sales contract, contract for sale, lease, etc.) | ___/___ |
| 2. ___ Documentation of receipt of Planning Board's Erosion Control Information
Level One ___
Level Two ___ | ___/___ |
| 3. ___ Brief summary of proposed drainage and erosion control systems in lay terms | ___/___ |
| 4. ___ Soils report including: | ___/___ |
| a. map of soils series located on property | ___/___ |
| b. description of soils | ___/___ |
| c. interpretation of engineering properties (may be found in Cumberland County Medium Intensity Soil Survey) | ___/___ |
| 4. ___ Location map showing adjoining property within 1000' including: | ___/___ |
| a. ___ Names of present abutting property owners (including the names of owners of properties separated from the parcel(s) under consideration by public or private roadways, easements, and rights-of-way) | ___/___ |
| b. ___ Name, location, and width of existing and proposed streets, easements, and building lines in and adjacent to proposed subdivision | ___/___ |
| c. ___ Boundaries and designations of zoning districts, parks, and other public space | ___/___ |
| d. ___ Outline of proposed subdivision | ___/___ |
| e. ___ Location of street system in proposed subdivision, if applicable | ___/___ |

(NOTE: If the details listed above are included on another plan attached to the packet of plans provided for review, an abbreviated location map showing an outline of the property and significant land marks such as roads, municipal boundaries, etc., may be included as an inset on that plan)

PLANNING BOARD APPLICATION



APPLICANT
SUBMITTED

DEPT OF P/D
SUBMITTED/SATISFACTORY

5. ____ Prior to Final Approval of the Major Subdivision: In order to facilitate the City of South Portland GIS and AutoCAD system, all subdivisions and site plans reviewed by the City Planning Board and City staff subsequent to March 10, 1998 shall be tied to the State Plane Coordinate System NAD 83, Maine West Zone, with units in US survey feet. Each plan shall be submitted with a diskette, in either AutoCAD r14 or DXF format, that lists the coordinate pairs for at least three perimeter boundary points. _____/_____

6. ____ As part of Subdivision review, the applicant prior to submission for preliminary Subdivision must receive assigned house/building street address numbers from the proper authority within the City of South Portland. These address numbers must be assigned to each new lot within the proposed subdivision. _____/_____

7. ____ Four (4) copies of subdivision plan(s) should be on **paper no larger than 24" x 36", bound into sets, stapled, and folded to a size of no larger than 14" x 10" with the project name shown on the front face of the folded plan. (At the time of Application Submission.)** Ten (10) final subdivision plans will be required at the Planning Board public hearing. _____/_____

The plan(s) should include:

*a. ____ Identification of plan as a "Preliminary Subdivision" (or as Amended Preliminary Subdivision", if applicable) _____/_____

*b. ____ Name of Subdivision (If this application is an amended subdivision, use title of previously approved plan. Please note that the subdivision name must be the same as that listed as item 4 on page 1 of this application) _____/_____

*c. ____ Street name and number of subdivision (Please note that the street name and number must be the same as that listed as item 5 on page 1 of this application) _____/_____

*d. ____ Name of municipality _____/_____

*e. ____ Date _____/_____

*f. ____ North arrow _____/_____

*g. ____ Scale of 1" = 20' to 1" – 50' (This scale may be varied if necessary to legibly describe the project on single sheet) _____/_____

PLANNING BOARD APPLICATION



APPLICANT
SUBMITTED

DEPT OF P/D
SUBMITTED/SATISFACTORY

- *h. ___ Name and address of record owner (Please note that the name and address of record must be identical to that listed as item 6 on page 1 of this application) _____/ _____
- *i. ___ Name and address of subdivider, if different from owner (Please note that the name and address of subdivider must be identical to that listed as item 7 on page 1 of this application) _____/ _____
- *j. ___ Name and address of designer(s) of plan (Please note that the name and address of the designer(s) of plan must be identical to that listed as item 9 on page 1 of this application) _____/ _____
- *k. ___ Dimensions and acreage of parcel and proposed lots _____/ _____
- *l. ___ Names of present adjoining property owners (including the names of owners of properties separated from the parcel under consideration by public or private roadways, easements, or rights-of-way) _____/ _____
- *m. ___ Zoning district, district boundaries, and list of applicable zoning provisions including space and bulk regulations detailed in the appropriate zoning district included in Chapter 27 _____/ _____
- n. ___ Natural and proposed contour lines at 1' intervals (If a site is too flat to provide meaningful information at 1' intervals, spot elevations at all appropriate locations may substituted) _____/ _____
- *o. ___ Location, dimensions, and total square-footage of existing and proposed buildings (Existing buildings should be identified as such) _____/ _____
- *p. ___ Locations, names, and widths of proposed and existing streets, highways, alleys, parks, and other public open spaces; locations and dimensions of driveways, parking and should be identified as such) _____/ _____
- *q. ___ Locations and dimensions of all existing and proposed easements and rights-of-way, as well as identification of who has or will receive the easement and for what purpose (Existing easements and rights-of-way should be identified as such) _____/ _____
- r. ___ Locations, dimensions, and description of type of pedestrian access ways (Existing improvements should be identified as such) _____/ _____
- *s. ___ Delineation and square footage of proposed areas to be Preserved forever open/not to be developed, if applicable _____/ _____

PLANNING BOARD APPLICATION



APPLICANT
SUBMITTED

DEPT OF P/D
SUBMITTED/SATISFACTORY

- t. ___ Description of water and sanitary sewer system including location and size of existing and proposed water sewer mains both on-site and in adjoining public ways, including invert elevations at critical points of gravity utility systems (Existing improvements should be identified as such) _____/ _____
- u. ___ Drainage and erosion control plan conforming with requirements set forth in Section 24-19(17) _____/ _____
- v. ___ Location and sizes of other utility systems (Existing improvements should be identified as such) _____/ _____
- *w. ___ Location of natural features such as watercourses, marshes, rock out-croppings, stands of trees, and other essential physical features, if applicable; natural features to be preserved must be identified on plat _____/ _____
- x. ___ Designated fire lanes (NOTE: Applicant should check with Fire Department for location and size of necessary fire lanes) _____/ _____
- y. ___ Location and type of proposed erosion control devices _____/ _____
- z. ___ Number of lots proposed by the subdivision _____/ _____
- aa. ___ Location of temporary markers, if applicable _____/ _____
- bb. ___ Conditions of dedication of public areas, if applicable _____/ _____
- cc. ___ Layout of bridges, if applicable _____/ _____
- dd. ___ All asterisked (*) items should be included on a plan identified as the subdivision plat when final subdivision application is made. The plat for the final subdivision shall be recorded after Planning Board signature at the Cumberland County Registry of Deeds. _____/ _____
- ee. ___ All plans should be on paper **no larger than 24" x 36"** and must be bound, stapled and **folded to a size no larger than 14" x 10"** with the name of the project shown on front face of folded plan _____/ _____
- ff. ___ Any revision(s) to the originally submitted plan(s) must include the date and full description of the revision(s) _____/ _____

PLANNING BOARD APPLICATION



APPLICANT
SUBMITTED

DEPT OF P/D
SUBMITTED/SATISFACTORY

- gg. ___ If a full packet of plans is not presented with each revision, it is the responsibility of the applicant to replace the originally submitted sheets with the newly revised pages and rebind the packet of plans. One copy of each replaced sheet must be left for the Department of Planning and Development records. This is a necessary requirement for project completion. _____/ _____
- *hh. Note of all requested waivers must be provided on plat _____/ _____
- ii. ___ If seeking reclassification from major to minor subdivision: _____/ _____
- 1) ___ letter requesting reclassification _____/ _____
- 2) ___ both completed minor and major preliminary subdivision application forms (and site plan application form if appropriate) _____/ _____
- 3) ___ fee for minor subdivision (applicant is advised to bring a check for the balance remaining for major preliminary subdivision review to the Planning Board meeting at which reclassification will be determined. This will allow review that evening whether the Planning Board reclassifies the project as a minor subdivision or determines that major review is required) _____/ _____

PLANNING BOARD APPLICATION



INFORMATION FOR PRELIMINARY MAJOR SUBDIVISION APPLICANTS

Please note that there must be a public hearing legal notice published in the Portland Press Herald seven days prior to the date of the Planning Board meeting at which your proposed subdivision will be heard. You are responsible for paying the legal notice and must make payment to the newspaper.

The Department of Planning and Development will submit the notice to the newspaper approximately seven days before the scheduled Planning Board meeting for your request. The newspaper will then bill you directly.

If a holiday or other circumstance changes this schedule of notice submission, the Department of Planning and Development will notify you of such a change.

If you have any questions about this policy, please contact the Department of Planning and Development at 207-767-7603.

In general, the City of South Portland does not require that the application or plan be prepared by professionals, except where specifically required by City Ordinance. Although professional advice and assistance may not be required, past experience indicates it is helpful in expediting your request.

Remember that incomplete applications will delay processing and approval of your application. If you are new to South Portland's review process of special exception, we advise you to set up an appointment with the Community Planner in the Department of Planning and Development prior to submission of your application.

Please note that there is space next to the numbers on the attached checklist for the applicant to check off each required item submitted with this application form. Please be thorough.

A public hearing will be held before the Planning Board on this application.

Prior to submitting an application and the start of the review process, a pre-application conference is required with a Planner. The conference is initiated by the applicant and is scheduled with the applicant and a member of the Department of Planning and Development staff to discuss pertinent requirements.

Submit three (3) copies of your application well in advance of the date that you must begin your project. One (1) bound with original signature, two (2) loose leaf copies, and four (4) copies of plan sets with the submittal of PDF Files of the application and plan set are acceptable for staff review.

Prepare the application, making sure all items on the checklist are addressed and that all required information is included in the application package. Call the Department of Planning and Development if you don't understand a requirement. Submit the application to the Department of Planning and Development.

PLANNING BOARD APPLICATION



FINAL MAJOR SUBDIVISION & SITE PLAN APPLICATION

****Please read the entire packet for instructions prior to completing the application****

****Submit pages 1 thru 10, keep pages 11 thru 21 for your records****

For Office Use:	Date Stamp
Date & Time Received: _____ Check# _____ Project# _____	
Application Fee (see pg. 21). : _____	
\$750.00 Minimum Engineering Escrow Paid: _____	
\$750.00 Minimum Legal Escrow Paid: _____	
\$500.00 Minimum Architectural Escrow Paid: _____	
\$150.00 Public Notice Administrative Fee _____	
Public Notice Fee Paid (\$1.00 per notice): _____	
Mylar of Subdivision Plat(s) for Planning Board Endorsement: _____	

The undersigned submits the accompanying Final Subdivision Plan & Site Plan for a property located in the City of South Portland for approval as a Major Subdivision & Site Plan under the requirements of the Subdivision Ordinance and Site Plan Ordinance, contained in Chapter 24 and Chapter 27, governing the subdivision of land in the City of South Portland.

SUBDIVISION APPLICATION

Name of subdivision: _____

Street name and number(s) of subdivision: _____

Name of record owner of land: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell#: _____ Email: _____

Name of subdivider (if different from owner): _____

Address: _____

Telephone #: _____ Fax #: _____

Cell#: _____ Email: _____

Person to contact if there are problems with application:

Name/Company: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell#: _____ Email: _____

PLANNING BOARD APPLICATION



Name of designer/firm(s) (use additional sheets if necessary to list more than one firm):

Contact Person: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell#: _____ Email: _____

After Planning Board approval, the City requires one contact person/agent for correspondence until the project has been completed. Please provide the requested information regarding the contact person/agent.

Contact person: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell # _____ Email: _____

Deed of property recorded in: _____

Book number: _____ Page number: _____

Map and lot number on file in the assessor's office:

Map number: _____ Lot number: _____

Proposed use of property (please be specific):

Proposed number of lots: _____

Estimated cost of the project: _____

Estimated time of start of construction: _____

Estimated time of completion of construction: _____

Is this application an amendment to a previously approved plan?

Yes: _____ No: _____

PLANNING BOARD APPLICATION



If yes, please provide a complete itemized list of the proposed changes to the subdivision (use separate sheet if necessary): _____

Existing Zone of property: _____

_____ Date: _____ Signature of Subdivider (Use of blue ink for signature is required) (If signed by subdivider's agent, documentation that the agent has legal authority to act on behalf of the subdivider is required)
_____ Name of Subdivider or Subdivider's agent (Please print)

Important: please read and carefully follow the attached instructions to ensure speedy processing of your application. Failure to follow these instructions will delay processing and final approval of your application.

The applicant or a duly authorized representative must attend the planning board meeting to discuss the application.

I certify that I have read the above statement indicating the importance of following the attached instructions for application to the planning board.
In addition, I certify that all of the information provided in this application form and accompanying materials is true and accurate.
_____ Date: _____ Signature (Use of blue ink for signature is required)
_____ Print name of signer

PLANNING BOARD APPLICATION



SITE PLAN APPLICATION

(Please provide any relevant information that is Different from the above Subdivision Application)

Name of Applicant/Company: _____

Applicant's mailing address: _____

Telephone#: _____ Fax#: _____

Cell#: _____ E-mail: _____

Name of Project: _____

Street Address: _____

Proposed Use: _____

Amendment to a previously approved site plan? Yes _____ No _____

Special Exception? Yes _____ No _____

The City will correspond with only one contact person/agent for this project. Please provide the requested information regarding the contact person/agent.

Contact Person: _____

Name of the Company and Address: _____

Telephone #: _____ Fax #: _____

Cell: _____ E-Mail: _____

After Planning Board approval, the City requires one contact person/agent for correspondence until the project has been completed. Please provide the requested information regarding the contact person/agent.

Contact Person/Agent: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell #: _____ E-Mail: _____

I certify that all of the information provided in this application form and accompanying materials is true and accurate.

Date: _____

Signature of Applicant **(Use of blue ink for signature is required)**

(If signed by applicant's agent, provide written documentation of authority to act on behalf of applicant.)

Print name and title of signer

PLANNING BOARD APPLICATION



****IMPORTANT****

DATE of PRE-APPLICATION MEETING:

1. PROJECT DESCRIPTION

(Please provide any relevant information that is different from the above Subdivision Application)

A. Describe the overall project objectives and proposed uses of property, including quantity and type of residential units (if any)

B. Project details

1. Name of the project and approval date the subdivision site is in (if any)

Lot numbers (if applicable) _____

2. Tax Map number(s) _____ Lot number(s) _____

3. Existing zone of the site _____

Areas of Special Flood Hazard ___Yes ___No

Shoreland Area ___Yes ___No

4. a. Total land area of site (all contiguous land in same ownership) in sq. feet _____
Total amount of land disturbance _____

b. Total floor area of each proposed building in square feet _____

c. Footprint of each proposed building in square feet _____

d. Height of proposed building(s) _____feet _____stories

e. Total number of proposed parking spaces _____

f. Number of proposed handicap parking spaces _____

C. Existing conditions

1. Existing land use _____

2. Total floor area of each existing building in square feet _____

3. Footprint of each existing building in square feet _____

PLANNING BOARD APPLICATION



Required Exhibits

- D. Attach as **EXHIBIT #1** the appropriate U.S.G.S. topographic map or other map of similar detail such as the Maine Atlas and Gazetteer map (clean photocopies are acceptable). Indicate the location of your project on the map.
- E. Construction sequence
 - 1. Estimated time of start of project _____
Estimated time of completion of project _____
 - 2. Is this to be a phased project? Yes _____ No _____
 - 3. Attach as **EXHIBIT #2** a construction schedule outlining the anticipated sequence of construction (beginning and completion) for the major aspects of the proposed project, including roads, erosion control and drainage measures, (See ordinance section 27-1428(a) Time Limitations)

2. RIGHT, TITLE, OR INTEREST

- A. Name and mailing address of record owner of the site

Phone _____ FAX _____ EMAIL _____

- B. Attach as **EXHIBIT #3** evidence of corporate or partnership status, if applicant is not an individual.
- C. Attach as **EXHIBIT #4** evidence of applicant's right, title, or interest in the site. A complete copy of the document must be provided; financial information may be deleted.
- D. Attach as **EXHIBIT #5** a copy of the current owner's existing deed for the site.
- E. Attach as **EXHIBIT #6** summary lists of all existing and all proposed easements or other burdens for this property. Reference each easement to the plan or drawing on which it is shown.

Attach copies of all relevant documents relating to existing and proposed easements and burdens placed on the property, including metes and bounds descriptions or other specific mechanisms to describe proposed easements. Each copy should be numbered to correspond to the lists. Information about existing easements and burdens may be referenced in **Exhibit #5**.

- F. If a condominium, homeowners, or property owners association will be established, attach as **EXHIBIT #7** the articles of incorporation, the Declaration of Covenants and Responsibilities, and the proposed by-laws of the organization.

PLANNING BOARD APPLICATION



3. FINANCIAL CAPACITY

- A. Estimated cost of the project, including development costs and land purchase, (if any) _____
- B. Attach as **EXHIBIT #8** evidence of your financial capacity to complete the proposed development. Submit one or more of the following (please check as appropriate):
- ___ 1. A written statement from the applicant's bank or a certified public accountant who recently has audited the applicant's finances stating that the applicant has cash reserves in the amount of the estimated cost of the project and can devote those reserves to the project.
 - ___ 2. When the applicant will personally finance the development, provide copies of bank statements or other evidence, which will indicate availability of funds, and evidence that the applicant can devote these funds to the project.
 - ___ 3. The most recent corporate annual report indicating availability of sufficient funds to finance the development, together with a statement from the applicant that the funds are available and will be used for the proposed project.
 - ___ 4. Copies of contracts, which will provide the source of funding for the operation and maintenance of the development when, completed.
 - ___ 5. A letter from a financial institution, governmental agency, or other funding agency which indicates a timely commitment to provide a specified amount of funds and the uses for which the funds may be utilized.
 - ___ 6. In cases where outside funding is required, but there can be no commitment of money until regulatory approvals are received, a formal letter of "intent to fund upon approval" from the appropriate funding institution indicating the amount of funds it is prepared to provide and their specified uses and the conditions on which funds will be made available.
 - ___ 7. A letter from a financial institution indicating knowledge of the applicant and a potential interest in providing funding for the project. If this type of letter is submitted as evidence of financial capacity to complete the project, the application may be deemed to be complete but the Planning Board may require as a condition of approval that one of the other six methods provided herein for demonstrating financial capacity be submitted before a building permit may be issued for the project. (Please note: If this option is chosen, the Planning Board will condition the by approval requiring one of the above methods to be provided prior to issuing a Building Permit or holding a preconstruction meeting.)

PLANNING BOARD APPLICATION



4. TECHNICAL CAPABILITY

- A. List all projects completed in the City of South Portland by the applicant within the last five years, beginning with the most recent project:

- B. Have done no prior projects_____

- C. Attach as **EXHIBIT #9** a list of all consultants retained for this proposed project, such as engineers, landscape architects, architects, environmental consultants; and those firms or personnel who will be responsible for constructing, operating and maintaining the project.

5. SOLID WASTE

Attach as **EXHIBIT #10** an explanation of the proposed method of collection, removal, and disposal for anticipated solid waste from this project, including demolition debris.

6. PUBLIC UTILITIES

- A. Attach as **EXHIBIT #11** a written evaluation and demonstration of the adequacy and availability of all public services necessary to serve the proposed project, which shall include power supply, telephone, gas, cable TV, and alarms.
- B. Attach as **EXHIBIT #12** written approval from the Portland Water District of the water supply system proposed for the development.

7. TRAFFIC

- A. Attach as **EXHIBIT #13** a written evaluation and demonstration of the adequacy and availability of adjacent streets to serve the proposed project. For traffic study requirements, see Planning Board Regulation #7.

8. SANITARY SEWERS AND STORM DRAINS

- A. Estimated sewage gallons per day for the completed project: _____
- B. Will this project generate industrial or non-sanitary waste that will enter the public sewer or drains? No_____ Yes _____

If yes, please describe proposed types and amounts:

PLANNING BOARD APPLICATION



- C. Complete Appendix A of the application for review by the Water Resource Protection. Please include a copy of Appendix A with your application.
- D. The applicant shall notify, in writing, the Director of Water Resource Protection if its Stormwater Management Plan discharges runoff to the City's MS4 (Section 27-1536(c)&(d)(2)(e)). Please include a copy of any correspondence in **Exhibit #12**.

9. SURFACE DRAINAGE AND RUNOFF, STORMWATER MANAGEMENT

- A. Attach as **EXHIBIT #14** a description of any problems of drainage or topography, or a representation that, in the opinion of the applicant, there are none.
- B. Attach as **EXHIBIT #15** a complete stormwater management plan, including drainage calculations, a drainage plan, and an assessment of any pollutants in the stormwater runoff, that meets the requirements of Sections 24-43, 27-1426(b), and 27-1536.

10. EROSION AND SEDIMENTATION CONTROL

- A. Attach as **EXHIBIT #16** a written description of erosion and sedimentation control measures to be used during and after construction of the proposed project. Include either a Level I or II signed cover sheet indicating receipt of the Planning Board's Erosion Control Information.
- B. Show on a plan the proposed location, type, and detail of erosion control devices, unless this information is included on the site plan.

11. SOILS

- A. Attach as **EXHIBIT #17** a soils report, including description of soils and interpretation of engineering properties.
- B. Show on a plan the existing soil conditions on the site, unless this information is included on the site plan.

12. GEOGRAPHICAL INFORMATION SYSTEM COORDINATES

- A. Submit as **Exhibit #18** a diskette in G.I.S. or .DWG (AutoCAD) format on the City's Horizontal Datum: Maine Stateplane Coordinate System: Maine West Zone 4101, FIPS Zone 1802, North American Datum 1983; Units: Feet.

The preferable vertical datum is North American Vertical Datum 1988 (NAVD88). However, if only National Geodetic Vertical Datum, 1929 (NGVD29) is possible, that is permissible. The choice of vertical datum must be indicated on the digital submission. The Ellipsoid is GRS 80 (Geodetic Reference System 1980).

PLANNING BOARD APPLICATION



Data should be developed using either Real Time Kinematics (RTK) GPS or survey-grade GPS or traditional methods of occupying known, high precision surveyed monuments. All data should meet or exceed the ALTA/ASCM relative positional accuracy standard of .07 feet and be delivered in US Survey Feet. (See memorandum dated January 12, 2012 from Tex Haeuser, Planning Director).

13. SITE PLAN ORDINANCE REQUIREMENTS / OTHER

- A. Attach as **EXHIBIT #19** a list of approvals needed from other agencies and copies of all necessary reviews, licenses, permits, variances, and approvals from other agencies (see Planning Board Regulation #1)
- B. Attach as **EXHIBIT #20** a copy of your letter to the City Manager requesting amount(s) of required performance guarantee(s).
- C. Attach as **EXHIBIT #21** a written statement that explains how the project complies with the site plan standards and with specific performance standards required in the zoning district, and Shoreland Area, if applicable.
- D. Attach as **EXHIBIT #22** a summary list and a written offer of cession to the City of all proposed streets, utilities and/or open space proposed for dedication.
- E. Attach as **EXHIBIT #23** a written explanation of the proposed maintenance responsibilities for all utilities, facilities, stormwater system, and open space not to be dedicated to the City.
- F. Attach as **EXHIBIT #24** a list of City tax map and lot numbers of all current owners of property within 500 feet of the site. (see the City's G.I.S viewer: www.southportland.org)
- G. Attach as **EXHIBIT #25** all requests for waivers including an explanation of the undue hardship or special design requirements which are the basis for the requests.
- H. Attach as **EXHIBIT #26** a written explanation of all potential nuisances associated with this project and how they will be mitigated, or a representation that, in the opinion of the applicant, there are none.
- I. Attach as **EXHIBIT #27** a plan showing parking, vehicles and pedestrian circulation, and traffic control during construction. The plan will consist of a written explanation and drawings, as appropriate, and will include such items as parking for construction workers, parking for displaced employees or customers, and provisions for deliveries.

PLANNING BOARD APPLICATION



Patrick Cloutier-Director
Water Resource Protection
11 Waterman Drive
207-767-7675

Appendix A (IF REQUIRED)

Article 1. PRETREATMENT PROGRAM
INDUSTRIAL WASTE DISCHARGE QUESTIONNAIRE

1. Legal Name of Business or Industrial Concern:

2. Facility Contact:

(Person who is thoroughly familiar with operation of the facility, with the facts reported in this questionnaire, and who can be contacted, if necessary.)

Name: _____

Title: _____

Business Telephone: _____

3. Facility Mailing Address: _____

Street or P.O. Box: _____

City, State, Zip Code: _____

4. Facility Location: _____

Street, or other identifier: _____

5. Nature of Business: _____

If the Industrial User employs or will be employing processes in any of the business activities or services listed below, please place a check beside those activities or services that apply.

PLANNING BOARD APPLICATION



If yes, please explain, in detail, your facility in terms of the principle products or services that you provide, as well as any discharge to the sewer system.

Estimated gallons per day of nondomestic waste entering the City's sewer collection system.

8. Questionnaire completed by:

Name: _____

Title: _____

Telephone: _____

Date: _____

Please return completed questionnaire to:

City of South Portland
Water Resource Protection
P.O. Box 9422
South Portland, ME 04116-9422
Attn: Compliance Administrator

comply\iwwdq

PLANNING BOARD APPLICATION



****Please keep pages 15 thru 20 for your records****

SITE PLAN APPLICATION

EXHIBIT CHECKLIST

Please mark each exhibit in the application with labeled and tabbed page dividers as follows:

- EXHIBIT 1 Vicinity Map
- EXHIBIT 2 Construction Schedule
- EXHIBIT 3 Corporate or Partnership Status
- EXHIBIT 4 Right, Title, or Interest
- EXHIBIT 5 Existing Deed
- EXHIBIT 6 Easements
- EXHIBIT 7 Condominium, Homeowners, or Property Owners Association
- EXHIBIT 8 Financial Capability
- EXHIBIT 9 Personnel Description
- EXHIBIT 10 Solid Waste
- EXHIBIT 11 Adequacy and Availability of Public Utilities
- EXHIBIT 12 Water Supply
- EXHIBIT 13 Traffic
- EXHIBIT 14 Surface Drainage and Runoff
- EXHIBIT 15 Stormwater Management
- EXHIBIT 16 Erosion and Sedimentation Control
- EXHIBIT 17 Soils Report
- EXHIBIT 18 G.I.S. Coordinates
- EXHIBIT 19 Approvals from Other Agencies
- EXHIBIT 20 Request for Amounts of Performance Guarantees
- EXHIBIT 21 Compliance with Standards
- EXHIBIT 22 Offers of Public Facilities to City
- EXHIBIT 23 Maintenance of Private Utilities, Facilities, Open Space
- EXHIBIT 24 Property Owners within 500 Feet
- EXHIBIT 25 Waiver Requests
- EXHIBIT 26 Nuisances
- EXHIBIT 27 Construction Site Circulation Plan
- EXHIBIT 28 Other: Lighting, Elevations, Floor Plans

PLANNING BOARD APPLICATION



FINAL MAJOR SUBDIVISION & SITE PLAN CHECKLIST

****Important****

Date of Pre-Application Meeting: _____

Applicant
submitted

Dept of P/D
submitted/satisfactory

1. _____ Documentation of title, right, or interest in the property (e.g., deed, option, purchase and sales contract, contract for sale, lease, etc.) _____ / _____

2. _____ Documentation of financial capability as follows: _____ / _____

3. A letter from a bank or independent financial professional clearly indicating:
 - a. applicant's name
 - b. location and description of project
 - c. estimated cost of project (must be greater than or equal to the estimated cost of project indicated on page 2 of this application), and
 - d. that applicant "has or can obtain" the funds necessary to complete the project; or the applicant's most recent financial report indicating adequate cash-on-hand to complete the project (NOTE: Examples provided upon request)

4. _____ Documentation of technical capability as follows: _____ / _____
 - a. list all projects done in South Portland within the last ten (10) years (use additional sheets if necessary)

 - b. list all projects, not necessarily within South Portland, done within the last two (2) years (use additional sheets if necessary)

 - c. has done no prior projects _____
 - d. other _____

PLANNING BOARD APPLICATION



Applicant
submitted

Dept of P/D
submitted/satisfactory

- | | |
|--|-------------------|
| <p>5. _____ Copy of all proposed and existing covenants, deed restrictions, or easements. The location of all proposed easements or deeds must be precisely defined with a metes and bounds description or some other specific mechanism.(NOTE: Generally, all applicable deeds and easements must be executed prior to final approval. If in a particular case execution of the deed or easement documents is impossible prior to Planning Board approval, the applicant must provide written evidence of the grantor’s willingness to sign the documents upon approval by the Planning Board.)</p> | <p>_____/____</p> |
| <p>6. _____ Letter to City Manager with copy to the Department of Planning and Development requesting amount of required performance guarantee (NOTE: Examples provided upon request)</p> | <p>_____/____</p> |
| <p>7. _____ Written approval from other agencies such as the Department of Environmental Protection, Army Corps of Engineers, City Council, Board of Appeals, etc., if applicable (Planning Board Regulation #1 indicates that a written copy of the approval permit must be submitted prior to the Board’s public hearing, if any, and final review of a project)</p> | <p>_____/____</p> |
| <p>8. _____ Documentation of receipt of Planning Board’s Erosion Control Information
Level One _____
Level Two _____</p> | <p>_____/____</p> |
| <p>9. _____ Erosion Control Plan (Level One only, unless otherwise requested) may be included on plan; otherwise eleven (11) copies are required (See Planning Board Regulation #2)</p> | <p>_____/____</p> |
| <p>10. _____ If the project will disturb more than 15,000 sq. ft. of land, drainage calculations to support proposed stormwater control system and a brief summary in lay terms for Planning Board and relevant staff pursuant to Section 27-1536 (c)</p> | <p>_____/____</p> |
| <p>11. _____ Soils report including:
a. map of soils series located on property
b. description of soils
c. interpretation of engineering properties, (may be found in Cumberland County Medium Intensity Soil Survey)</p> | <p>_____/____</p> |
| <p>12. _____ Written report (can be included on plan) that justifies that the project complies with specific performance standards required in zoning district (e.g., Professional Office District, Residential Use District, Light Industrial District, Suburban Commercial District, etc.), if applicable</p> | <p>_____/____</p> |

PLANNING BOARD APPLICATION



**Applicant
submitted**

**Dept of P/D
submitted/satisfactory**

13. ___ If applicable, _____/_____
 a. condominium or homeowner association by-laws _____/_____
 b. articles of incorporation, including:
 1) a summary of "Maintenance Responsibilities" as the first sheet of the document _____/_____
 2) maintenance responsibilities must include among other items:
 3) minimum annual and as-needed inspection and maintenance of all drainage facilities, _____/_____
 4) private snow and trash removal if any roadway standards are proposed to be waived, and _____/_____
 5) executed documentation of incorporation of the association with the Secretary of State _____/_____
14. ___ Renderings of architecture and signage for projects reviewed under the Residential Use District, Professional Office District, Light Industrial Suburban Commercial District, or other relevant zoning districts. _____/_____
15. ___ Written approval of water supply system proposals by Portland Water District _____/_____
16. ___ Written offers of cession to City of all public facilities and public open space and copies of documents showing how applicant's retained open spaces are to be maintained, if applicable (NOTE: Examples provided upon request) _____/_____
17. ___ Written evidence that Corporation Counsel is satisfied with the legal sufficiency of the documents relating to public facilities and public open space, if applicable _____/_____
18. ___ Submit as Exhibit #18 a diskette in G.I.S. format on the City's Horizontal Datum: Maine Stateplane Coordinate System: Maine West Zone 4101, FIPS Zone 1802, North American Datum 1983; Units: Feet. The preferable vertical datum is North American Vertical Datum 1988 (NAVD88). However, if only National Geodetic Vertical Datum, 1929 (NGVD29) is possible, that is permissible. The choice of vertical datum must be indicated on the digital submission. The Ellipsoid is GRS 80 (Geodetic Reference System 1980). Data should be developed using either Real Time Kinematics (RTK) GPS or survey-grade GPS or traditional methods of occupying known, high precision surveyed monuments. All data should meet or exceed the ALTA/ASCM relative positional accuracy standard January 12, 2012 from the Planning and Development Director, Charles Haeuser _____/_____
19. ___ As part of Subdivision review, the applicant prior to submission for Minor Subdivision must receive assigned house/building street address numbers from the proper authority within the City of South Portland. These address numbers must be assigned to each new lot within the proposed subdivision. _____/_____
20. ___ Location map showing adjoining property within 1000' including: _____/_____
 a. ___ Names of present abutting property owners (including the names of owners of properties separated from the parcel (s) under consideration by public or private roadways, easements, and rights-of-way) _____/_____
 b. ___ Name, location, and width of existing and proposed streets, easements, and building lines in and adjacent to proposed subdivision _____/_____
 c. ___ Boundaries and designations of zoning districts, parks, and other public space _____/_____

PLANNING BOARD APPLICATION



**Applicant
submitted**

**Dept of P/D
submitted/satisfactory**

21. ___ Outline of proposed subdivision _____/____
22. ___ Location of street system in proposed subdivision, if applicable _____/____
 (NOTE: If the details listed above are included on another plan attached to the packet of plans provided for review, an abbreviated location map showing an outline of the property and significant landmarks such as roads, municipal boundaries, etc., may be included as an inset on that plan)
23. ___ Four copies of subdivision plan(s) at application submission and nine copies for the public hearing reproduced on durable sheet no larger than 24" x 36" and in an electronic format. This sheet size may be varied if necessary to legibly describe the project on a single sheet. The plan(s) should include:
- *a. ___ Identification of plan as a "Minor Subdivision" (or as "Amended Minor Subdivision", if applicable) _____/____
 - *b. ___ Name of Subdivision (If this application is an amended subdivision, use title of previously approved plan. Please note that the subdivision name must be the same as that listed on page 1 of this application.) _____/____
 - *c. ___ Street name and number of subdivision (Please note that the street name and number must be the same as that listed on page 1 of this application) _____/____
 - *d. ___ Name of municipality _____/____
 ___ Date _____/____
 - *f. ___ North arrow _____/____
 - *g. ___ Scale of 1" = 20' to 1" = 40' (This scale may be varied if necessary to legibly describe the project on a single sheet) _____/____
 - *h. ___ Name and address of record owner
 (Please note that the name and address of record owner must be identical to that listed on page 1 of this application) _____/____
 - *i. ___ Name and address of subdivider, if different from owner (Please note that the name and address of subdivider must be identical to that listed on page 1 of this application) _____/____
 - *j. ___ Name and address of designer(s) of plan (Please note that the name and address of designer(s) of plan must be identical to that listed on page 1) _____/____
 - *k. ___ Exact dimensions and acreage of parcel and proposed lots including an actual field survey of location, bearing, and length of lot and boundary lines, made and certified by a registered land surveyor _____/____
 - *l. ___ Names of present adjoining property owners (including the names of owners of properties separated from the parcel under consideration by public or private roadways, easements, or rights-of-way) _____/____
 - *m. ___ Zoning district, district boundaries, and list of applicable zoning provisions including space and bulk regulations detailed in the appropriate zoning district included in Chapter 27. _____/____
 - n. Natural and proposed contour lines at 2' intervals (If site is too flat to provide meaningful information at 2' intervals, spot elevations at all appropriate locations may be substituted) _____/____
 - *o. ___ Location, dimensions, and total square-footage of existing and proposed buildings (Existing buildings should be identified as such) _____/____
 - *p. ___ Locations, names, and widths of proposed and existing streets, highways, alleys, parks, and other public open spaces; locations and dimensions of driveways, parking and loading areas, and access points (Existing improvements should be identified as such) _____/____

PLANNING BOARD APPLICATION



**Applicant
submitted**

**Dept of P/D
submitted/satisfactory**

- q. _____ Locations and dimensions of all of existing and proposed easements and rights-of-way, as well as identification of who has or will receive the easement and for what purpose (Existing easements and rights-of-way be identified as such) _____/_____
- r. _____ Locations, dimensions, and description of type of pedestrian access pedestrian access ways (Existing improvements should be identified as such) _____/_____
- *s. _____ Delineation and square footage of proposed areas to be preserved forever open/not to be developed, if applicable _____/_____
- t. _____ Description of water, sanitary sewer, and storm drainage system including location and size of existing and proposed water and sewer mains, culverts, and storm drains, both on-site and in adjoining public ways, including invert elevations at critical points of gravity utility systems (Existing improvements should be identified as such) _____/_____
- u. _____ Construction plans showing plans, profiles, cross-section, and details appurtenances for street, sanitary sewer, and storm drainage systems _____/_____
- v. _____ Location and sizes of other utility systems (Existing improvements should be identified as such) _____/_____
- w. _____ Location and type of outdoor lighting _____/_____
- *x. _____ Location of natural features such as water-courses, marshes, rock outcroppings, stands of trees, and other essential physical features, if applicable; natural features to be preserved must be identified on plat _____/_____
- y. _____ Landscape plan showing location, types, and sizes of plantings and screenings _____/_____
- z. _____ Location, dimensions, and materials of signs and advertising features, if applicable _____/_____
- aa. _____ Designated fire lanes (NOTE: Applicant should check with Fire Department for location and size of necessary fire lanes) _____/_____
- bb. _____ Description of all finish surface materials (i.e., curbing, paving, lawn, etc.) on site details and relevant plans _____/_____
- cc. _____ Registered professional engineer's name, registration number, seal, and signature if building's ground area exceeds 8,000 square feet or if building plus disturbed area exceed 15,000 square feet (should be included on relevant plans, i.e., drainage, utilities, roadway, details, etc.) _____/_____
- dd. _____ Location and type of proposed erosion control devices _____/_____
- *ee. _____ Number of lots proposed by the subdivision _____/_____
- ff. _____ Location of temporary markers, if applicable _____/_____
- gg. _____ Conditions of dedication of public areas, if applicable _____/_____
- hh. _____ Layout of bridges, if applicable _____/_____
 - i. _____ Designated area on plan for endorsement by Planning Board (should include seven (7) lines for signatures and one (1) line for date) _____/_____
 - jj. _____ Tract corners marked by granite monuments/iron pins _____/_____
- kk. _____ All asterisked (*) items should be included on a plan identified as the subdivision plat to be recorded after Planning Board signature at the Cumberland County Registry of Deeds _____/_____
- ll. _____ All plans should be no larger than 24"x36" and must be bound into sets, stapled, and folded to a size of no larger than 14" x 10" with name of project shown on front face of folded plan _____/_____

PLANNING BOARD APPLICATION



Applicant
submitted

Dept of P/D
submitted/satisfactory

- mm. ____ Any revision(s) to the originally submitted plan(s) must include the date and full description of the revision(s) One copy of each replaced sheet must be left for the Planning Dept. _____/____
- nn. ____ If a full packet of plans is not presented with each revision, it is the responsibility of the applicant to replace the originally submitted sheets with the newly revised pages and rebind the packet of plans records. This is a necessary requirement for project completion. _____/____
- *oo. ____ Note of all requested waivers must be provided on plat _____/____
- pp. ____ If seeking reclassification from major to minor subdivision: _____/____
- i. ____ letter requesting reclassification _____/____
- ii. ____ both completed minor and major preliminary subdivision application forms (and site plan application form if appropriate) _____/____
- iii. ____ fee for minor subdivision (applicant is advised to bring a check for the balance remaining for major preliminary subdivision review to the Planning Board meeting at which reclassification will be determined. This will allow review that evening whether the Planning Board reclassifies the project as a minor subdivision or determines that major review is required) _____/____

PLANNING BOARD APPLICATION



Please note that there must be a public hearing legal notice published in the Portland Press Herald seven days prior to the date of the Planning Board meeting at which your proposed subdivision will be heard. You are responsible for paying the legal notice and must make payment to the newspaper.

The Department of Planning and Development will submit the notice to the newspaper approximately seven in advance the applicant's scheduled Planning Board meeting. The applicant is responsible for pay to the newspaper

If you have any questions about this policy, please contact the Department of Planning and Development at 207-767-7603.

In general, the City of South Portland does not require that the application or plan be prepared by professionals, except where specifically required by City Ordinance. Although professional advice and assistance may not be required, past experience indicates it is helpful in expediting your request.

Remember that incomplete applications will delay processing and approval of your application. If you are new to South Portland's review process of special exception, we advise you to set up an appointment with the Community Planner in the Department of Planning and Development prior to submission of your application.

Please note that there is space next to the numbers on the attached checklist for the applicant to check off each required item submitted with this application form. Please be thorough. A public hearing will be held before the Planning Board on this application.

Prior to submitting an application and the start of the review process, a pre-application meeting is required with a Planner. The meeting is initiated by the applicant and is scheduled with the applicant and a member of the Department of Planning and Development staff to discuss pertinent requirements.

Application fees must accompany the application at the time submittal to the Planning Office. The Final Major Subdivision and Site Plan application is two applications and the fee is a combination of land disturbance and new of lot/unit of the proposal development.

- Site Plan Fee for land disturbance < 2-acres: \$500.00 and \$750.00 Site Plan Fee for disturbance > 2-acres.;
- For Commercial Subdivisions the fee base is \$500.00 plus \$100.00 per 1,000 SF of total gross area;
- For Residential Subdivision the fee is assess at a \$100.00/lot or unit; and,
- For Amended Major Subdivision fee is \$500, if no additional lots created or \$750.00 for the first three additional lot/unit or \$100.00/lot or unit for four or more new lots or units.

Submit three copies of your application well in advance of the date that you must begin your project. One bound with original signature, two loose leaf copies, and four copies of plan sets with the submittal of PDF Files of the application and plan set are acceptable for staff review.

TO: Applicants for Site Plan and Subdivision Review

FROM: Department of Planning and Development

SUBJECT: Receipt of Erosion and Sedimentation Control Information – **Level One**

****Please read the attached material, sign the following statement, and return the statement (pages 1 and 2 only) to the Planning Department prior to Planning Board review of your proposed project****

Project: _____

Applicant: _____

Recipient of Information: _____

Company: _____

I certify that I have received a packet of information from the City of South Portland, including:

- (1) Erosion and Sedimentation control standards for site plan and subdivision review.
- (2) Statement on the values of wetlands and the effects of filling, and general description of erosion and sedimentation control options deemed acceptable by the Planning Board.

Signature (use of blue ink for signature is required) Date: _____

Print name of signer

Contractor's Erosion and Sediment Control Certification

TO: Contractors and Applicants
FROM: Department of Planning and Development
SUBJECT: **Level One**: Erosion and Sedimentation Control Information and Pre-construction Conference

Please read the attached material, sign the following statement, make sure the Field Inspector signs it at the Pre-construction conference, and return the statement to the Dept. of Planning and Development prior to issuance of building permits for the approved project (see page 6 Sections D.2(a), D.2(b), and D.3 of the *Erosion and Sedimentation Control Standards for Site Plan and Subdivision Review* Informational Packet.)

Project:

Date of Approval:

Contractor:

Recipient of Information:

Company:

Date of Preconstruction Conference:

City of South Portland Field Inspector or Engineer: _____

I certify that I have received and read the packet of Erosion and Sedimentation control standards for site plan and subdivision review information from the City of South Portland and have attended a Pre-construction conference with the Department of Planning and Development.

Signature (use of blue ink for signature is required) Date: _____

Print name of signer

****Please submit pages 1 and 2 only****

****Please keep the following pages 3 thru 11 for your records****

REGULATION #2

Adopted: 5/14/85

Effective: 5/14/85

Erosion and Sedimentation Control Standards for Site Plan and Subdivision Review

Subject to the provisions of the applicable City ordinances, the following standards apply.

PURPOSE AND APPLICABILITY

1. The Planning Board has adopted this set of Erosion and Sedimentation Control Standards to protect the City's natural and manmade drainage systems, as well as private properties, from damage and dysfunction due to erosion and sedimentation which accompany excavation and/or filling for site development. Such protection is intended to serve the public interest as follows:
 - (a) Protection of streams, wetlands, and storm sewers prevents increased flood hazard.
 - (b) Protection of streams, wetlands, and storm sewers protects water quality and other natural and aesthetic amenities appurtenant to water quality.
 - (c) Prevention of erosion and retention of sediment on construction sites, reduces accidental damage to neighboring properties.
 - (d) Reduction of the siltation rate reduces long-term public dredging costs in Portland Harbor.
 - (e) Protection of storm sewers reduces public sewer maintenance costs.

2. These Standards apply to all proposed developments requiring site plan and/or subdivision review by the Planning Board. The degree of hazard to streams, wetlands, sewers and neighboring properties from uncontrolled erosion and sedimentation will vary considerably according to each proposed development. In order to prevent application of unduly restrictive erosion and sedimentation control requirements to proposed developments that pose little or no erosion and sedimentation hazards, two alternate Levels of Review following parallel review procedures are provided under these Standards. Projects posing a higher level of erosion and sedimentation must comply with stricter controls required under Level One of the standards. Projects posing only small erosion and sedimentation hazard must comply with less restrictive but still adequately protective controls, required under Level Two of the standards. The Department of Planning and Development Director will make the initial determination of whether the standards apply and, if so, under which level the project will be reviewed. The determination of the Department of Planning and Development Director is subject to appeal to the Planning Board whose decision shall be final.

3. In order to determine the appropriate Level of Review for each individual proposal, the Planning Director shall make a determination according to the following criteria:

(a) Criteria for Determining Applicability of Level One (more restrictive) Erosion and Sedimentation Control Standards

- (i) Project is proposed for land which when disturbed would release sediment into the natural drainage system as a nonpoint source.
- (ii) Project site directly abuts a stream, floodplain, or wetlands, or,
- (iii) Project is of large enough scope to warrant more careful review of erosion and sedimentation control plan to protect natural and municipal drainage system.

(b) Criteria for Determining Applicability of Level Two (less restrictive) Erosion and Sedimentation Control Standards

- (i) Project does not abut stream channels, wetlands, or floodplains, or,
- (ii) Project site drains through the municipal storm sewer system.

LEVEL ONE

Erosion and Sedimentation Control Standards for Site Plan and Subdivision Review

A. APPLICANT AND CONTRACTOR EDUCATION

1. The Planning Board requires that the applicant certify in writing that he or she has received at the time of application for project review a packet of information including:
 - (a) A brief statement of:
 - (i) the values of streams, wetlands, and floodplains and
 - (ii) the effects of filling on the values of streams and wetlands.
 - (b) Erosion and Sedimentation Control Standards for Site Plan and Subdivision Review: Level One, and
 - (c) A general description of erosion and sedimentation control options deemed acceptable by the Board.
2. The Planning Board requires that the applicant simultaneously certify in writing that he or she will read the packet of information and pass it on to the approved project's contractor and subcontractor.

B. DATA REQUIRED FOR REVIEW

1. The Planning Board requires that with the application for final approval the applicant must submit data for impact analysis and a detailed erosion and sedimentation control plan.
2. Data required for impact analysis shall include:
 - (a) Soil series and related engineering properties of each soil series present at the site according to the Cumberland County Soil Survey of the U.S. Soil Conservation Service and certification by an engineer, soils evaluator, or other qualified professional that he or she has conducted a site inspection and has verified this data as true and accurate, or,
 - (b) The following data obtained by a qualified engineer:
 - (i) Test pit logs,

- (ii) Soil series and related engineering properties of each soil series, and
 - (iii) Description of seasonal water table.
 - (c) Delineation of surface water, wetlands, and 100-year floodplains.
 - (d) The location of proposed or existing storm sewer intake and discharge points on or in the vicinity of the site.
3. The detailed erosion and sedimentation control plan shall include:
- (a) A plan of operations with erosion and sedimentation control measures, including:
 - (i) Equipment to be used and procedure for filling and/or excavation.
 - (ii) Estimation of the quantity and type of fill present on the site prior to project construction.
 - (iii) Specification of the quantity and type of new fill material to be used.
 - (iv) Time-frame of project and estimated timing and location of phases of filling and/or excavation operations and associated erosion and sedimentation control measures.
 - (b) Details of erosion and sedimentation control measures including:
 - (i) The location and details, including dates of installation and removal, of erosion control devices including hay bales, filter fabric, berms, sedimentation basins, drainage ditches, or other devices to control erosion and sedimentation. The location of these devices is general in nature and may not address unanticipated problems that occur during actual construction. The municipal Field Inspector may require additional devices during construction should they be warranted.
 - (ii) Compaction, grading and surface irregularity removal dates.
 - (iii) Gradients of fill surface following compaction, grading, and removal of surface irregularities.

- (iv) Revegetation and phasing schedule. Standards for fertilizer and seeding should be based on nutrient balances and seeding rates recommended by the Maine Soil Testing Laboratory or other appropriate source.
- (v) Schedule for erosion controls and revegetation monitoring, and if needed, maintenance measures to be carried out from start of construction to full revegetative stabilization of the site at final grades.

C. PERFORMANCE STANDARDS

The Planning Board requires that the plan of operation submitted by the applicant conform to the following performance standards:

1. Concerning the location and timing of construction activities:
 - (a) The Board may establish a maximum area for filling and/or excavation at one time to prevent unusual delays in applying erosion control measures due to the size of the area involved.
 - (b) The plan should seek to accomplish project goals with minimal disturbance of natural topography due to filling and/or excavation activities.
 - (c) The smallest possible area of land surface should remain unprotected for the shortest time practicable.
 - (d) The plan should allow sufficient time for new vegetation to be well established prior to the end of the normal growing season or provide for the establishment of vegetation, i.e. sod.
 - (e) If construction takes place or is completed during the non-growing season, the plan should require specific attention to installation and maintenance of devices to collect sediment mobile during spring runoff.
 - (f) The placement of erosion and sedimentation control devices shall take place before construction begins, except in cases where the board deems it unnecessary.
2. The quantity of fill to be applied should be specified and not substantially deviated from.

3. The quality of fill should fall within a range of particle sizes with a minimum particle size that will allow infiltration and a maximum particle size which will prevent the creation of unstable surface due to voids beneath the surface. Fill should be fairly uniform in texture and should not contain large stones, broken pavement, building rubble, debris, etc., except in cases where a diversity of materials would improve drainage.
4. Compaction, grading, and removal of surface irregularities should be accomplished as soon as possible after disturbance of soil and/or application of fill to minimize exposure of uncompacted material to the elements.
5. Gradients for fill surface after compaction, grading, and removal of surface irregularities should not exceed two feet horizontal to one foot vertical, unless slope stabilization such as riprap is proposed and approved.
6. On embankments above a gradient of three horizontal feet to one vertical foot the board may require mulch materials such as glass fiber, Excelsior wood fiber mats, or twisted jute yarns, and temporary seeding, to prevent siltation.
7. Revegetation shall be commenced as soon as practically possible. Banks shall be sodded or surfaced with soil of a quality at least equal to the topsoil of land areas immediately surrounding, if deemed necessary by the City's Consulting Engineering firm. The developer shall document to the City's Consulting Engineering firm that the resodded, resurfaced areas will be of a quality at least equal to the topsoil of land areas immediately surrounding the excavation. Existing topsoil found within the lines of improvement in excavation areas, embankment areas or both, may be excavated and stockpiled by the contractor for later use as loam on slopes and other areas. Stockpiles shall be placed at designated locations for designated time periods. Such topsoil shall be planted with legumes, grasses or other vegetation, which shall be maintained until well established. If germination is unsuccessful (less than 75% catch) within 30 days of seeding or there is unsatisfactory growth in the next year, the applicant shall reseed the area in accordance with approved seeding specifications. If at any time throughout the duration of the project, sediment from the work area should be transported in any manner outside the designated work limits, the material shall be removed from the affected places and returned to work site. In addition, any damage to vegetation outside of the project area caused by machinery used on the project shall be fully restored in an expeditious manner.

8. The applicant shall monitor and maintain erosion and sedimentation control measures and revegetated areas on a bi-weekly basis and, as needed, after severe storms. It is the applicant's or his/her agent's responsibility to note failures in devices and modify the devices to correct apparent problems as they occur. The applicant or his/her agent should not wait for the Field Inspector to bring these problems to his/her attention. The applicant or his/her agent should bring the Field Inspector's attention to any modifications prior to their execution.

D. PRECONSTRUCTION CONFERENCE

1. In addition to ensuring that the above performance standards are met by the plan of operation, the board requires as a condition of approval a preconstruction conference between the City's Consulting Engineering firm, Building Inspector, the Field Inspector, the applicant, and his/her contractor to reaffirm and clarify the specifics of the approved plan of operations and erosion and sedimentation control plan.
2. The Building Inspector shall not issue a Building Permit until the following conditions have been satisfied:
 - (a) The contractor certified in writing that he or she has received and read the packet of information supplied to the applicant under the requirements of Section A.
 - (b) The Field Inspector has verified that the erosion and sedimentation control devices required to be in place at the start of construction as a condition of approval are in place and properly installed and has photographed these devices in place.
3. Upon satisfaction of the requirements of subsection D.2(a) and (b), the Building Inspector shall with all other necessary conditions having been met, issue a Building Permit.

E. MONITORING

1. The Field Inspector shall conduct weekly field inspections to monitor contractor compliance with the erosion and sedimentation control standards.
2. Following rainstorms during which rainfall intensity reaches 1.0 inch per hour and/or the total rainfall amount exceeds 1.5 inches, the Field Inspector shall conduct inspections within 24 hours of the cessation of rainfall. The Portland International Jetport office of the National Weather Service shall be the authoritative reference for determining rainfall amount and intensity.

3. Except for photographs taken to verify the initial placement of erosion control devices, the Field Inspector shall record observations on film only where necessary to determine or document a violation.
4. The Field Inspector shall continue to monitor projects throughout construction, stabilization and revegetation of the site until final acceptance by the Building Inspector.

F. ENFORCEMENT

1. Violation of any conditions of site plan approval attached by the Planning Board under these standards shall be enforceable by a fine of not more than one hundred dollars (100.00) per day under Section 27-133 of the Zoning Ordinance.
2. Violation of any of the conditions of subdivision approval attached by the Planning Board under these standards shall be enforceable by a fine not to exceed one thousand dollars (1000.00) per day under Section 1-8 of the General Provisions of the City Code.
3. The Field Inspector shall refer observed violations to the Building Inspector for enforcement proceedings.
4. If the applicant or his/her agent fails to install or maintain erosion and sedimentation control devices or address problems brought to his/her attention by the Field Inspector, the City may issue a “stop work” order pending resolution of the problems as identified by the Field Inspector.

G. MONETARY GUARANTEE

The applicant must provide such monetary guarantee as required by City Ordinances in an amount to be determined by the City’s Consulting Engineering firm based upon the cost of rectifying the “worst-case” scenario that could be created on site, and the impacts of such a scenario off-site; provided, however, the City’s Consulting Engineering firm determination of such amount shall be based upon specific facts and cost figures for the lot in question; provided further, the amount of such guarantee may be reduced, but not below 50% of its original amount, by the Planning Board as work progresses. Except as provided, the guarantee may not be released until land has been certified to be rehabilitated by the City’s Consulting Engineering firm and the Building Inspector after consultation with the Field Inspector.

TO: Applicants for Site Plan and Subdivision Review
FROM: Department of Planning and Development
SUBJECT: Receipt of Erosion and Sedimentation Control Information – **Level Two**

****Please read the attached material, sign the following statement, and return the statement (page one only) to the Planning Department prior to Planning Board review of your proposed project.****

Project: _____

Applicant: _____

Recipient of Information: _____

Company: _____

I certify that I have received a packet of information from the City of South Portland, including:

- (1) Erosion and Sedimentation control standards for site plan and subdivision review.
- (2) Statement on the values of wetlands and the effects of filling, and general description of erosion and sedimentation control options deemed acceptable by the Planning Board.

Signature (use of blue ink for signature is required) Date: _____

Print name of signer

****Please submit page one only****

****Please keep the following pages 2 thru 7 for your records****

REGULATION #2

Adopted: 5/14/85

Effective: 5/14/85

Erosion and Sedimentation Control Standards for Site Plan and Subdivision Review

Subject to the provisions of the applicable City ordinances, the following standards apply.

PURPOSE AND APPLICABILITY

1. The Planning Board has adopted this set of Erosion and Sedimentation Control Standards to protect the City's natural and manmade drainage systems, as well as private properties, from damage and dysfunction due to erosion and sedimentation which accompany excavation and/or filling for site development. Such protection is intended to serve the public interest as follows:

- (a) Protection of streams, wetlands, and storm sewers prevents increased flood hazard.
- (b) Protection of streams, wetlands, and storm sewers protects water quality and other natural and aesthetic amenities appurtenant to water quality.
- (c) Prevention of erosion and retention of sediment on construction sites, reduces accidental damage to neighboring properties.
- (d) Reduction of the siltation rate reduces long-term public dredging costs in Portland Harbor.
- (e) Protection of storm sewers reduces public sewer maintenance costs.

2. These Standards apply to all proposed developments requiring site plan and/or subdivision review by the Planning Board. The degree of hazard to streams, wetlands, sewers and neighboring properties from uncontrolled erosion and sedimentation will vary considerably according to each proposed development. In order to prevent application of unduly restrictive erosion and sedimentation control requirements to proposed developments which pose little or no erosion and sedimentation hazards, two alternate Levels of Review following parallel review procedures are provided under these Standards. Projects posing a higher level of erosion and sedimentation must comply with stricter controls, required under Level One of the standards. Projects posing only small erosion and sedimentation hazard must comply with less restrictive but still adequately

protective controls, required under **Level Two** of the standards. The Planning Director will make the initial determination of whether the standards apply and, if so, under which level the project will be reviewed. The determination of the Planning Director is subject to appeal to the Planning Board whose decision shall be final.

3. In order to determine the appropriate Level of Review for each individual proposal, the Planning Director shall make a determination according to the following criteria:

(a) Criteria for Determining Applicability of Level One (more restrictive) Erosion and Sedimentation Control Standards

- (i) Project is proposed for land which when disturbed would release sediment into the natural drainage system as a nonpoint source.
- (ii) Project site directly abuts a stream, floodplain, or wetlands, or,
- (iii) Project is of large enough scope to warrant more careful review of erosion and sedimentation control plan to protect natural and municipal drainage system.

(b) Criteria for Determining Applicability of Level Two (less restrictive) Erosion and Sedimentation Control Standards

- (i) Project does not abut stream channels, wetlands, or floodplains, or,
- (ii) Project site drains through the municipal storm sewer system.

LEVEL TWO

Erosion and Sedimentation Control Standards for Site Plan and Subdivision Review: Level Two

A. APPLICANT AND CONTRACTOR EDUCATION

The Planning Board requires that the applicant certify in writing that he or she has received a packet of information at the time of application for project review, including:

1. A brief statement on the value of preventing sediment from a construction site entering the storm sewer system,
2. Erosion and Sedimentation Control Standards for Site Plan and Subdivision Review: Level Two, and
3. A general description of erosion and sedimentation control options deemed acceptable by the Board.

B. DATA REQUIRED FOR REVIEW

1. The Planning Board requires that with the application for final approval the applicant submit data for impact analysis, as follows:

- (a) Soil series and related engineering properties of each soil series present at the site according to the Cumberland County Soil Survey, or
- (b) The following data obtained by an engineer, soils evaluator or other qualified professional:
 - (i) Soil series and related engineering properties of each soil series.
 - (ii) Description of seasonal water table.
- (c) The locations of proposed or existing storm sewer intake and discharge points on or in the vicinity of the site.

2. The Planning Board may require an erosion and sedimentation control plan developed under the standards described for Level One projects in order to ensure that performance standards will be met.

C. PERFORMANCE STANDARDS

The Planning Board requires that the plan of operation submitted by the applicant conforms with the following performance standards:

1. Concerning the location and timing of construction activities:
 - (a) The Board may establish a maximum area for filling and/or excavation at one time to prevent unusual delays in applying erosion control measures due to the size of the area involved.
 - (b) The plan should seek to accomplish project goals with minimal disturbance of natural topography due to filling and/or excavation activities.
 - (c) The smallest possible area of land surface should remain unprotected for the shortest time practicable.
 - (d) The plan should allow sufficient time for new vegetation to be well established prior to the end of the normal growing season or provide for the establishment of vegetation, i.e. sod.
 - (e) If construction takes place or is completed during the non-growing season, the plan should require specific attention to installation and maintenance of devices to collect sediment mobile during spring runoff.
 - (f) The placement of erosion and sedimentation control devices shall take place before construction begins, except in cases where the board deems it unnecessary.
2. The quantity of fill to be applied should be specified and not substantially deviated from.
3. The quality of fill should fall within a range of particle sizes with a minimum particle size that will allow infiltration and a maximum particle size which will prevent the creation of unstable surface due to voids beneath the surface. Fill should be fairly uniform in texture and should not contain large stones, broken pavement, building rubble, debris, etc., except in cases where a diversity of materials would improve drainage.
4. Compaction, grading, and removal of surface irregularities should be accomplished as soon as possible after disturbance of soil and/or application of fill to minimize exposure of uncompacted material to the elements.
5. Gradients for fill surface after compaction, grading, and removal of surface irregularities should not exceed two feet horizontal to one foot vertical, unless slope stabilization such as rip rap is proposed and approved.

6. On embankments above a gradient of three horizontal feet to one vertical foot the board may require mulch materials such as glass fiber, Excelsior wood fiber mats, or twisted jute yarn, and/or temporary seeding, to prevent siltation.
7. Revegetation shall be commenced as soon as practically possible. Banks shall be sodded or surfaced with soil of quality at least equal to the topsoil of land areas immediately surrounding, if deemed necessary by the City Engineer. The developer shall document to the City Engineer that the resodded, resurfaced areas will be of a quality at least equal to the topsoil of land areas immediately surrounding the excavation. Existing topsoil found within the lines of improvement in excavation areas, embankment areas or both may be excavated and stockpiled by the contractor for later use as loam on slopes and other areas. Stockpiles shall be placed at designated locations for designated time periods. Such topsoil shall be maintained until well established. If germination is unsuccessful (less than 75% catch) within 30 days of seeding or there is unsatisfactory growth in the next year, the applicant shall reseed the area in accordance with approved seeding specifications. If at any time throughout the duration of the project, sediment from the work area should be transported in any manner outside the designated work limits, the material shall be removed from the affected places and returned to the work site. In addition, any damage to vegetation outside of the project area caused by machinery used on the project shall be fully restored in an expeditious manner.
8. The applicant shall monitor and maintain erosion and sedimentation control measures and revegetated areas on a bi-weekly basis and, as needed, after severe storms. It is the applicant's or his/her agent's responsibility to note failures in devices and modify the devices to correct apparent problems as they occur. The applicant or his/her agent should not wait for the Field Inspector to bring these problems to his/her attention. The applicant or his/her agent should bring to the Field Inspector's attention any modifications prior to their execution.

D. PRECONSTRUCTION CONFERENCE

In addition to ensuring that the above performance standards are met by the plan of operation, the Building Inspector may require as a condition of approval a preconstruction conference between the City's Consulting Engineering firm, Building Inspector, the Field Inspector, the applicant, and his/her contractor to reaffirm and clarify the specifics of the approved plan. In any event, the Building Inspector will notify the Field Inspector of the issuance of a building permit.

E. MONITORING

1. The Field Inspector shall conduct weekly field inspections to monitor contractor compliance with the erosion and sedimentation control standards.
2. Following rainstorms during which rainfall intensity reaches 1.0 inch per hour and/or the total rainfall amount exceeds 1.5 inches, the Field Inspector shall conduct inspections within 24 hours of the cessation of rainfall. The Portland International Jetport office of the National Weather Service shall be the authoritative reference for determining rainfall amount and intensity.
3. Except for photographs taken to verify the initial placement of erosion control devices, the Field Inspector shall record observations on film only where necessary to determine or document a violation.
4. The Field Inspector shall continue to monitor projects throughout construction, stabilization and revegetation of the site until final acceptance by the Building Inspector.

F. ENFORCEMENT

1. Violation of any conditions of site plan approval attached by the Planning Board under these standards shall be enforceable by a fine of not more than one hundred dollars (100.00) per day under Section 27-133 of the Zoning Ordinance.
2. Violation of any of the conditions of subdivision approval attached by the Planning Board under these standards shall be enforceable by a fine not to exceed one thousand dollars (1000.00) per day under Section 1-8 of the General Provisions of the City Code.
3. The Field Inspector shall refer observed violations to the Building Inspector for enforcement proceedings.
4. If the applicant or his/her agent fails to install or maintain erosion and sedimentation control devices or address problems brought to his/her attention by the Field Inspector, the City may issue a "stop work" order pending resolution of the problems as identified by the Field Inspector.

PLANNING BOARD APPLICATION

NONCONFORMING LOTS OF RECORD



SITE PLAN APPLICATION FOR DEVELOPMENT OF LOTS WITH LESS THAN THE REQUIRED MINIMUM LOT SIZE OR STREET FRONTAGE

****Please read the entire packet for instructions prior to completing the application form****

Submit pages 1 thru 4 only with application, keep pages 5 thru 25 for your records

For Office Use:

Date Stamp:

Date & Time Received _____ Project #: _____
\$750.00 Application Fee Paid _____ Check#: _____
\$750.00 Engineering Escrow Paid _____
\$750.00 Legal Escrow Paid _____
\$500.00 Architectural Escrow Paid _____
\$150.00 Public Notice Administration Fee Paid _____
Plus (\$1.00 per notice) _____
Applications: _____ # of Plans: _____ PDF Files: _____

Name of Applicant _____ Company Name: _____

Applicant's Mailing Address _____

Telephone # _____ Fax# _____

Name of Project _____

Street Address _____

Proposed Use _____

The City will correspond with only one contact person/agent for this project. Please provide the requested information regarding the contact person/agent.

Contact Person/Agent _____

Company/ Contact's Mailing Address _____

Contact's Phone # _____ Cell # _____ Fax# _____

Contact's Email Address: _____

I certify that all the information provided in this application form and accompanying materials is true and accurate.

_____ Date: _____

Signature of Applicant (use of blue ink is required)
(agent must provide written documentation to act on behalf of applicant)

Print name and title of signer

PLANNING BOARD APPLICATION



****IMPORTANT****

DATE OF REQUIRED PRE-APPLICATION MEETING: _____

1. PROJECT DESCRIPTION

- a) Shoreland Area Y: _____ or N: _____ Flood Zone: _____
- b) Tax Map # _____ Lot # _____
- c) Property Address _____
- d) Existing Zoning District: _____ Neighborhood: _____
- e) Minimum Lot Size : _____ Lot Size (sq. ft.) _____
- f) Building Height: _____ Building Size (sq. ft.): _____
- g) Percent Building Lot Cover: _____ Building Footprint (sq. ft.) _____
- h) Amount of Sanitary Flow: _____(GPD) Amount of Street Frontage: _____
- i) Building Separation: _____ Proposed # of bedrooms _____
- j) CCRD Plan Book _____ Page _____
- k) Total # of proposed parking spaces: _____ % of Vegetated & Permeable Area: _____
- l) Combined Sewer Y: _____ N: _____

2. RIGHT, TITLE OR INTEREST (Exhibit #2)

- a) Name & Mailing Address of Record Owner of the Site

- b) Phone # _____ Fax# _____
- c) Attach evidence of applicant's right, title or interest in site
- d) Attach a copy of the current owner's existing deed for the site
- e) Name of Subdivision: _____ Plan Book: _____ Page: _____ (include a full size map in the planset).
- f) Attach a list of easements and proposed easements or other burdens on the site, if applicable. These should also be referenced on the planset.
- g) **FINANCIAL CAPACITY**
 - a. Estimated cost of the project, including development costs and land purchase, (if any) _____
 - b. As evidence of your financial capacity to complete the proposed development. Submit one or more of the following (please check as appropriate):
 - ___ 1. A written statement from the applicant's bank or a certified public accountant who recently has audited the applicant's finances stating that the applicant has cash reserves in the amount of the estimated cost of the project and can devote those reserves to the project.
 - ___ 2. When the applicant will personally finance the development, provide copies of bank statements or other evidence, which will indicate availability of funds, and evidence that the applicant can devote these funds to the project.

PLANNING BOARD APPLICATION



- ___3. The most recent corporate annual report indicating availability of sufficient funds to finance the development, together with a statement from the applicant that the funds are available and will be used for the proposed project.
- ___4. Copies of contracts, which will provide the source of funding for the operation and maintenance of the development when, completed.
- ___5. A letter from a financial institution, governmental agency, or other funding agency which indicates a timely commitment to provide a specified amount of funds and the uses for which the funds may be utilized.
- ___6. In cases where outside funding is required, but there can be no commitment of money until regulatory approvals are received, a formal letter of "intent to fund upon approval" from the appropriate funding institution indicating the amount of funds it is prepared to provide and their specified uses and the conditions on which funds will be made available.
- ___7. A letter from a financial institution indicating knowledge of the applicant and a potential interest in providing funding for the project. If this type of letter is submitted as evidence of financial capacity to complete the project, the application may be deemed to be complete but the Planning Board may require as a condition of approval that one of the other six methods provided herein for demonstrating financial capacity be submitted before a building permit may be issued for the project. (Please note: If this option is chosen, the Planning Board will condition the by approval requiring one of the above methods to be provided prior to issuing a Building Permit or holding a preconstruction meeting.)

3. PUBLIC UTILITIES (Exhibit #3)

- a) Estimated sewerage gallons per day (90 gallons per bedroom) _____ (Please provide a Sanitary Flow Allocation letter for the Water Resource Protection Director)
- b) Please attach written acknowledgment from Portland Water District of the availability of water supply for the project.
- c) Connected to the MS4: _____ (If so, please provide acceptance letter from the Water Resource Protection Director)

4) DRAINAGE (Exhibit #4) AND EROSION AND SEDIMENTATION CONTROL PLANS (Exhibit #5)

- a) Please provide an approved Drainage Plan meeting the standard in Section 27-1536 (e) (see attached checklist)
- b) Please review all of the Level One Erosion & Sedimentation Control information, sign pages 3 & 4 and return with this application (see attached).

5) APPROVAL STANDARDS FOR DEVELOPMENT OF NONCONFORMING LOTS OF RECORD (see attached Section 27-304(f) (10)) (Exhibit #6).

PLANNING BOARD APPLICATION



TO: Applicants for Site Plan and Subdivision Review
FROM: Department of Planning and Development
SUBJECT: Receipt of Erosion and Sedimentation Control Information – **Level One**

****Please read the attached material, sign the following statement, and return the statement to the Planning Department with your application.****

Project: _____

Applicant: _____

Recipient of Information: _____

Company: _____

I certify that I have received and reviewed the following information from the City of South Portland, including:

- (1) Erosion and Sedimentation control standards for site plan and subdivision review;
- (2) The link to the Maine Erosion and Sediment Control BMP Manual at www.maine.gov/dep/land/erosion/escbmps;
- (3) The DEP Fact Sheet on *Vernal Pools: A Significant Wildlife Habitat*; and
- (4) Statement on the values of wetlands and the effects of filling, and general description of erosion and sedimentation control options deemed acceptable by the Planning Board.

Signature (use of blue ink for signature is required) Date: _____

Print name of signer

****Please submit pages 1 thru 4 only with application****

PLANNING BOARD APPLICATION



Contractor's Erosion and Sediment Control Certification

TO: Contractors and Applicants
FROM: Department of Planning and Development
SUBJECT: **Level One:** Erosion and Sedimentation Control Information
and Pre-construction Conference

Please read the attached material, sign the following statement, make sure the City's Engineering Inspector signs it at the Pre-construction conference, and return the statement to the Dept. of Planning and Development prior to issuance of building permits for the approved project (see page 6 Sections D.2(a), D.2(b), and D.3 of the *Erosion and Sedimentation Control Standards for Site Plan and Subdivision Review* Informational Packet; also see the *Maine Erosion and Sediment Control BMP Manual* at www.maine.gov/dep/land/erosion/escbmps for detailed information on the selection of appropriate project-specific BMPs.)

Project: _____

Date of Approval: _____

Contractor: _____

Recipient of Information: _____

Company: _____

Date of Preconstruction Conference: _____

City of South Portland Field Inspector or Engineer: _____

I certify that I have received and read the packet of Erosion and Sedimentation control standards for site plan and subdivision review information from the City of South Portland, reviewed relevant sections of the Maine Erosion and Sediment Control BMP Manual applicable to the proposed project, and have attended a Pre-construction conference with the Department of Planning and Development.

Signature (use of blue ink for signature is required) Date: _____

Print name of signer

****Please submit page 5 after approval****

****Please keep the following pages 6 thru 25 for your records****

REGULATION #2

Adopted: 5/14/85

Effective: 5/14/85

Revised: 6/24/14

Erosion and Sedimentation Control Standards

Subject to the provisions of the applicable City ordinances, the following standards apply.

PURPOSE AND APPLICABILITY

1. The Planning Board has adopted this set of Erosion and Sedimentation Control Standards to protect the City's natural and manmade drainage systems, as well as private properties, from damage and dysfunction due to erosion and sedimentation which accompany excavation and/or filling for site development. Such protection is intended to serve the public interest as follows:

- (a) Protection of streams, wetlands, and storm sewers prevents increased flood hazard.
- (b) Protection of streams, wetlands, and storm sewers protects water quality and other natural and aesthetic amenities appurtenant to water quality.
- (c) Prevention of erosion and retention of sediment on construction sites reduces accidental damage to neighboring properties.
- (d) Reduction of the siltation rate reduces long-term public dredging costs in Portland Harbor.
- (e) Protection of storm sewers reduces public sewer maintenance costs.

2. These Standards apply to all proposed developments requiring site plan and/or subdivision review by the Planning Board as well as development projects not requiring Planning Board review that involve new principal residential buildings or modifications to existing residential buildings with 1,000 square feet or more of disturbed area¹. The degree of hazard to streams, wetlands, sewers and neighboring properties from uncontrolled erosion and sedimentation will vary considerably according to each proposed development.

In order to prevent application of unduly restrictive erosion and sedimentation control requirements to proposed developments which pose little or no erosion and sedimentation hazards, two alternate Levels of Review following parallel review procedures are provided under these Standards. Projects posing a higher level of erosion and sedimentation must comply with stricter controls, required under Level One of the standards. Projects posing only small erosion and sedimentation hazard must comply with less restrictive but still adequately protective controls, required under Level Two of the standards.

The Planning Director, or the Director's designee, will make the initial determination of whether the standards apply and, if so, under which level the project will be reviewed. The determination of the Planning Director is subject to appeal to the Planning Board whose decision shall be final. All development projects not requiring Planning Board review that involve new principal residential buildings or modifications to existing residential buildings with 1,000 square feet or more of disturbed area are only subject Level Two erosion and sedimentation control standards.

¹ **Disturbed area.** All land areas that are stripped, graded, grubbed, filled, or excavated at any time during the site preparation or removing vegetation for, or construction of, a project. (Maine DEP Chapter 500 3.F.)

PLANNING BOARD APPLICATION



3. In order to determine the appropriate Level of Review for each individual proposal, the Planning Director, or the Director's designee, shall make a determination according to the following criteria:

(a) Criteria for Determining Applicability of Level One (more restrictive) Erosion and Sedimentation Control Standards

- (i) Project is proposed for land which when disturbed would release sediment into the natural drainage system as a nonpoint source.
- (ii) Project site directly abuts a stream, floodplain, or wetlands, or,
- (iii) Project is of large enough scope to warrant more careful review of erosion and sedimentation control plan to protect natural and municipal drainage system.

(b) Criteria for Determining Applicability of Level Two (less restrictive) Erosion and Sedimentation Control Standards

- (i) Project does not abut stream channels, wetlands, or floodplains;
- (ii) Project site drains through the municipal storm sewer system; or,
- (iii) Project does not require review by Planning Board.

PLANNING BOARD APPLICATION



LEVEL ONE

Erosion and Sedimentation Control Standards for Site Plan and Subdivision Review

A. APPLICANT AND CONTRACTOR EDUCATION

1. The Planning Board requires that the applicant certify in writing that he or she has received at the time of application for project review the following information including:
 - (a) A brief statement of:
 - (i) the values of streams, wetlands, and floodplains and
 - (ii) the effects of filling on the values of streams and wetlands.
 - (b) Erosion and Sedimentation Control Standards for Site Plan and Subdivision Review: Level One,
 - (c) The link to the *Maine Erosion and Sediment Control BMP Manual* at www.maine.gov/dep/land/erosion/escbmpps, and
 - (d) A general description of erosion and sedimentation control options deemed acceptable by the Board.
2. The Planning Board requires that the applicant simultaneously certify in writing that he or she will read the packet of information including relevant sections of the *Maine Erosion and Sediment Control BMP Manual* applicable to the proposed project; it is also the applicant's responsibility to ensure that the approved project's contractor and subcontractor have also read the information packet and reviewed relevant sections of the *Maine Erosion and Sediment Control BMP Manual*.
3. The applicant, the approved project's contractor and subcontractor are all responsible for ensuring that proper erosion and sediment control BMPs are used to prevent sediment from leaving the construction site and entering adjacent water resources or the City's stormwater collection system. Projects occurring in the Shoreland Zone² must use contractors that have been certified by the Maine Department of Environmental Protection in the proper use of erosion and sediment control BMPs.

B. DATA REQUIRED FOR REVIEW

1. The Planning Board requires that with the application for final approval the applicant must submit data for impact analysis and a detailed erosion and sedimentation control plan.
2. Data required for impact analysis shall include:
 - (a) Soil series and related engineering properties of each soil series present at the site according to the Cumberland County Soil Survey of the U.S. Soil Conservation Service and certification by an engineer, soils evaluator, or other qualified professional that he or she has conducted a site inspection and has verified this data as true and accurate, or,
 - (b) The following data obtained by a qualified engineer:
 - (i) Test pit logs,
 - (ii) Soil series and related engineering properties of each soil series, and
 - (iii) Description of seasonal water table.
 - (c) Delineation of surface water, wetlands, and 100-year floodplains.
 - (d) The location of proposed or existing storm sewer intake and discharge points on or in the vicinity of the site.

² The Shoreland Zone is defined by the Maine DEP as all areas within 250' of rivers, wetlands, lakes and the ocean and 75' of certain streams. (The City of South Portland's Shoreland Zoning Map also defines these areas similarly).

PLANNING BOARD APPLICATION



3. The detailed erosion and sedimentation control plan shall include:
 - (a) A plan of operations with erosion and sedimentation control measures, including:
 - (i) Equipment to be used and procedure for filling and/or excavation.
 - (ii) Estimation of the quantity and type of fill present on the site prior to project construction.
 - (iii) Specification of the quantity and type of new fill material to be used.
 - (iv) Time-frame of project and estimated timing and location of phases of filling and/or excavation operations and associated erosion and sedimentation control measures.
 - (b) Details of erosion and sedimentation control measures that are consistent with the latest version of the *Maine Erosion and Sediment Control BMP Manual*, including:
 - (i) The location and details, including dates of installation and removal, of erosion control practices including hay bales, filter fabric, berms, sedimentation basins, drainage ditches, or other practices to control erosion and sedimentation. The location of these practices is general in nature and may not address unanticipated problems that occur during actual construction. The Engineering Inspector and/or 3rd party inspector may require additional practices during construction should they be warranted.
 - (ii) Compaction, grading and surface irregularity removal dates.
 - (iii) Gradients of fill surface following compaction, grading, and removal of surface irregularities.
 - (iv) Revegetation and phasing schedule. Standards for fertilizer and seeding should be based on nutrient balances and seeding rates recommended by the Maine Soil Testing Laboratory or other appropriate source.
 - (v) Schedule for erosion controls and revegetation monitoring, and if needed, maintenance measures to be carried out from start of construction to full revegetative stabilization of the site at final grades.

C. PERFORMANCE STANDARDS

The Planning Board requires that the plan of operation submitted by the applicant conform to the following performance standards:

1. Concerning the location and timing of construction activities:
 - (a) The Board may establish a maximum area for filling and/or excavation at one time to prevent unusual delays in applying erosion control measures due to the size of the area involved.
 - (b) The plan should seek to accomplish project goals with minimal disturbance of natural topography due to filling and/or excavation activities.
 - (c) The smallest possible area of land surface should remain unprotected for the shortest time practicable.
 - (d) The plan should allow sufficient time for new vegetation to be well established prior to the end of the normal growing season or provide for the establishment of vegetation, i.e. sod.
 - (e) If construction takes place or is completed during the non-growing season, the plan should require specific attention to installation and maintenance of practices to collect sediment mobile during spring runoff.
 - (f) The placement of erosion and sedimentation control practices shall take place before construction begins, except in cases where the board deems it unnecessary.

PLANNING BOARD APPLICATION



2. The quantity of fill to be applied should be specified and not substantially deviated from.
3. The quality of fill should fall within a range of particle sizes with a minimum particle size that will allow infiltration and a maximum particle size which will prevent the creation of unstable surface due to voids beneath the surface. Fill should be fairly uniform in texture and should not contain large stones, broken pavement, building rubble, debris, etc., except in cases where a diversity of materials would improve drainage.
4. Compaction, grading, and removal of surface irregularities should be accomplished as soon as possible after disturbance of soil and/or application of fill to minimize exposure of uncompacted material to the elements.
5. Gradients for fill surface after compaction, grading, and removal of surface irregularities should not exceed two feet horizontal to one foot vertical, unless slope stabilization such as riprap is proposed and approved.
6. On embankments above a gradient of three horizontal feet to one vertical foot the board may require mulch materials such as glass fiber, Excelsior wood fiber mats, or twisted jute yarns, and temporary seeding, to prevent siltation.
7. Revegetation shall be commenced as soon as practically possible. Banks shall be sodded or surfaced with soil of a quality at least equal to the topsoil of land areas immediately surrounding, if deemed necessary by the City's Consulting Engineering firm. The developer shall document to the City's Consulting Engineering firm that the resodded, resurfaced areas will be of a quality at least equal to the topsoil of land areas immediately surrounding the excavation. Existing topsoil found within the lines of improvement in excavation areas, embankment areas or both, may be excavated and stockpiled by the contractor for later use as loam on slopes and other areas. Stockpiles shall be placed at designated locations for designated time periods. Such topsoil shall be planted with legumes, grasses or other vegetation, which shall be maintained until well established. If germination is unsuccessful (less than 75% catch) within 30 days of seeding or there is unsatisfactory growth in the next year, the applicant shall reseed the area in accordance with approved seeding specifications. If at any time throughout the duration of the project, sediment from the work area should be transported in any manner outside the designated work limits, the material shall be removed from the affected places and returned to work site. In addition, any damage to vegetation outside of the project area caused by machinery used on the project shall be fully restored in an expeditious manner.
8. The applicant and/or the project contractor shall monitor and maintain erosion and sedimentation control measures and revegetated areas on a weekly basis and, as needed, after rain storms, according to the requirements listed under Monitoring below. It is the applicant's or his/her agent's responsibility to note failures in practices on the City's Erosion & Sediment Control Inspection form and modify the practices to correct apparent problems as they occur. The applicant or his/her agent should not wait for the Engineering Inspector and/or 3rd party inspector to bring these problems to his/her attention. The applicant or his/her agent should bring the Engineering Inspector's and/or 3rd party inspector's attention to any modifications prior to their execution.

D. PRECONSTRUCTION CONFERENCE

1. In addition to ensuring that the above performance standards are met by the plan of operation, the board requires as a condition of approval a preconstruction conference between the City's Consulting Engineering firm, Building Inspector, the Engineering Inspector, the applicant, and his/her contractor to reaffirm and clarify the specifics of the approved plan of operations and erosion and sedimentation control plan.
2. The Building Inspector shall not issue a Building Permit until the following conditions have been satisfied:
 - (a) The contractor certified in writing that he or she has received and read the packet of information supplied to the applicant under the requirements of Section A.

PLANNING BOARD APPLICATION



- (b) The Engineering Inspector and/or 3rd party inspector have verified that the erosion and sedimentation control practices required to be in place at the start of construction as a condition of approval are in place and properly installed and has photographed these practices in place.
3. Upon satisfaction of the requirements of subsection D.2(a) and (b), the Building Inspector shall with all other necessary conditions having been met, issue a Building Permit

E. MONITORING

Monitoring is required according to the following:

Project Type	Scheduled Inspections ²	Rain Event Inspections	
		Urban Impaired Stream	Non-Urban Impaired Stream
Large Projects¹ (≥ 1 acre)	Monthly inspections by City-appointed 3 rd party inspector with photo documentation; weekly inspection frequency if chronic deficiencies routinely found; return to monthly inspections following satisfactory remediation of deficiencies	Contractor self-inspections within 24 hrs of 0.2" rainfall; photos suggested but not required	Contractor self-inspections within 24 hrs of 1.5" rainfall; photos suggested but not required
	Weekly contractor self-inspections; photos suggested but not required		
Medium Projects (15,000 ft ² - 1 acre)	Monthly inspections by City-appointed 3 rd party inspector with photo documentation; weekly inspection frequency if chronic deficiencies routinely found; return to monthly inspections following satisfactory remediation of deficiencies	Contractor self-inspections within 24 hrs of 1.5" rainfall; photos suggested but not required	Contractor self-inspections within 24 hrs of 1.5" rainfall; photos suggested but not required
Small Projects (<15,000 ft ²)	City's Engineering Inspector will conduct 2 inspections with photo documentation; additional inspections as needed if deficiencies identified	Addressed during Engineering Inspector's visits	Addressed during Engineering Inspector's visits
Incidental³	No inspections required	No inspections required	No inspections required

1. Inspections required for compliance with Maine MS4 General Permit
2. City inspection requirements waived if MEDEP requires 3rd party inspections for project
3. Any project not requiring a Drainage Plan

PLANNING BOARD APPLICATION



All self-inspections shall use the City's Erosion & Sediment Control inspection forms which shall be retained on the project site for review. The Portland International Jetport office of the National Weather Service shall be the authoritative reference for determining rainfall amount and intensity.

F. ENFORCEMENT

1. Violation of any conditions of site plan approval attached by the Planning Board under these standards shall be enforceable by a fine of not more than one hundred dollars (100.00) per day under Section 27-133 of the Zoning Ordinance.
2. Violation of any of the conditions of subdivision approval attached by the Planning Board under these standards shall be enforceable by a fine not to exceed one thousand dollars (1000.00) per day under Section 1-8 of the General Provisions of the City Code.
3. The Engineering Inspector and/or 3rd party inspector shall refer observed violations to the Code Enforcement Officer for enforcement proceedings.
4. If the applicant or his/her agent fails to install or maintain erosion and sedimentation control practices or address problems brought to his/her attention by the Engineering Inspector and/or 3rd party inspector, the City may issue a "stop work" order pending resolution of the problems as identified by the Engineering Inspector and/or 3rd party inspector.

G. MONETARY GUARANTEE

The applicant must provide such monetary guarantee as required by City Ordinances (Section 27-1430) in an amount to be determined by the City's Consulting Engineering firm based upon the cost of rectifying the "worst-case" scenario that could be created on site, and the impacts of such a scenario off-site; provided, however, the City's Consulting Engineering firm determination of such amount shall be based upon specific facts and cost figures for the lot in question; provided further, the amount of such guarantee may be reduced, but not below 50% of its original amount, by the Planning Board as work progresses. Except as provided, the guarantee may not be released until land has been certified to be rehabilitated by the City's Consulting Engineering firm and the Building Inspector after consultation with the Engineering Inspector and/or 3rd party inspector.

PLANNING BOARD APPLICATION



NONCONFORMING LOTS OF RECORD

SITE PLAN APPLICATION FOR DEVELOPMENT OF LOTS WITH LESS THAN THE REQUIRED MINIMUM LOT SIZE OR STREET FRONTAGE

Prior to submitting an application, **pre-application and pre-submittal meetings** with the Department of Planning & Development **are required**. The application shall not be considered by the Planning Board unless a meeting has been held. This meeting is intended to provide the applicant with an understanding of the City's standards & procedures and to allow the applicant to familiarize the staff with the proposed development.

Upon receipt of your application, exhibits and all applicable fees, staff shall start processing your request. **Please be advised that the Planning Board may schedule a Public Site Walk after your application has been submitted and may be conducted prior to the scheduling your application for a Planning Board Public Hearing.**

Upon acceptance of the completed application, the Planning Staff shall place the item on the Planning Board's agenda for consideration.

The Planning Director or the Planning Board:

1. May request a peer review of the design of the development from an architect or other design professional. This shall occur in accordance with Section 27-138.
2. Must hold a Public Hearing on the application in accordance with Section 27-1425.
3. May impose conditions of approval on the development. These conditions relate to the standards of Section 27-304. In all cases, the Planning Board shall include a condition requiring that the Certificate of Approval and the Findings of Fact for the development shall be recorded at the Cumberland County Registry of Deeds.

The development of the property must comply with the approved application including any conditions of approval. If it is necessary to make modifications to the approved plan prior to or during development, the Planning Director may approve such modifications provided they do not amount to a waiver or substantial alteration of the approved plan including any conditions or requirements set by the Planning Board. Any subsequent modifications to the building, site layout or use may occur only with approval of an amended application by the Planning Board.

PLANNING BOARD APPLICATION



Public Notice Instructions:

When a project is scheduled for a public hearing before the Planning Board, the Department of Planning and Development currently notifies all owners of property within 500' of the lot being proposed for development. **Required at application submission: a list of map and lot numbers of property within 500' of the lot under consideration. \$150.00 for staff administrative fee plus a \$1.00 per notice fee. These map & lot numbers must be obtained from the current, updated tax maps in the City Assessor's Office or the GIS Web Viewer on the City website, www.southportland.org/**

Attached to this cover sheet is:

1. A list of approval standards for the development of lots of record. Please read these standards carefully and if you have any questions, please contact staff.
2. An exhibit sheet. (All exhibits must be received and reviewed by staff for the Director of Planning & Development in order to deem your application complete for a Planning Board review.)
3. Application form

We look forward to working with you.

APPROVAL STANDARDS FOR DEVELOPMENT OF NONCONFORMING LOTS OF RECORD

These standards must be met unless otherwise specifically provided for in this section. If there is any discrepancy between the standards presented here and those in Section 27-304 (f), those in Section 27-304 (g) shall apply.

- (1) The principal building must be a single-family detached dwelling used solely for residential purposes including home occupations.
- (2) Each building on the lot shall not exceed twenty-eight (28) feet in height, the height to be measured, notwithstanding the definition of building height in Sec. 27-201, from the peak or highest point on the roof line.
- (3) Total building coverage shall not exceed twenty-five (25) per cent of the lot.
- (4) At least twenty-five percent (25%) of the area of the lot must be vegetated and permeable, or naturally impermeable (e.g., naturally occurring ledge), open space.
- (5) Each building on the lot shall comply with the side and rear setback requirements of the district in which the lot is located, except that there shall be a minimum of twelve (12) feet separation between the new building and any existing principal or accessory building on an abutting lot, whichever produces the greater side and rear yard setbacks on the lot.
- (6) The principal building shall be connected to the public sewer system either directly or via a private sewer which is connected to the public sewer system.
- (7) Any building located in a combined sewer area shall not have a basement, unless the Planning Board finds that one of the following conditions is met:
 - (i) The finished floor elevation of the basement slab is a minimum of 12" above the seasonal high groundwater elevation, hydraulically restrictive horizon or bedrock as defined by the State of Maine Subsurface Wastewater Disposal Rules. The determination of the limiting factors shall be based on a soil profile description, prepared by a Maine-licensed site evaluator, for a minimum of two (2) test pits excavated within the footprint of the proposed building. The soil profile shall be documented on a standardized application form issued by the Maine Department of Health and Human Services (i.e., HHE-200 form, as may be amended from time to time). Submitted documentation to support the basement request shall include an elevation reference mark for verification. The soil profile and condition used for the determination of the limiting factor elevation shall be representative of the most limiting conditions beneath the foundation of the building.

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or

- (ii) The applicant demonstrates sufficient right, title or interest, reviewed and approved as to legal sufficiency by the Corporation Counsel, to discharge runoff from building foundation drain(s) or sump pump(s) onto or across downgradient properties. Such rights shall include any required downgradient areas along the flow path of the discharge from the project site to a natural stream or the City's public separated storm drainage system.
- (8) Building site plans submitted pursuant to Sec. 5-58 of the Code shall include a Drainage Plan meeting the requirements of Sec. 27-1536(e), Standards for a Drainage Plan.
- (9) Notwithstanding any other provision of this ordinance to the contrary, there shall be no vehicular access, driveway or parking easements allowed to benefit or burden the lot to be developed.
- (10) The proposed design and development of the lot and the buildings and structures on the lot shall be consistent with the established character of the neighborhood. In determining if the proposed development meets this criterion, the Planning Board must find that the following are met, if they are applicable to the location:
- (i) If there is a predominate pattern of development in the immediate neighborhood with respect to the relationship of the principal building to the street, the principal building must be located on the lot so that it has a similar relationship to the street as other neighboring principal buildings on the same side of the street. If this requires the building to be closer to the front lot line than the required front yard setback, the building may encroach on the required yard and no variance is required.
 - (ii) If there is a predominate pattern in the width of buildings in relationship to the width of lots in the immediate neighborhood, the width of the front of the building must be similar to the relationship of neighboring lots on the same side of the street.
 - (iii) If there is a predominate pattern in the style of the roof and its orientation with respect to the street in the immediate neighborhood, the roof of the building must be similar to the relationship of buildings on neighboring lots on the same side of the street. If the predominant pattern is for the ridgeline of the roof to be perpendicular to the front property line, the portion of the proposed building facing the street must maintain this relationship.
 - (iv) If there is a predominate pattern in the height of buildings in the immediate neighborhood, the height of the building based upon existing

PLANNING BOARD APPLICATION



grade must be consistent with the height of the buildings on neighboring lots on the same side of the street. If the predominant pattern is for buildings to have more than one story, the proposed building must have more than one story for the portion of the building facing the street.

- (v) The appearance of the wall of the building facing the street must be consistent with buildings on neighboring lots on the same side of the street. If there is a predominant pattern in the immediate neighborhood for these walls to be treated as the front of the building with a front door and windows, the front wall of the proposed building must be treated as the front of the building. If there is a predominant pattern for neighboring buildings to have a front porch, the design of the proposed building must be consistent with this pattern.
 - (vi) The exterior materials must be visually compatible with adjacent and nearby buildings where a predominate pattern in the exterior materials exists, except where unacceptable materials predominate. This provision shall not be used to exclude materials that are visually similar to existing materials but are made differently. The determination shall be based upon Sec. 27-1568(H), Materials and Colors.
- (11) If the nonconforming lot of record is located within the Shoreland Area Overlay District, including the Shoreland Resource Protection Overlay Subdistrict and the Stream Protection Overlay Subdistricts, the lot must be developed, and all buildings and structures located, in full compliance with the water setback requirements and performance standards of those districts.
- (12) If the nonconforming lot of record is located within a special flood hazard zone, the lot must be developed, and all buildings and structures located, in full compliance with the requirements of Article IV of Chapter 5 of the Code of Ordinances.

PLANNING BOARD APPLICATION



NONCONFORMING RESIDENTIAL LOTS OF RECORD SITE PLAN - EXHIBIT LIST

- 1) _____ Submit one (1) bound copy of the application with **original signature (in blue ink)**. PDF files are required. The Pre-Application date must be included in the application. One (1) hard copy of plan set (in the required form) must be submitted with the application submission. Also, electronic PDF files of all information are required.

- 12) _____ Submit documentation of title, right, interest in the property (deed, purchase & sale contract, contract for sale, lease, copy of the original subdivision, etc.)

- 3) _____ Provide an existing conditions plan prepared by a land surveyor or other qualified professional registered in the State of Maine and drawn to scale showing the boundaries of the lot of record, any improvements on the lot, including buildings, structures, or paving, the location of improvements on abutting lots, the topography and direction of drainage of the parcel, any existing easements, and the location of all utilities on the lot or in adjacent streets. These plans should be on paper no larger than 24" x 36". The plans must be bound into sets, stapled, and folded into a size no larger than 14" x 10" with the project name shown on the front of the folded plan.

- 4) _____ The plans shall provide the following information:
 - a) Identification of plan as Minor Site Plan
 - b) Locus Map (minimum 1" = 400')
 - c) Street name and number
 - d) Date and Scale
 - e) Name & Address of record owner
 - f) Zoning District and neighborhood of property and properties within 500'
 - g) Location & Dimensions of proposed dwelling
 - h) Location & Dimensions of driveway & sidewalk
 - i) Land area in square feet
 - j) Lot Coverage in square feet
 - k) Percentage of lot area to be covered with building
 - l) Vegetative and permeable area in square feet
 - m) Percentage of lot area proposed to be Vegetative and permeable area.
 - n) Location of all proposed utility connections.

- 5) _____ Provide building plans for the principal building and any accessory buildings including, at a minimum, the first floor plan and elevations for all sides of the building showing the architectural treatment of the property. The plan sets should be no larger than 24" x 36" and must be bound into sets, stapled, and folded to a size no larger than 14" x 10" with the project name shown on front face of folded plan.

PLANNING BOARD APPLICATION



- 6) _____ Provide perspective drawings or photo simulations showing how the proposed building will appear when seen from the street and how it will fit into the streetscape.
- 7) _____ Provide a written and visual analysis of the existing character of the immediate neighborhood within five hundred (500) feet of the parcel that is within the same zone – focusing on the factors identified in Section 27-304(f) & (g). This should include aerial photos and pictures of the existing lots in the neighborhood, which are available on the City's webpage www.southportland.org Web GIS viewer
- 8) _____ Provide a written and visual analysis demonstrating how the proposed development of the lot meets Section 27-304(f) & (g).
- 9) _____ Erosion and Sedimentation Control Information cover sheet signed.
- 10) _____ As-built – Notes on the record drawing (see attached).
- 11) _____ Drainage Plan check list (see attached).
- 12) _____ If in a combined sewer area and basement is desired, please provide either of the following requirements:
 - (i) The finished floor elevation of the basement slab is a minimum of 12" above the seasonal high groundwater elevation, hydraulically restrictive horizon or bedrock as defined by the State of Maine Subsurface Wastewater Disposal Rules. The determination of the limiting factors shall be based on a soil profile description, prepared by a Maine-licensed site evaluator, for a minimum of two (2) test pits excavated within the footprint of the proposed building. The soil profile shall be documented on a standardized application form issued by the Maine Department of Health and Human Services (i.e., HHE-200 form, as may be amended from time to time). Submitted documentation to support the basement request shall include an elevation reference mark for verification. The soil profile and condition used for the determination of the limiting factor elevation shall be representative of the most limiting conditions beneath the foundation of the building.

Or

 - (ii) The applicant demonstrates sufficient right, title or interest, reviewed and approved as to legal sufficiency by the Corporation Counsel, to discharge runoff from building foundation drain(s) or sump pump(s) onto or across downgradient properties. Such rights shall include any required downgradient areas along the flow path of the discharge from the project site to a natural stream or the City's public separated storm drainage system.

PLANNING BOARD APPLICATION



INSTRUCTIONS

Be sure to submit your application well in advance of the date on which you plan to start the project.

In general, the City of South Portland does not require that the application or plan be prepared by professionals, except where specifically required by City Ordinance. Although professional advice and assistance may not be required, past experience indicates it is helpful in expediting your request.

Remember that incomplete applications will delay processing and approval of your application. You are required to have a pre-application meeting prior to submitting an application for review(see attached Administrative Procedures).

Please note that there is space next to the numbers on the attached checklist for the applicant to check off each required item submitted with this application form. Please be thorough.

A public hearing will be held before the Planning Board on this application.

Chapters 24 and 27 of the Code of Ordinances details the regulations governing submission of material required for approval of all applications.

1. Prior to submitting an application and the start of the review process, a pre-application conference is required with a Planner. The conference is initiated by the applicant and is scheduled with the applicant and a member of the Department of Planning and Development staff to discuss pertinent requirements.
2. Submit three (3) copies of your application well in advance of the date that you must begin your project. One (1) bound with original signature, two (2) loose leaf copies, and four copies of plan sets with the submittal of PDF Files of the application and plan set are acceptable for staff review.
3. Prepare the application, making sure all items on the checklist are addressed and that all required information is included in the application package. Call the Department of Planning and Development if you don't understand a requirement. Submit the application to the Department of Planning and Development.

The project must also comply with Planning Board Regulations and all applicable City ordinances.

PLANNING BOARD APPLICATION



ADMINISTRATIVE PROCEDURES FOR PLANNING BOARD MEETINGS

The Planning Board adopts the following administrative procedures for Planning Board meetings.

- 1) The following actions are required of applicants and Planning Department staff. If there is any conflict with a provision in the Zoning Ordinance, the Zoning Ordinance provision shall prevail.
 - a) **Pre-Application Meeting:** A pre-application meeting is required for all applications needing Planning Board approval. At a minimum the meeting must include the Code Enforcement Officer and a Planner. Pre-application meetings will be scheduled in the order they are received. The applicant must bring to the meeting all required application exhibits and submission materials, completed to at least the 75% level, including evidence of right, title, and interest in the subject property and, for projects involving construction, engineering plans.
 1. In the case of applications involving sensitive use setbacks, the applicant must provide evidence at the pre-application meeting that the proposed establishment meets the Zoning Ordinance separation performance standards. This evidence shall consist of a list of uses, by address, for each parcel within 1,000 feet of the parcel with the proposed establishment. In all cases, the burden of proof is on the applicant to ensure that the separation performance standards are met.
 - b) **Application Submission and Processing:** Applications will not be reviewed or processed unless they are acceptable for submission. In order to be acceptable, the applicant must provide all of the items on a checklist developed by staff for each type of application. If an application is acceptable for submission, a staff member will sign the checklist and stamp it with the date and time. A copy of the signed checklist will be provided to the applicant and will constitute a determination from the City as to whether the application is acceptable for submission.
 1. In cases where a land use activity may not locate within a certain distance of another use, the date and time stamp shall mark once an applicant is considered by the City to have secured the right to operate in that location, assuming no other proximity-proscribed use already exists within the defined distance, and assuming the application succeeds in obtaining Planning Board approval.
 2. The application must be submitted in person to one of the Community Planners or to the Planning Administrative Assistant. If an Applicant is unable to submit the application in person, other arrangements agreeable to the Applicant and Planning staff will be made upon request.

PLANNING BOARD APPLICATION



3. Within 30 days of receipt of an application that is determined to be acceptable for submission, Planning staff will send a letter to the applicant that contains a determination of whether the application is complete for Planning Board review.
 4. Once an application is determined to be complete for Planning Board review, Planning staff will consider the time needed for the applicant to respond to staff comments and will schedule the application for a Planning Board public hearing accordingly. In all cases, a public hearing on the application will be held within 90 days of when the application is deemed complete for review, unless the applicant agrees to an extension of the time period.
- 2) The developer of any project which requires a permit from another regulatory agency, such as the Department of Environmental Protection, Inland Fisheries and Wildlife, Army Corps of Engineers, or City official or agency, must present a written copy of the approved permit to the Planning Department at least seven (7) days before any final review by the Board: provided that, upon request, the Board may conduct a preliminary review of the project and submit written comments to the regulatory agency in question prior to the receipt of such final permit.
 - 3) Except as otherwise provided by law, the Planning Director, or designee, shall schedule the Planning Board's agenda. Items shall be placed on the agenda on a first come, first served basis (as determined by time and date of completed application) consistent with the provisions of paragraph 1 above. Any items, which cannot be fit on the agenda because of the number or length of previously scheduled items, shall receive priority in scheduling for the next regularly scheduled meeting.
 - 4) No new agenda items will begin after 11:00 p.m.
 - 5) If during the course of a Planning Board meeting it becomes apparent that the Board will not reach certain agenda items, the Board may, prior to its 11:00 p.m. cut-off, offer to the proponents of such items the opportunity to have their items tabled immediately to the beginning of the next regularly scheduled meeting.
 - 6) Agenda items remaining after the 11:00 p.m. cut-off time will automatically be tabled to the next regularly scheduled meeting.
 - 7) A City Planner will prepare draft informational reports as requested by the Board of Appeals for miscellaneous appeals, in conformance with the Zoning Ordinance, and present those reports to the Planning Board on a "consent calendar" at each meeting. Notification of these reports will be posted outside the City Clerk's office no later than Friday noon prior to the week in which the regularly scheduled Planning Board meeting will be held.

PLANNING BOARD APPLICATION



- 8) A City Planner will prepare comments for re-approval of lapsed site plans that have not changed and present those items and comments to the Planning Board on a “consent calendar” at each meeting unless a substantive change in the ordinance has taken place since the time of approval of the plan, warranting a more lengthy review of the project by the Planning Board. Notification of these applications will be posted outside the City Clerk’s office no later than Friday noon prior to the week in which the regularly scheduled Planning Board meeting will be held.
- 9) The Planning Director, or other Planning Department staff member, will prepare public hearing legal notices. The applicant will be notified a minimum of 24 hours before the notice is to be delivered to the newspaper and may come to the Planning office to review the public hearing notice. The Planning Director will have final responsibility for the wording of the public hearing notice.

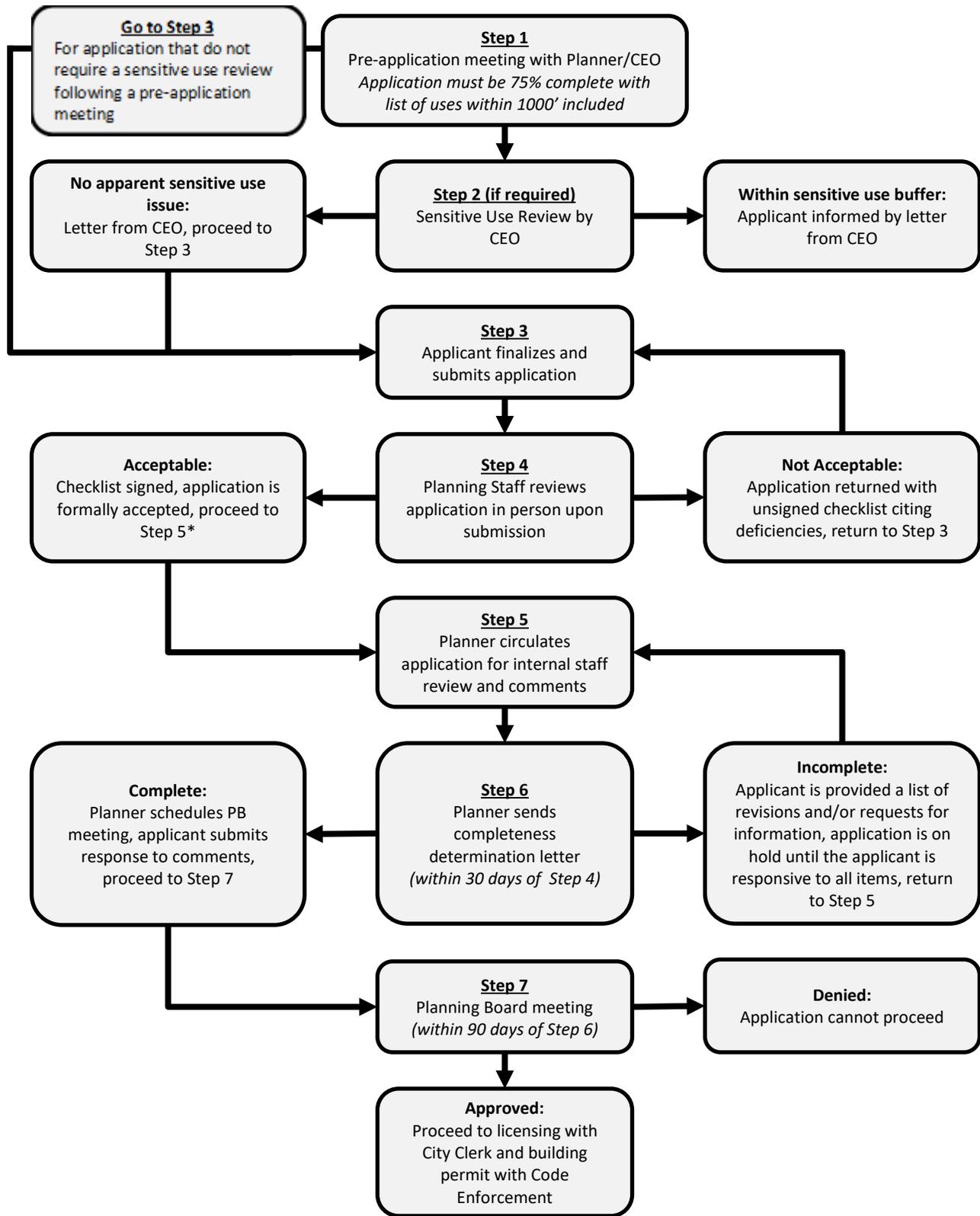
If there is an error in the ad placed in the newspaper, for any reason, it is the applicant’s responsibility to pay for a new ad to be run. In the case of error, the hearing will be tabled and rescheduled.

Public Notice Instructions:

When a project is scheduled for a public hearing before the Planning Board, the Department of Planning and Development currently notifies all owners of property within 500’ of the lot being proposed for development. **Required at application submission: a list of map and lot numbers of properties within 500’ of the lot under consideration, \$150.00 for staff administrative fee plus a \$1.00 per notice fee. These map & lot numbers must be obtained from the current, updated tax maps in the City Assessor’s Office or the GIS Web Viewer on the City website, www.southportland.org**

Please call 207-767-7648, Community Planner, for more information. Be advised to keep in touch with the staff throughout the process. Your responsiveness will help the process to run smoothly.

PLANNING BOARD APPLICATION



PLANNING BOARD APPLICATION

NEW APPLICATION SUBMISSION CHECKLIST



APPLICANT INFORMATION		
Applicant or agent name Company name		
Applicant's Telephone Number		
Applicant's Email		
Project Name		
Project Address		
Fee Total: _____ Check #: _____ Application: _____ Escrows: Eng. Fee: _____ Legal Fee: _____ Arch. Fee: _____ PN Admin Fee: _____ PN Fee: _____	Administrator Signature _____ Date: _____ Applicant or agent: _____ Date: _____	For Office Use: Date and Time stamp

CHECKLIST		
<input type="checkbox"/>	Application fees, Peer review escrows, Public notice fees, and (If a Zoning Change or Subdivision) Portland Press Herald account number	
<input type="checkbox"/>	Date of the Pre-application meeting w/Community Planner and CEO:	
<input type="checkbox"/>	Signed application form (in BLUE Ink)	
<input type="checkbox"/>	One(1) bound original application signed in blue ink, tabbed with a table of contents, and two(2) loose leaf application packets, tabbed with a table of contents.	
<input type="checkbox"/>	All exhibits and plans, with relevant info, i.e. RTI, Financial Capacity, SW etc.	
<input type="checkbox"/>	All necessary exhibits and supporting documentation, including building elevations and floor plans, sign details, and cut-sheet exhibits	
<input type="checkbox"/>	Four(4) bound and folded plan sets not larger than 24" x 36"	
<input type="checkbox"/>	Electronic files of application and plan sets	
FOR MARIJUANA ESTABLISHMENT APPLICATIONS (ONLY)		
<input type="checkbox"/>	300' and 1000' Buffer Analysis from sensitive uses — verified by the Code Enforcement Officer.	
<input type="checkbox"/>	300' Buffer Analysis another Marijuana stores or dispensaries — verified by the Code Enforcement Officer.	
<i>Disclaimer: In cases where a land use activity may not locate within a certain distance of another use, the date and time stamp shall mark when an applicant is considered by the City to have secured the right to operate in that location, assuming no other proximity-proscribed use already exists within the defined distance, and assuming the application succeeds in obtaining Planning Board approval.</i>		

ACCEPTABLE FOR SUBMISSION

NOT ACCEPTABLE FOR SUBMISSION (Please be aware, the City WILL NOT hold incomplete applications. The applicant will be required to take the application with them and not leave it at the Planning Office.)

Office.)

PLANNING BOARD APPLICATION



Drainage Plan Check List

The goal of the drainage plan is to reduce or minimize stormwater runoff leaving the site and shall include consideration of the site's total impervious surfaces, design of the stormwater management system, and downstream properties and drainage patterns. If there is any discrepancy between the check list items here and the requirements in Section 27-1536 (e), those in Section 27- 1536(e) shall apply.

The Drainage Plan shall demonstrate:

- 1) _____ Stormwater draining onto and across the site in the pre-improved state and will not be impeded or re-directed to create ponding or flooding on abutting lots;
- 2) _____ Any increase in volume or rate of stormwater draining from the lot will not cause or create flooding or ponding after the improvements and any increase of stormwater on an abutting lot shall have the permission, in the form of an easement to do so;
- 3) _____ Any increase in volume or rate of stormwater draining from the lot onto City property will not cause or create flooding or ponding after the improvements and any drainage on City owned property shall have the permission, in the form of an easement to do so;
- 4) _____ Any increase in volume or rate of stormwater draining from the lot into the City's separate storm sewer system can be accommodated in the system without creating downstream problems or exceeding the capacity of the storm sewer system (see Section 27-12536(e)(1)(d));
- 5) _____ Drainage plan are subject to the requirements of subsection (f) Standard for Easements or Rights-of-Ways, (g) Material Requirements, (h) Modification of the Standards and Requirements, and (i) Discharge of Stormwater; and,
- 6) _____ Drainage Plan Submission:
 - 1) The location and characteristics of any streams or drainage courses existing on the parcel and /or abutting parcels;
 - 2) The existing and proposed grade on the site using one-foot contours;
 - 3) The location and area of existing and proposed buildings and impervious surfaces;
 - 4) The existing pattern of stormwater drainage on the site, including points of discharge to the City's Stormwater System or adjacent properties; and,
 - 5) The existing pattern of stormwater drainage after development including the location and design of any stormwater facilities.

PLANNING BOARD APPLICATION



ZONING MAP CHANGE (Ord. Sec. 27-115)

****Please read the entire packet for instructions prior to completing the application form****

Submit pages 1 thru 6 only, keep pages 7 thru 14 for your records

For Office Use:

Date Stamp

Date & Time Received _____ Project# _____

\$500.00 Application Fee Paid _____ Check # _____

\$750.00 Minimum Engineering Escrow Paid: _____

\$750.00 Minimum Legal Escrow Paid: _____

\$150.00 Public Notice Administrative Fee Paid _____

Public Notice Fee Paid (\$1.00 each notice) _____ (plus Legal Advertisement in the newspaper)

Name of Applicant _____
(must own or have control of the property proposed for the zoning change)

Applicant's Mailing Address _____

Phone # _____ Fax# _____

(If more than one applicant and/or property owner, please submit additional copies of this page to provide the required information for all parties.)

**The City will correspond with only one contact person/agent for this project.
Please provide the requested information regarding the contact person/agent.**

Contact Person/Agent _____

Contact's Mailing Address _____

Contact's Phone # _____ Cell# _____ Fax# _____

Contact's Email Address _____

I certify that all of the information provided in this application form and accompanying materials is true and accurate.

_____ Date: _____

Signature of applicant (Use of blue ink for signature is required)

(If signed by applicant's agent, provide written documentation of authority to act on behalf of the applicant)

Print name, title, and company of signer

PLANNING BOARD APPLICATION



Application for Zoning Map Change with or without Proposed Accompanying Construction
(Items 1-5 to be completed by all applicants)

*****Date of Pre-application meeting:**

1. PROPOSAL DESCRIPTION

A. Explain the reason for the zoning map change request

B. Attach as **EXHIBIT #1** the appropriate section of the City of South Portland Tax Assessor's Map(s) with the following information:

- a. abutting property within one thousand feet of all boundaries of the total property proposed to be rezoned
- b. outline of total property proposed to be rezoned
- c. zoning district(s) of abutting properties
(This location map may be included as part of the site plan drawings.)

C. Proposal Details - for all properties located within the area proposed for rezoning

1. Name and approval date of subdivision property is in (if applicable)

Subdivision lot numbers (if applicable) _____

2. Street address(es) of property to be rezoned

3. Existing zone of property _____

Shoreland Protection District ___ yes ___ no

Areas of Special Flood Hazard ___ yes ___ no

4. Proposed zone of property _____

5. Book and page number(s) of recorded deed(s)

6. Assessor's Map number(s) _____ Lot number(s) _____

7. Total land area for each lot proposed to be rezoned

PLANNING BOARD APPLICATION



Total land area of each lot proposed to be rezoned that is within Areas of Special Flood Hazard and/or Shoreland Protection District(s)

8. Street frontage dimension for each lot proposed to be rezoned

9. Assessed value for each lot proposed to be rezoned (from records in Assessor's office)

D. Existing conditions - for all properties located within the area proposed for rezoning

1. Existing use of property (please be specific)

2. Total floor area of each existing building in square feet: _____

3. Footprint of each existing building in square feet: _____

E. Proposed use

1. Proposed use(s) of land - for all properties located within the area proposed for rezoning (please be specific)

2. Does the proposal include new construction? yes no

2. RIGHT, TITLE, OR INTEREST

A. Attach as **EXHIBIT #2** evidence of corporate or partnership status, if applicant is not an individual. For corporations, the evidence shall be a certificate from the Maine Secretary of State that the applicant is registered to do business in the State of Maine and is in good standing. For limited partnerships, the evidence shall be a certificate from the Maine Secretary of State that the applicant is registered in the State of Maine. For other partnerships, the evidence shall be a certificate from the municipal clerk that the applicant is a registered mercantile partnership in that municipality or a copy of the partnership agreement.

B. Attach as **EXHIBIT #3** evidence of applicant's right, title, or interest in the site. A complete copy of the document must be provided; financial information may be deleted.

PLANNING BOARD APPLICATION



C. Attach as **EXHIBIT #4** a copy of the current owner's existing deed for the site.

3. CONSISTENCY WITH COMPREHENSIVE PLAN

A. A zoning map change must be pursuant to and consistent with the City's existing Comprehensive Plan. What section(s) of the Comprehensive Plan support the requested zoning map change?

If your proposal is not supported by the Comprehensive Plan, please consult with the Department of Planning and Development.

4. SURVEY

A. If your proposal does not include new construction, please submit a Mortgage Loan Inspection Survey of the property proposed to be rezoned.

5. LIST OF ADJACENT PROPERTIES

A. Attach as **EXHIBIT #5** an accurate, current list of the Assessor's map(s) and lot numbers of all properties located within 500 feet of the boundaries of the area proposed for rezoning.

If new construction is proposed in conjunction with the zoning map change, please provide the following information

6. NEW CONSTRUCTION PROPOSAL

A. Proposed conditions

1. Total floor area of each proposed building in square feet:

2. Footprint of each proposed building in square feet:

3. Height of proposed building(s) _____ feet _____ stories

4. Total number of proposed parking spaces _____

5. Number of proposed handicap parking spaces _____

B. Construction sequence

1. Estimated time of start of construction _____

Estimated time of completion of construction _____

PLANNING BOARD APPLICATION



- F. Name, location, width, of existing and proposed streets.
- G. A Boundary Survey, Category 1, Condition 2, showing boundaries of all property proposed to be rezoned
- H. Setbacks as required by proposed zoning ordinance; zone line if site is transected by a zone line or if zone line is within 50 feet of the boundaries of the site
- I. Buildings, structures, and signs
 - a. locations, dimensions, entrances of existing and proposed buildings and structures
 - b. locations, dimensions, and materials of existing and proposed signs
- J. Names of abutting property owners (see Introduction)
- K. Locations of existing and proposed parking areas, loading and unloading facilities, driveways, access points.
- L. Locations of existing and proposed pedestrian access ways.
- M. Location and size of existing and proposed utilities, both on-site and in adjoining public ways.
- N. Locations and type of exterior and building-mounted lighting.
- O. Location and description of existing natural features, such as wetlands, water courses, marshes, rock outcroppings, stands of trees. Natural features to be preserved must be identified on plan.
- P. Existing and proposed landscaping, fencing, screening. Include locations, types, and sizes of plantings.
- Q. If project is within Areas of Special Flood Hazard, extent of floodway, floodway fringe, and/or Floodplain, please refer to Section 27-1322C.
- R. If project is within Shoreland Area, show required setbacks, please refer to Section 27-1322A.

ZONING MAP CHANGE APPLICATION INFORMATION

****Please keep the following pages 7 thru 14 for your records****

Planning Board Zoning Map Change Review Process and Procedures

In applying for a **Zoning Map Change**, with or without proposed accompanying construction, the applicant is encouraged to follow the process described below.

1. Prior to submitting an application and the start of the review process, a pre-application conference **is required**. The conference is initiated by the applicant and is scheduled with the applicant and members of the planning staff to discuss pertinent requirements.
2. Submit three (3) copies of your application well in advance of the date that you need approval of the zoning map change or must begin your project. Zoning map changes must be reviewed by both the Planning Board and the City Council, and receive approval from the City Council. The review process, from initial date of submission to being placed on a Planning Board agenda, typically takes a minimum of four to six weeks. Review and action at the City Council level typically takes a minimum of three weeks. Special circumstances of your specific proposal may result in a longer time for review.
3. Prepare the application, making sure all items on the checklist are addressed and that all required information is included in the application package. Call the Department of Planning and Development if you don't understand a requirement. Submit the application to the Department of Planning and Development.

The proposal must also comply with Planning Board Regulations and all applicable City ordinances. The following sections of the Code of Ordinances may apply to your proposal (this list is a guide and is not exclusive):

- * Zoning changes and amendments (Chapter 27, Article I, Sec. 27-115)
- * Standards in individual zoning districts, Areas of Special Flood Hazard, Shoreland Area; Site Plan and General Performance standards (if construction is proposed)
- * Parking and buffering (Chapter 27-1556)
- * Landscaping (Chapter 24, Article V, Section 24-42)
- * Establishment of fire lanes (Chapter 23, Article III)
- * Road and sewer standards (Chapter 24)
- * Stormwater Management (Chapter 27 Article XIX, Section 27-1536)

The Zoning Ordinance (Chapter 27) and Subdivision Ordinance (Chapter 24) of the Code of Ordinances may be purchased from the City Clerk or refer to www.southportland.org. Tax maps are also available on-line. The Planning Board Regulations may be obtained from the Department of Planning and Development and on-line at the Department of Planning and Development web page.

PLANNING BOARD APPLICATION



4. Submit one complete Application Form. Please note that some application items request submission of more than one copy initially. When your application is tentatively scheduled for a Planning Board agenda, the Department of Planning and Development will notify you.

If you are not proposing new construction with the zoning map change request, the following submission requirements apply:

- * At least seven (7) days before the Planning Board hearing date, if necessary, you must provide seven (7) additional copies of the final Application Form, including the cover page, application items 1-5, with Exhibits 1-5, and supporting documents, with any revised or additional documents.

If you are proposing new construction in conjunction with the zoning map change request, the following submission requirements apply:

- * Please see administrative procedures for instructions on submitting an application.
- * At least seven (7) days before the Planning Board hearing date, if necessary, you must provide seven (7) additional copies of the final Application Form, including the cover page, application items 1-8, with Exhibits 1-5, and supporting documents, with any revised or additional documents.

INSTRUCTIONS

Be sure to submit your application well in advance of the date on which you plan to start the project.

In general, the City of South Portland does not require that the application or plan be prepared by professionals, except where specifically required by City Ordinance. Although professional advice and assistance may not be required, past experience indicates it is helpful in expediting your request.

Remember that incomplete applications will delay processing and approval of your application. You are required to have a pre-application meeting prior to submitting an application for review (see attached Administrative Procedures).

Please note that there is space next to the numbers on the attached checklist for the applicant to check off each required item submitted with this application form. Please be thorough.

A public hearing will be held before the Planning Board on this application.

Chapters 24 and 27 of the Code of Ordinances details the regulations governing submission of material required for approval of all applications.

1. Prior to submitting an application and the start of the review process, a pre-application conference is required with a Planner. The conference is initiated by the applicant and is scheduled with the applicant and a member of the Department of Planning and Development staff to discuss pertinent requirements.
2. Submit three (3) copies of your application well in advance of the date that you must begin your project. One (1) bound with original signature, two (2) loose leaf copies, and four copies of plan sets with the submittal of PDF Files of the application and plan set are acceptable for staff review.
3. Prepare the application, making sure all items on the checklist are addressed and that all required information is included in the application package. Call the Department of Planning and Development if you don't understand a requirement. Submit the application to the Department of Planning and Development.

The project must also comply with Planning Board Regulations and all applicable City ordinances.

ADMINISTRATIVE PROCEDURES FOR PLANNING BOARD MEETINGS

The Planning Board adopts the following administrative procedures for Planning Board meetings.

- 1) The following actions are required of applicants and Planning Department staff. If there is any conflict with a provision in the Zoning Ordinance, the Zoning Ordinance provision shall prevail.
 - a) **Pre-Application Meeting:** A pre-application meeting is required for all applications needing Planning Board approval. At a minimum the meeting must include the Code Enforcement Officer and a Planner. Pre-application meetings will be scheduled in the order they are received. The applicant must bring to the meeting all required application exhibits and submission materials, completed to at least the 75% level, including evidence of right, title, and interest in the subject property and, for projects involving construction, engineering plans.
 1. In the case of applications involving sensitive use setbacks, the applicant must provide evidence at the pre-application meeting that the proposed establishment meets the Zoning Ordinance separation performance standards. This evidence shall consist of a list of uses, by address, for each parcel within 1,000 feet of the parcel with the proposed establishment. In all cases, the burden of proof is on the applicant to ensure that the separation performance standards are met.
 - b) **Application Submission and Processing:** Applications will not be reviewed or processed unless they are acceptable for submission. In order to be acceptable, the applicant must provide all of the items on a checklist developed by staff for each type of application. If an application is acceptable for submission, a staff member will sign the checklist and stamp it with the date and time. A copy of the signed checklist will be provided to the applicant and will constitute a determination from the City as to whether the application is acceptable for submission.
 1. In cases where a land use activity may not locate within a certain distance of another use, the date and time stamp shall mark once an applicant is considered by the City to have secured the right to operate in that location, assuming no other proximity-proscribed use already exists within the defined distance, and assuming the application succeeds in obtaining Planning Board approval.
 2. The application must be submitted in person to one of the Community Planners or to the Planning Administrative Assistant. If an Applicant is unable to submit the application in person, other arrangements agreeable to the Applicant and Planning staff will be made upon request.

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 4. Once an application is determined to be complete for Planning Board review, Planning staff will consider the time needed for the applicant to respond to staff comments and will schedule the application for a Planning Board public hearing accordingly. In all cases, a public hearing on the application will be held within 90 days of when the application is deemed complete for review, unless the applicant agrees to an extension of the time period.
- 2) The developer of any project which requires a permit from another regulatory agency, such as the Department of Environmental Protection, Inland Fisheries and Wildlife, Army Corps of Engineers, or City official or agency, must present a written copy of the approved permit to the Planning Department at least seven (7) days before any final review by the Board: provided that, upon request, the Board may conduct a preliminary review of the project and submit written comments to the regulatory agency in question prior to the receipt of such final permit.
 - 3) Except as otherwise provided by law, the Planning Director, or designee, shall schedule the Planning Board's agenda. Items shall be placed on the agenda on a first come, first served basis (as determined by time and date of completed application) consistent with the provisions of paragraph 1 above. Any items, which cannot be fit on the agenda because of the number or length of previously scheduled items, shall receive priority in scheduling for the next regularly scheduled meeting.
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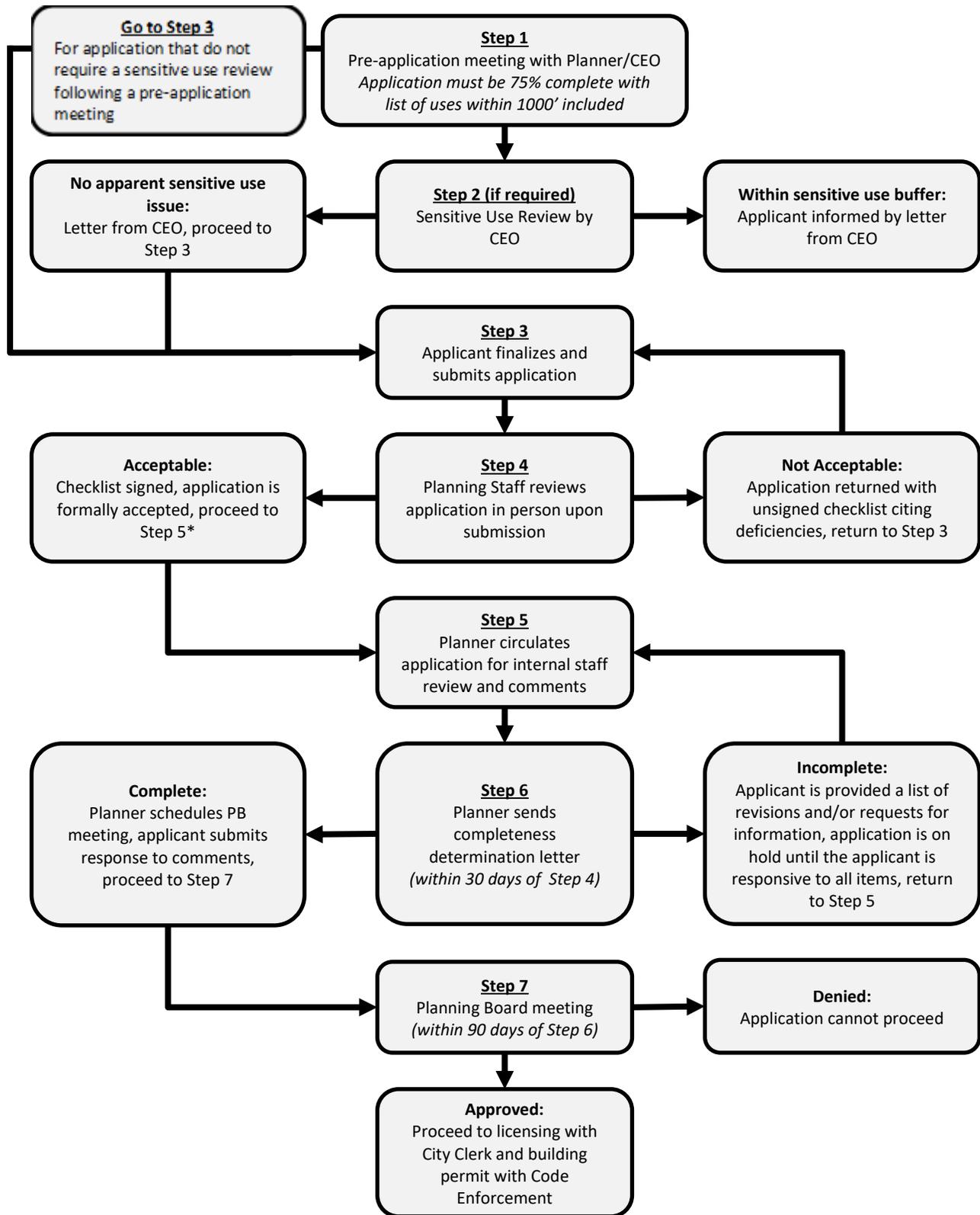
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If there is an error in the ad placed in the newspaper, for any reason, it is the applicant’s responsibility to pay for a new ad to be run. In the case of error, the hearing will be tabled and rescheduled.

Public Notice Instructions:

When a project is scheduled for a public hearing before the Planning Board, the Department of Planning and Development currently notifies all owners of property within 500’ of the lot being proposed for development. **Required at application submission: a list of map and lot numbers of properties within 500’ of the lot under consideration, \$150.00 for staff administrative fee plus a \$1.00 per notice fee. These map & lot numbers must be obtained from the current, updated tax maps in the City Assessor’s Office or the GIS Web Viewer on the City website, www.southportland.org**

Please call 207-767-7648 or 767-7633, Community Planner, for more information. Be advised to keep in touch with the staff throughout the process. Your responsiveness will help the process to run smoothly.



NEW APPLICATION APPLICABLE FOR SUBMISSION CHECKLIST

APPLICANT INFORMATION		
Applicant or agent name/ Company name:		
Project Name		
Project Address:		
Telephone number:		
Email address:		
Administrator Signature: Date: _____	Fee Total: _____ Check #: _____ Application: _____ <u>Escrows:</u> Eng. Fee: _____ Legal Fee: _____ Arch. Fee: _____ PN Admin Fee: _____ PN Fee: _____	For Office Use: Date and Time stamp:
Applicant or agent: Date: _____		

CHECKLIST		
<input type="checkbox"/>	Application fees, Peer review escrows, Public notice fees, and (If a Zoning Change or Subdivision) Portland Press Herald account number	
<input type="checkbox"/>	Date of the Pre-application meeting w/Community Planner and CEO:	
<input type="checkbox"/>	Signed application form (in BLUE Ink)	
<input type="checkbox"/>	One(1) bound original application signed in blue ink, tabbed with a table of contents, and two(2) loose leaf application packets, tabbed with a table of contents.	
<input type="checkbox"/>	All exhibits and plans, with relevant info, i.e. RTI, Financial Capacity, SW etc.	
<input type="checkbox"/>	All necessary exhibits and supporting documentation, including building elevations and floor plans, sign details, and cut-sheet exhibits	
<input type="checkbox"/>	Four(4) bound and folded plan sets not larger than 24" x 36"	
<input type="checkbox"/>	Electronic files of application and plan sets	
FOR MARIJUANA ESTABLISHMENT APPLICATIONS (ONLY)		
<input type="checkbox"/>	300' and 1000' Buffer Analysis from sensitive uses will be verified by the Code Enforcement Officer.	
<input type="checkbox"/>	300' Buffer Analysis another Marijuana stores or dispensaries will be verified by the Code Enforcement Officer.	
	<i>Disclaimer: In cases where a land use activity may not locate within a certain distance of another use, the date and time stamp shall mark when an applicant is considered by the City to have secured the right to operate in that location, assuming no other proximity-proscribed use already exists within the defined distance, and assuming the application succeeds in obtaining Planning Board approval.</i>	

ACCEPTABLE FOR SUBMISSION

NOT ACCEPTABLE FOR SUBMISSION (Please be aware, the City WILL NOT hold incomplete applications. The applicant will be required to take the application with them and not leave it at the Planning Office.)

PLANNING BOARD APPLICATION



ZONING TEXT AMENDMENT

(Ord. Sec. 27- 115)

****Please read the entire packet for instructions prior to completing the application form****

***Submit pages 1 thru 4 only, keep pages 5 thru 12 for your records ***

For Office Use:

Date Stamp

Date & Time Received _____ Project # _____

\$1,000.00 Application Fee Paid _____ Check # _____

\$750.00 Minimum Engineering Escrow Paid: _____

\$750.00 Minimum Legal Escrow Paid: _____

\$150.00 Public Notice Administrative Fee Paid _____

Public Notice Fee Paid (\$1.00 each notice) _____ **

(For Site Plan Reviews)

Name of Applicant _____

(must own or have control of the property proposed for the zoning change)

Applicant's Mailing Address _____

Phone # _____ Fax# _____

(If more than one applicant and/or property owner, please submit additional copies of this page to provide the required information for all parties.)

**The City will correspond with only one contact person/agent for this project.
Please provide the requested information regarding the contact person/agent.**

Contact Person/Agent _____

Contact's Mailing Address _____

Contact's Phone # _____ Fax# _____

Contact's Cell # _____ Email _____

I certify that all of the information provided in this application form and accompanying materials is true and accurate.

_____ Date: _____

Signature of applicant (Use of blue ink for signature is required)

(If signed by applicant's agent, provide written documentation of authority to act on behalf of the applicant)

Print name, title, and company of signer

PLANNING BOARD APPLICATION



Application for Zoning Text Amendment

Date of Pre-application meeting: _____

1. PROPOSAL DESCRIPTION

A. Explain the reason for the zoning text amendment request

B. Please provide both the existing language from the zoning ordinance and the proposed language of your zoning text amendment, including reference to the specific ordinance section

Existing: Ordinance Section _____

Proposed: _____

2. APPLICANT'S PROPERTY IN THIS ZONE (Required)

A. Property information

1. Existing zone _____

2. For each property in the subject zone owned by the applicant or in which the applicant has a legal interest, please provide the following information:

Street address(es) _____

Cumberland County Registry of Deeds-Plan Book _____ Page _____

Assessor' Map number(s) _____ Lot number(s) _____

PLANNING BOARD APPLICATION



B. Existing conditions

1. Existing use of the property (please be specific)

2. Total floor area of each existing building in square feet:

3. Footprint of each existing building in square feet:

C. Proposed use

1. Proposed use(s) of property (please be specific)

2. Does the proposal include new construction? Yes _____ No _____

3. RIGHT, TITLE, OR INTEREST

- A. Attach as **EXHIBIT #1** evidence of corporate or partnership status, if applicant is not an individual. For corporations, the evidence shall be a certificate from the Maine Secretary of State that the applicant is registered to do business in the State of Maine and is in good standing. For limited partnerships, the evidence shall be a certificate from the Maine Secretary of State that the applicant is registered in the State of Maine. For other partnerships, the evidence shall be a certificate from the municipal clerk that the applicant is a registered mercantile partnership in that municipality or a copy of the partnership agreement.

PLANNING BOARD APPLICATION



- B. Attach as **EXHIBIT #2** evidence of applicant's right, title, or interest in the site. A complete copy of the document must be provided; financial information may be deleted.
- C. Attach as **EXHIBIT #3** a copy of the current owner's existing deed for the property

4. CONSISTENCY WITH COMPREHENSIVE PLAN

- A. A zoning text amendment must be pursuant to and consistent with the City's existing Comprehensive Plan. What section(s) of the Comprehensive Plan support the requested zoning text amendment?

If your proposal is not supported by the Comprehensive Plan, please consult with the Department of Planning and Development.

- A. If your proposal does not include new construction, please submit a Mortgage Loan Inspection survey of the property proposed to be rezoned.

5. LIST OF PROPERTIES WITHIN THE ZONE

- A. Attach as **EXHIBIT #4** an accurate, current list of the Tax Assessor's map(s) and lot numbers of all properties located within the zone for which the text amendment is proposed. Please consult with the Department of Planning and Development regarding the extent of the required information for your particular project..

ZONING TEXT AMENDMENT APPLICATION INFORMATION

Please keep the following pages 5 thru 12 for your records

Planning Board Zoning Text Amendment Review Process and Procedures

In applying for a **Zoning Text Amendment**, the applicant is encouraged to follow the process described below.

1. Prior to submitting an application and the start of the review process, a pre-application conference **is required**. The conference is initiated by the applicant and is scheduled with the applicant and a member of the planning staff to discuss pertinent requirements.
2. Submit three (3) copies of your application well in advance of the date that you need approval of the zoning text amendment or must begin your project. Zoning text amendments must be reviewed by both the Planning Board and the City Council, and receive approval from the City Council. **The review process, from initial date of submission to being placed on a Planning Board agenda, typically takes a minimum of four to six weeks. Review and action at the City Council level typically takes a minimum of three weeks. Special circumstances of your specific proposal may result in a longer time for review.**
3. Prepare the application, making sure all items on the checklist are addressed and that all required information is included in the application package. Call the Department of Planning and Development if you don't understand a requirement. Submit the application to the Department of Planning and Development.

The proposal must also comply with Planning Board Regulations and all applicable City ordinances. The following sections of the Code of Ordinances may apply to your proposal (this list is a guide and is not exclusive):

- * Zoning changes and amendments (Chapter 27, Article I, Sec. 27-115)
- * Standards in individual zoning districts, Areas of Special Flood Hazard, Shoreland Area; Site Plan and General Performance standards (if construction is proposed)
- * Parking and buffering (Chapter 27-1556)
- * Landscaping (Chapter 24, Article V, Section 24-42)
- * Establishment of fire lanes (Chapter 23, Article III)
- * Road and sewer standards (Chapter 24)
- * Stormwater Management (Chapter 27, Article XIX, Section 27-1536)

The Zoning Ordinance (Chapter 27) may be purchased from the City Clerk or refer to www.southportland.org. Tax maps are also available on-line. The Planning Board Regulations may be obtained from the Department of Planning and Development and on-line at the Department of Planning and Development web page.

4. Submit one complete Application Form. Please note that some application items request submission of more than one copy initially. When your application is tentatively scheduled for a Planning Board agenda, the Department of Planning and Development will notify you.

At least seven (7) days before the Planning Board hearing date, if necessary, you must provide seven (7) additional copies of the final Application Form, including the cover page, application items 1-5, with Exhibits 1-4, and supporting documents, with any revised or additional documents.

INSTRUCTIONS

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Remember that incomplete applications will delay processing and approval of your application. You are required to have a pre-application meeting prior to submitting an application for review(see attached Administrative Procedures).

Please note that there is space next to the numbers on the attached checklist for the applicant to check off each required item submitted with this application form. Please be thorough.

A public hearing will be held before the Planning Board on this application.

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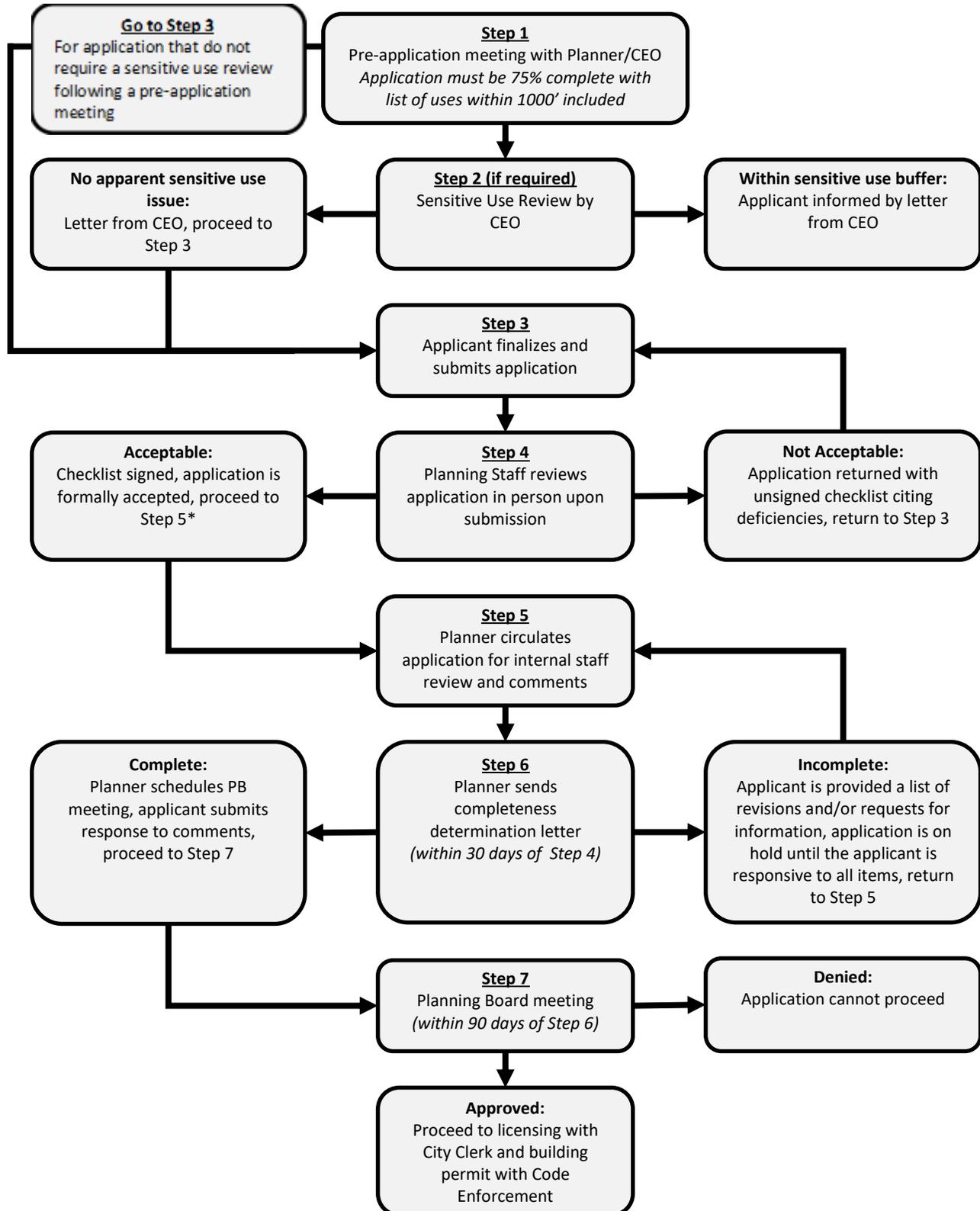
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New Application Applicable For Submission Checklist

APPLICANT INFORMATION		
Applicant or agent name/ Company name:		
Project Address:		
Telephone number:		
Email address:		
Administrator Signature:	Fee Total: _____	For Office Use: Date and Time stamp:
Date:	Application: _____	
	Escrows: _____	
Applicant or agent:	Eng.: _____	
Date:	Legal.: _____	
	Arch.: _____	
	PN: _____	

CHECKLIST		
<input type="checkbox"/>	Application fees, Peer review escrows, Public notice fees, and (If a Zoning Change or Subdivision) Portland Press Herald account number	
<input type="checkbox"/>	Date of the Pre-application meeting w/Community Planner and CEO:	
<input type="checkbox"/>	Signed application form (in BLUE Ink)	
<input type="checkbox"/>	One(1) bound original application signed in blue ink, tabbed with a table of contents, and two(2) loose leaf application packets, tabbed with a table of contents.	
<input type="checkbox"/>	All exhibits and plans, with relevant info, i.e. RTI, Financial Capacity, SW etc.	
<input type="checkbox"/>	All necessary exhibits and supporting documentation, including building elevations and floor plans, sign details, and cut-sheet exhibits	
<input type="checkbox"/>	Four(4) bound and folded plan sets not larger than 24" x 36"	
<input type="checkbox"/>	Electronic files of application and plan sets	
FOR MARIJUANA ESTABLISHMENT APPLICATIONS (ONLY)		
<input type="checkbox"/>	300' and 1000' Buffer Analysis from sensitive uses — verified by the Code Enforcement Officer.	
<input type="checkbox"/>	300' Buffer Analysis another Marijuana stores or dispensaries — verified by the Code Enforcement Officer.	
	<i>Disclaimer: In cases where a land use activity may not locate within a certain distance of another use, the date and time stamp shall mark when an applicant is considered by the City to have secured the right to operate in that location, assuming no other proximity-proscribed use already exists within the defined distance, and assuming the application succeeds in obtaining Planning Board approval.</i>	

ACCEPTABLE FOR SUBMISSION

NOT ACCEPTABLE FOR SUBMISSION (Please be aware, the City WILL NOT hold incomplete applications. The applicant will be required to take the application with them and not leave it at the Planning Office.)

PLANNING BOARD APPLICATION

SPECIAL EXCEPTION APPLICATION FORM

For Office Use:

Date and time Stamp: _____

Date & Time Received _____ Project #: _____
 \$500.00 (\$750 for Marijuana Establishments)
 Application Fee Paid _____ Check #: _____
 \$750.00 Engineering Escrow Paid _____
 \$750.00 Legal Escrow Paid _____
 \$500.00 Architectural Escrow Paid: _____
 \$150.00 Public Notice Administrative Fee Paid _____
 Plus (\$1.00 per notice) _____
 # of Applications _____ Copies of plans _____ PDF Files _____

The undersigned submits the accompanying Special Exception request for the property located in the City of South Portland for approval under the requirements of Chapter 27 of City of South Portland Zoning Ordinance.

Project Name: _____

Street name: _____

Number(s) of property: _____

Name of record owner of property: _____

Address: _____ Telephone

#: _____ Fax#: _____ Cell

#: _____ Email: _____

Name of applicant (if different from owner): _____

Address: _____ Telephone

#: _____ Fax#: _____

Person to contact if there are problems with application:

Name/Company: _____

Address: _____

Telephone #: _____ Fax#: _____

Cell #: _____ Email: _____

PLANNING BOARD APPLICATION

*****Date of Pre-application meeting:** _____

Map and lot number on file in the assessor's office:

Map number: _____ Lot number: _____

Zoning district: _____

Proposed use of property requiring special exception approval (please be specific):

Is this application an amendment to a previously approved special exception?

Yes: _____ No: _____

If yes, please provide a complete itemized list of the proposed changes to the special exception (use separate sheet if necessary): _____

_____ **Date:** _____

Signature of Applicant (Use of blue ink for signature is required)
 (if signed by applicant's agent, documentation that the agent has legal authority to act on behalf of the applicant is required)

Name of Applicant or Applicant's Agent (please print)

IMPORTANT: Please read and carefully follow the attached instructions to ensure speedy processing of your application. Failure to follow these instructions will delay processing and final approval of your application. The applicant or a duly authorized representative must attend the planning board meeting to discuss the application.

I certify that I have read the above statement indicating the importance of following the attached instructions for application to the department of planning and development. In addition, I certify that all of the information provided in this application form and accompanying materials is true and accurate.

_____ **Date:** _____

Signature (Use of blue ink for signature is required)

Print name of signer

SPECIAL EXCEPTION CHECKLIST

APPLICANT
SUBMITTED

DEPT. OF P/D
SUBMITTED/SATISFACTORY

1. Documentation of title, right, or interest in the property (e.g., deed option, purchase and sales contract, contract for sale, lease, etc.) ____/____

2. Plan Sets:

If outdoor sales or displays are proposed, at least (4) copies of plan(s) of the property should be provided in a format ____/____
no larger than 24" x 36". bound into sets, staples and folded to a size no larger than 14" x 10" with name of project shown on front face of of folded plan.

All plan sets are required to indicate the following:

- a. ____ Identification of plan as a "Special Exception" ____/____
- b. ____ Name of project, if appropriate ____/____
- c. ____ Street name and number of property (Please note that the street the street name and number must be the same as that listed on page 1 of this application) ____/____
- d. ____ Date ____/____
- e. ____ Scale ____/____
- f. ____ Name and address of record owner of property (Please note that the name and address of record owner must be identical to that listed on page 1 of this application) ____/____
- g. ____ Name and address of applicant (Please note that the name and address of applicant must be identical to that listed on page 1 of this application) ____/____
- h. ____ Building(s) ____/____
- i. ____ Location and size of parking area(s) ____/____
- j. ____ Location and size of display area(s) ____/____
- k. ____ Location and size of driveways ____/____
- l. ____ Location of Sidewalks ____/____
- m. ____ Any revision(s) to the originally submitted plan(s) must include the date and full description of the revision(s) ____/____
- n. ____ If a full packet of plans is not presented with each revision, it is the responsibility of the applicant to replace the originally submitted sheets with the newly revised pages and rebind the packet of plans. One copy of each replaced sheet must be left for the Department of Planning and Development records. This is a necessary requirement for project completion. ____/____



PLANNING BOARD APPLICATION

SPECIAL EXCEPTION-FARMERS' MARKET-VENDOR

****Please read the entire packet for instructions prior to completing the application form****

****Submit pages 1 thru 3, keep pages 4 thru 7 for your records****

<u>For Office Use:</u>	Date Stamp
Date & Time Received _____ Project: _____	
\$200.00 Application Fee Paid _____ Check# _____	
Public Notice Fee Paid (\$1.00 each notice) _____	
Three sets of Plans: _____ PDF Files: _____	
One original and two copies of the application _____	

Name of Applicant _____

Applicant's Mailing Address _____

Telephone # _____ Fax# _____

Name of Project _____

Street Address _____

Proposed Use _____

The City will correspond with only one contact person/agent for this project. Please provide the requested information regarding the contact person/agent.

Contact Person/Agent _____

Contact's Mailing Address _____

Contact's Phone # _____ Cell# _____ Fax# _____

Contact's Email Address _____

I certify that all the information provided in this application form and accompanying materials is true and accurate.	
_____	Date: _____
Signature of Applicant (use of blue ink is required) (agent must provide written documentation to act on behalf of applicant)	

Print name & title of signer	

PLANNING BOARD APPLICATION

SPECIAL EXCEPTION-FARMERS' MARKET

1. Project Description

A. Project details

1. Tax Map number(s) _____ Lot number(s) _____
2. Existing zone of the site _____
3.
 - a. Total land area of site in square feet _____
 - b. Total land area of site to be used by applicant _____
 - c. Estimated number of vendors each week _____
 - d. Estimated number of available off-street parking spaces _____
 - e. Estimated number of available on-street parking spaces within 300 feet _____

2. Right, Title, or Interest

A. Name and mailing address of record owner of the site

Phone _____ FAX _____

B. Attach evidence of agreement between Farmer's Market and property owner

PLANNING BOARD APPLICATION

- 3. IN ADDITION TO MEETING THE SPECIAL EXCEPTION APPROVAL STANDARDS, THE APPLICANT SHALL DEMONSTRATE COMPLIANCE WITH ALL OF THE FOLLOWING:**
- a) The proposed farmers' market will not cause unreasonable road congestion or unsafe conditions with respect to existing or proposed roads and internal vehicular and pedestrian site circulation.**
 - b) The proposed farmers' market will provide adequate on and off street parking to accommodate farmers and associated vendors and customers.**
 - c) The proposed farmers' market will provide for adequate waste collection disposal and recycling.**
 - d) The applicant shall provide a written narrative addressing the maximum number of farmers and vendors participating in the farmers' market.**
- 4. NOTIFICATION REQUIREMENTS**
- a) Attach a list of names and mailing addresses, and City tax map and lot numbers, of all current owners of property within 500 feet of the site.**
- 5. REQUIRED PLAN DRAWINGS**
- a) An existing conditions plan drawn to scale showing the boundaries of the lot and any existing improvements on the lot, including buildings and paving.**
 - b) A sketch plan that is to scale to include the following:**
 - 1) a title block entitled "Special Exception for a Farmers' Market"**
 - 2) the name and address of the record property owner**
 - 3) north arrow and date**
 - 4) driveways and access points, fire lanes**
 - 5) the number and location of parking spaces provided**
 - 6) proposed dates and hours of operation**
 - c) A plan showing parking and traffic circulation for both farmers, vendors and customers.**
 - d) A plan detailing locations, dimensions and renderings of proposed signs.**
 - e) A plan detailing location of waste and recycling containers.**

PLANNING BOARD APPLICATION

INSTRUCTIONS

Be sure to submit your application well in advance of the date on which you plan to start the project.

In general, the City of South Portland does not require that the application or plan be prepared by professionals, except where specifically required by City Ordinance. Although professional advice and assistance may not be required, past experience indicates it is helpful in expediting your request. Remember that incomplete applications will delay processing and approval of your application. If you are new to South Portland's process of special exception review, we advise you to set up an appointment with the Community Planner in the Department of Planning and Development prior to submission of your application.

Please note that there is space next to the numbers on the attached checklist for the applicant to check off each required item submitted with this application form. Please be thorough.

A public hearing will be held before the Planning Board on this application.

Chapter 27 of the Code of Ordinances details the regulations governing submission of material required for approval of all applications. An application is considered complete when all of the following have been submitted to the Department of Planning & Development: a) the items required under Chapter 27, b) the items required in the attached checklist, and c) in some cases additional items specifically requested by the Planning Board or the City Staff. In order to be placed on the Planning Board agenda, a complete application must be received at the Department of Planning and Development by 4:30 p.m., forty-two (42) days prior to a regularly scheduled Planning Board meeting. Please see Planning Board Regulation #1 for clarification. The Planning Board meets on the second Wednesday of the month and on the fourth Wednesday when necessary. From time to time the Planning Board will schedule special meetings. Planning Board Regulation #1 indicates that any project with revisions presented to the Department of Planning and Development less than one week prior to the Planning Board meeting will be tabled automatically until the next regularly scheduled Planning Board meeting. The applicant, or a duly authorized representative, must attend the Planning Board meeting to discuss the application.

Items required for all applications review are more fully described in Article XIV of Chapter 27 of the City Code, which is available in the City Clerk's Office and at www.southportland.org. Copies of the Planning Board Regulations are available from the Department of Planning and Development and on-line at the Department of Planning and Development web page. Please direct any questions to the Community Planner, 207-767-7648.

PLANNING BOARD APPLICATION

City Ordinances and Planning Board Regulations include the following administrative procedures:

1. Applications are processed in the order in which they are received.
2. Within 30 days of receipt of the application in the Department of Planning & Development, you will be notified if your application is complete or incomplete. If it is incomplete, a list of outstanding items will be included in the notification letter. Each time revisions are submitted on an incomplete application, the City has another 30 days to review the revised materials to make a determination of completeness.
3. Once an application is deemed to be complete, the project will be reviewed by City staff for compliance with the Ordinance standards. You will be notified of staff comments regarding the project and you may make revisions to address these comments.

When the project is scheduled for a Planning Board agenda, the planning staff prepares a written report which discusses the project and makes a recommendation to the Planning Board as to a decision. The report is available on the Friday preceding the Planning Board meeting.

The Board will hold the public hearing on the application within 90 days of receipt of a complete application and make a decision within 30 days of that hearing. A decision may be postponed, with agreement of the applicant, to allow time for revisions to a plan.

The applicant or a duly authorized representative should attend the Planning Board meeting to discuss the application.

4. The Planning Board regularly meets on the second Wednesday of the month and the fourth Wednesday when necessary.

5. **Public Notice Instructions:**

When a project is scheduled for a public hearing before the Planning Board, the Department of Planning & Development notifies all owners of property within 500' of the lot being proposed for development. **Required at application submission:**

a list of map and lot numbers of property within 500' of the lot under consideration, plus a \$1.00 per notice fee. These map & lot numbers must be obtained from the current, updated tax maps in the City Assessor's Office City Assessor's Office or the GIS Web Viewer on the City website, www.southportland.org/ A staff member will verify the list.

Please call 207-767-7648, Community Planner, for more information

DEPARTMENT OF PLANNING AND DEVELOPMENT

FEE SCHEDULE

Pre-application meeting – if applicable, as determined by staff

- _____ Engineer Consulting Fee - \$250.00 (minimum)
- _____ Traffic Consulting Engineer Fee - \$300.00 (minimum)
- _____ Legal Consulting Fee - \$250.00 (minimum)

Application fees - required with project submittal

Site Plans

- _____ Land Disturbance of 15, 000 sq. ft. – 2 acres - \$300.00
- _____ Land Disturbance-exceeding 2 acres - \$400.00
- _____ Buildings with one unit or tenant, less than or equal to 2,000 sq. ft - \$400.00. Building size greater than 2,000 sq. ft. - \$25 per each 1,000 square foot.
- _____ For buildings with 2 or more units or tenants,
\$150 per unit or tenant up to 10 units or tenants, then
\$100 per unit for more than 10 units
- _____ Minor Site Plan Review - \$300.00
- _____ Amended Site Plan Review – Regular site plan fee applied to the area being modified; \$400.00 minimum
- _____ Amended Site Plan Review for projects that only require site plan review because they modify a previous site plan approval and would not otherwise trigger the need for site plan approval- \$50.00
- _____ Minor Site Plan for Non-conforming Lots of Record-less than 5000 sq ft or less than 50 ft of street frontage-\$300.00

Subdivisions

- _____ Minor Subdivision - \$300.00 Plus Advertising Costs to Newspaper
- _____ Preliminary Major Subdivision
Up to 10 lots - \$300.00 Plus Advertising Costs to Newspaper
10 Lots and more - \$300.00 Plus \$50.00 per lot Plus Advertising Costs to Newspaper
- _____ Final Major Subdivision
Up to 10 lots - \$750.00 Plus fee for land disturbance (see Site Plan fees) Plus Advertising Costs to Newspaper
Over 10 lots - \$750.00 Plus \$50.00 per lot, Plus fee for land disturbance (See Site Plan fees) Plus Advertising Costs
- _____ Amended Major Subdivision – for amendments that do not create additional lots - \$400.00. Regular fee for amendments that create additional lots, except that existing lots do not count in calculating the fee. Plus Advertising Costs to Newspaper

Zoning Changes

- _____ Map Change - \$500.00 Plus Advertising Costs to Newspaper
- _____ Text Change - \$500.00 Plus Advertising Costs to Newspaper

Special Exceptions

- _____ Special Exception - \$300.00
- _____ With Modified Site Plan - \$200.00
- _____ Accessory Dwelling Units - \$150.00

Master Plans

- _____ Master Plan - \$300.00

Reapproval of Lapsed Plans

- _____ Subdivision and Site Plan Applications - \$300.00

Request to Purchase

- _____ Request to purchase City Property - \$150.00

DeMinimis Change Request

- _____ Application Fee - \$50.00

Request to Vacate Street

- _____ Application Fee - \$300.00 Plus Applicant is responsible for title search fees

Public Notice Fee

- _____ \$1.00 per notice - required with project submittal.

Engineering Review Fee for Site Plans, Subdivision, Special Exceptions

- _____ Minimum \$500.00 escrow required with project submittal and subject to change depending on complexity of project

Legal Consultant Review Fee for Site Plans, Subdivisions, Special Exceptions

- _____ Minimum \$500.00 escrow required with project submittal and subject to change depending on complexity of project

Inspection Fees (may be required prior to pre-construction meeting)

- _____ Sites Without Maine Construction General Permit (less than an acre) - \$500.00 minimum
- _____ Sites With Maine Construction General Permit (greater than an acre) - \$2000.00 minimum

Engineering fees for project review are estimated and due with project submittal. Additional fees may be assessed depending on project complexity

Fees assessed for inspections completed by the city or its consultant are due upon receipt of invoice.

PLANNING BOARD APPLICATION

PURCHASE OR VACATE CITY RIGHTS FROM CITY PROPERTY

For Office Use:

Date Received: _____	Project ID #: _____
Application Fee: _____	Check #: _____
Public Notice Fee: _____	

Applicant Name: _____

Applicant Mailing Address: _____

Primary Phone #: _____ E-Mail: _____

City-Owned Parcel Address: _____

City-Owned Property Map and Lot Number(s) (if applicable): _____

Name and Approval Date of Subdivision for the City-Owned Property (if applicable):

Register of Deeds Book/Page Reference for Property: _____ N/A: _____

Proposed Use of Property or Purpose of City Property Sale or Vacation of Rights
 (Please be specific and use additional pages if needed):

I certify that all the information provided in this application form and accompanying materials is true and accurate.

Signature of Applicant **Date**

Print name of Applicant

Process

Following an initial Pre-Application meeting with the Planning Division, this application to request that the City Council sell city owned property, or vacate certain city rights to property is processed by the South Portland Planning Division in the Planning and Development Department. Applications are distributed to relevant City departments for review and comment, and a comprehensive list of comments, including mandatory application documents or materials that must be provided for processing as well as advisory application notes, will be distributed to the applicant in writing within 30 days of receiving the application and payment of applicable fees. Once the application is deemed complete for processing, the Planning Division will notify the applicant in writing of the tentative Planning Board public hearing date. The Planning Division may require third-party review, at the applicant's expense, to sufficiently review the application request.

Following the completion of the due notice period for the application, the Planning Board will review the application in a public hearing and provide a recommendation on the request to the City Council. Following the Planning Board hearing and recommendation, the application will be scheduled for a City Council hearing to determine whether to approve the request. Full details on the process, application requirements, and restrictions on the sale of municipal property or rights to property is outlined in the Code of Ordinances, Chapter 2, Administration, Section 2-171, et seq. Please reach out to the Planning Division with any questions or clarifications as you develop the application.

PLANNING BOARD APPLICATION



REQUEST FOR DeMINIMIS CHANGE TO AN APPROVED SITE PLAN

**Submit pages 1 & 2
and Exhibits (as necessary)**

<u>For Office Use:</u>	Date Stamp:
Date Received: _____ Project #: _____	
\$150.00 Fee Paid: _____ Check #: _____	
Engineering Escrow Paid (if necessary): _____	
Legal Escrow Paid (if necessary): _____	

Applicant(s) Name and Company: _____

Applicant(s) Address: _____

Name of Approved Project: _____

Street Name and Number of project: _____

Project's Map number: _____ Lot number: _____

Person to contact with questions concerning this application:

Name: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell #: _____ E-mail: _____

Proposed Change to Plan (please be specific and use separate sheet if necessary):

If at any time it becomes necessary or desirable to make *de minimis* modifications to an approved project, plan subdivision, or development, the Planning Director shall place the *de minimis* change application on the Consent Calendar of the Planning Board meeting for action by the Planning Board. The Planning Board may approve the *de minimis* modifications if they:

- i. do not amount to a waiver or substantial alternation of any condition or requirement previously set by the Planning Board;
- ii. do not affect any approval standard;
- iii. meet all applicable ordinances and laws;
- iv. are reviewed by all appropriate City staff and consultants; and
- v. do not involve any change to lot lines.

The Planning Board may take action on the *de minimis* change request without specific discussion as part of a slate of Consent Calendar items, take the item off the Consent Calendar for specific discussion, postpone the item to enable the provision of public notice, determine that the proposed change or set of changes are not *de minimis* and do not qualify for the *de minimis* change review procedure, or take such other action as it deems appropriate.

As part of this application, the applicant shall submit the following items:

- **Applicant authorization letter if applicant is not the property owner**
- **Three (3) redlined plans showing the proposed changes**

The *de minimis* change application may be distributed to as many as nine (9) department heads depending on the scope of the proposed change. If the proposed change is for an inactive project (one that no longer holds performance guarantees), additional financial guarantees may be required as part of any approval.

I certify that all the information provided in this application form and accompanying materials is true and accurate

_____ Date: _____

Signature of applicant or authorized agent (Use of blue ink for signature is required)

-

Print name, title, and company of signer

PLANNING BOARD APPLICATION



REQUEST FOR MINOR AMENDMENT OF AN APPROVED SITE PLAN

**Submit pages 1 & 2
and Exhibits (as necessary)**

<u>For Office Use:</u>	Date Stamp:
Date Received: _____ Project #: _____	
\$250.00 Fee Paid: _____ Check #: _____	
Engineering Escrow Paid (if necessary): _____	
Legal Escrow Paid (if necessary): _____	

Applicant(s) Name and Company: _____

Applicant(s) Address: _____

Name of Approved Project: _____

Street Name and Number of project: _____

Project's Map number: _____ Lot number: _____

Person to contact with questions concerning this application:

Name: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell #: _____ E-mail: _____

Proposed Change to Plan (please be specific and use separate sheet if necessary):

The Planning Board may take action on the *Minor Amendment* request without specific discussion as part of a slate of Consent Calendar items pursuant to the Code of Ordinances, Chapter 27, Zoning, Section 27-142. Items placed on the Consent Calendar may be moved to a Public Hearing by a vote of the Planning Board for specific discussion, postponed to a future date to enable a public notice, determined that the proposed changes do not qualify as Minor Amendments, approved or denied as the Board deems appropriate.

As part of this application, the applicant shall submit the following items:

- **Applicant authorization letter if applicant is not the property owner**
- **Electronic plans in PDF format showing the proposed changes**

The application may be distributed to peer reviewers as necessary to evaluate whether the proposal is consistent with the Code of Ordinances and other applicable laws. If the proposed change is for an inactive project (one that no longer holds performance guarantees), additional financial guarantees may be required as part of any approval.

I certify that all the information provided in this application form and accompanying materials is true and accurate

_____ Date: _____

Signature of applicant or authorized agent (Use of blue ink for signature is required)

-

Print name, title, and company of signer

PLANNING BOARD APPLICATION

REQUEST TO DISCONTINUE A CITY STREET

Please read entire packet for instructions prior to completing the application form

Submit page #1 only – keep pages 2 thru 5 for your records

For Office Use : Date Stamp

Date & Time Received: _____ Project # _____

\$300.00 Application Fee Paid: _____ Check # _____

\$200.00 Legal Escrow Fee Paid: _____

Public Notice Fee Paid (\$1.00 per notice): _____

Name of City Street: _____

Date of the Planning Board Approval: _____

Map Number (s): _____

Council Street Acceptance Order Number: _____ and Date: _____

Name and Date of Original Subdivision: _____

Cumberland County Register of Deeds Book: _____ Page: _____

Person to contact if there are problems with the application:

Name: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell #: _____ E-Mail: _____

Proposed Use of Property (please be specific and use additional pages if needed):

I certify that all the information provided in this application form and accompanying materials is true and accurate.

_____ **Date:** _____

Signature of Applicant (Use of blue ink for signature is required)

Print name of signer

PLANNING BOARD APPLICATION

Process

The application for the request to vacate city owned/paper street is submitted to the Department of Planning and Development Office for processing. The application will be distributed to nine (9) department heads for their review in their specific fields of expertise. Once the department heads review the parcel under request, the Department of Planning and Development will inform you, through a letter, of the comments received on the request. In the letter, a tentative date of Planning Board review may be provided.

Public Notice Instructions:

When a project is scheduled for a public hearing before the Planning Board, the Department of Planning and Development currently notifies all owners of property within 500' of the lot being proposed for development. Required at application submission: a list of map and lot numbers of property within 500' of the lot under consideration, plus a \$1.00 per notice fee. These map & lot numbers must be obtained from the current, updated tax maps in the City Assessor's Office or the GIS Web Viewer on the City website, www.southportland.org/ A staff member will verify the list. Please call 207-767-7648 for more information.

In an advertised public hearing, the Planning Board will review the application and provide either a positive or a negative recommendation to the City Council. The City Council is the ultimate decision-maker on whether to sell or retain the parcel under request. If the paper street is vacated, the ownership shifts by law to the property of the abutters on either side of the right of way to the center line. The abutters could have an increase of the property values translating into increase property taxes.

On the attached sheets, please find the pertinent Ordinance Section: 2-171(c) Streets and rights-of-way.

PLANNING BOARD APPLICATION

Sec. 2-171. Sale of real property.

- (1) **General policy.** The sale of all real property owned by the city, including any interests therein, shall be governed by this ordinance. As a general rule, the city shall charge fair market value for the conveyance of any interest in real property, except as specifically provided below, and convey its interest by quit claim deed.
- (2) **Classification of property interest.** For the purpose of this division, real property interests owned by the city shall be classified and the disposition of those interests shall be as follows:
...
 - (a) **Streets and rights-of-way.**
 1. The sale or discontinuation/vacation of property interests in streets and rights-of-way shall be governed by this paragraph and the requirements of state law.
 2. The city's property interest in streets and rights-of-way shall not be sold or discontinued/vacated until the planning board has reviewed the matter and issued a written recommendation thereon to the city council.
 3. The city council shall then decide whether to sell or discontinue/vacate such interests. The assessment of damages shall be left to the discretion of the city council.
- (3) **Miscellaneous considerations.** The city council may waive any of the above requirements where the public interest so requires and where i) An abutting property owner has a unique interest in the property; ii) in the case of a street or right-of-way, a replacement of equal quality is given; or iii) a charitable, nonprofit, or other governmental agency offers to purchase property to be used for a charitable, nonprofit, or governmental purpose. The city council may authorize such a waiver only upon full public disclosure and an affirmative vote of not less than six (6) councilors.

(Ord. No. 22-89/90, 6-4-90, Ord. No. 17-91/92, 6-15-92)

DEPARTMENT OF PLANNING AND DEVELOPMENT FEE SCHEDULE

Pre-application meeting – if applicable, as determined by staff

- _____ Engineer Consulting Fee - \$250.00 (minimum)
- _____ Traffic Consulting Engineer Fee - \$300.00 (minimum)
- _____ Legal Consulting Fee - \$250.00 (minimum)

Application fees - required with project submittal

Site Plans

- _____ Land Disturbance of 15, 000 sq. ft. – 2 acres - \$300.00
- _____ Land Disturbance-exceeding 2 acres - \$400.00
- _____ Buildings with one unit or tenant, less than or equal to 2,000 sq. ft -\$400.00. Building size greater than 2,000 sq. ft.- \$25 per each 1,000 square foot.
- _____ For buildings with 2 or more units or tenants,
\$150 per unit or tenant up to 10 units or tenants, then
\$100 per unit for more than 10 units
- _____ Minor Site Plan Review - \$300.00
- _____ *Amended Site Plan Review – Regular site plan fee applied to the area being modified; \$400.00 minimum*
- _____ *Amended Site Plan Review for projects that only require site plan review because they modify a previous site plan approval and would not otherwise trigger the need for site plan approval- \$50.00*
- _____ Minor Site Plan for Non-conforming Lots of Record-less than 5000 sq ft or less than 50 ft of street frontage-\$300.00

Subdivisions

- _____ *Minor Subdivision - \$300.00 Plus Advertising Costs to Newspaper*
- _____ Preliminary Major Subdivision
Up to 10 lots - \$300.00 Plus Advertising Costs to Newspaper
10 Lots and more - \$300.00 Plus \$50.00 per lot Plus Advertising Costs to Newspaper
- _____ Final Major Subdivision
Up to 10 lots - \$750.00 Plus fee for land disturbance (see Site Plan fees) Plus Advertising Costs to Newspaper
Over 10 lots - \$750.00 Plus \$50.00 per lot, Plus fee for land disturbance (See Site Plan fees) Plus Advertising Costs
- _____ Amended Major Subdivision – for amendments that do not create additional lots - \$400.00. Regular fee for amendments that create additional lots, except that existing lots do not count in calculating the fee. Plus Advertising Costs to Newspaper

Zoning Changes

- _____ Map Change - \$500.00 Plus Advertising Costs to Newspaper
- _____ Text Change - \$500.00 Plus Advertising Costs to Newspaper

Special Exceptions

- _____ Special Exception - \$300.00
- _____ With Modified Site Plan - \$200.00
- _____ Accessory Dwelling Units - \$150.00

Master Plans

- _____ Master Plan - \$300.00

Reapproval of Lapsed Plans

- _____ Subdivision and Site Plan Applications - \$300.00

Request to Purchase

- _____ Request to purchase City Property - \$150.00

DeMinimis Change Request

- _____ Application Fee - \$50.00

Request to Vacate Street

- _____ Application Fee - \$300.00 Plus Applicant is responsible for title search fees

Public Notice Fee

- _____ \$1.00 per notice - required with project submittal.

Engineering Review Fee for Site Plans, Subdivision, Special Exceptions

- _____ Minimum \$500.00 escrow required with project submittal and subject to change depending on complexity of project

Legal Consultant Review Fee for Site Plans, Subdivisions, Special Exceptions

- _____ Minimum \$500.00 escrow required with project submittal and subject to change depending on complexity of project

Inspection Fees (may be required prior to pre-construction meeting)

- _____ Sites Without Maine Construction General Permit (less than an acre) - \$500.00 minimum
- _____ Sites With Maine Construction General Permit (greater than an acre) - \$2000.00 minimum

Engineering fees for project review are estimated and due with project submittal. Additional fees may be assessed depending on project complexity.

Fees assessed for inspections completed by the city or its consultant are due upon receipt of invoice.

PLANNING BOARD APPLICATION

REQUEST FOR A LAND USE RECOMMENDATION

****Please read entire packet for instructions prior to completing the application form****

Submit page #1 only – keep pages 2 thru 4 for your records

For Office Use :	Date Stamp
Date & Time Received: _____ Project # _____	
\$300.00 Application Fee Paid: _____ Check # _____	
\$200.00 Legal Escrow Paid: _____	
Public Notice Fee Paid (\$1.00 per notice): _____	

Name of City Street: _____

Date of the Planning Board Approval: _____

Map Number (s): _____

Council Street Acceptance Order Number: _____ and Date: _____

Name of Original Subdivision: _____

Cumberland County Register of Deeds Book: _____ Page: _____

Person to contact if there are problems with the application:

Name: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell #: _____ E-Mail: _____

Proposed Use of Property (please be specific and use additional pages if needed):

I certify that all the information provided in this application form and accompanying materials is true and accurate.

_____ **Date:** _____

Signature of Applicant (Use of blue ink for signature is required)

_____ **Print name of signer**

PLANNING BOARD APPLICATION

Process

The application for the request to vacate city owned/paper street is submitted to the Department of Planning and Development Office for processing. The application will be distributed to nine (9) department heads for their review in their specific fields of expertise. Once the department heads review the parcel under request, the Department of Planning and Development will inform you, through a letter, of the comments received on the request. In the letter, a tentative date of Planning Board review may be provided.

Public Notice Instructions:

When a project is scheduled for a public hearing before the Planning Board, the Department of Planning and Development currently notifies all owners of property within 500' of the lot being proposed for development. Required at application submission: a list of map and lot numbers of property within 500' of the lot under consideration, plus a \$1.00 per notice fee. These map & lot numbers must be obtained from the current, updated tax maps in the City Assessor's Office or the GIS Web Viewer on the City website, www.southportland.org/ A staff member will verify the list. Please call 207-767-7648 for more information.

Ordinance Section: 18-73 (d) Management of the Land Bank.

- (d) Maintain, manage and improve land and interests in land held by it in a manner which allows public use and enjoyment consistent with the natural, historic and scenic resources of the land, including planting, pruning and cutting of trees and shrubs to manage and enhance natural systems and constructing nature trails, bird nest boxes and nature identification signs. Annual expenditure of land bank funds for maintenance, management and limited capital improvement of Land Bank conservation lands and improvements thereon shall not exceed 10% of the land bank fund balance at the conclusion of the prior fiscal year, unless this limitation is waived by the City Council to further the purposes of this Article. Any conditional gift or donation specifying a particular use or expenditure shall not be included in this calculation.

Any proposed acquisition or sale of any real property interest(s) and any proposed use of land pursuant to this article shall be referred to the Planning Board for review and recommendation(s).

PLANNING BOARD APPLICATION

DEPARTMENT OF PLANNING AND DEVELOPMENT FEE SCHEDULE

Pre-application meeting – if applicable, as determined by staff

- _____ Engineer Consulting Fee - \$250.00 (minimum)
- _____ Traffic Consulting Engineer Fee - \$300.00 (minimum)
- _____ Legal Consulting Fee - \$250.00 (minimum)

Application fees - required with project submittal

Site Plans

- _____ Land Disturbance of 15, 000 sq. ft. – 2 acres - \$300.00
- _____ Land Disturbance-exceeding 2 acres - \$400.00
- _____ Buildings with one unit or tenant, less than or equal to 2,000 sq. ft - \$400.00. Building size greater than 2,000 sq. ft.- \$25 per each 1,000 square foot.
- _____ For buildings with 2 or more units or tenants,
\$150 per unit or tenant up to 10 units or tenants, then
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- _____ Minor Site Plan Review - \$300.00
- _____ Amended Site Plan Review – Regular site plan fee applied to the area being modified; \$400.00 minimum
- _____ Amended Site Plan Review for projects that only require site plan review because they modify a previous site plan approval and would not otherwise trigger the need for site plan approval- \$50.00
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- _____ Minor Subdivision - \$300.00 Plus Advertising Costs to Newspaper
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- _____ Final Major Subdivision
 - Up to 10 lots - \$750.00 Plus fee for land disturbance (see Site Plan fees) Plus Advertising Costs to Newspaper
 - Over 10 lots - \$750.00 Plus \$50.00 per lot, Plus fee for land disturbance (See Site Plan fees) Plus Advertising Costs
- _____ Amended Major Subdivision – for amendments that do not create additional lots - \$400.00. Regular fee for amendments that create additional lots, except that existing lots do not count in calculating the fee. Plus Advertising Costs to Newspaper

Zoning Changes

- _____ Map Change - \$500.00 Plus Advertising Costs to Newspaper
- _____ Text Change - \$500.00 Plus Advertising Costs to Newspaper

PLANNING BOARD APPLICATION

Special Exceptions

- _____ Special Exception - \$300.00
- _____ With Modified Site Plan - \$200.00
- _____ Accessory Dwelling Units - \$150.00

Master Plans

- _____ Master Plan - \$300.00

Reapproval of Lapsed Plans

- _____ *Subdivision and Site Plan Applications* - \$300.00

Request to Purchase

- _____ Request to purchase City Property - \$150.00

DeMinimis Change Request

- _____ Application Fee - \$50.00

Request to Vacate Street

- _____ Application Fee - \$300.00 Plus Applicant is responsible for title search fees

Public Notice Fee

- _____ \$1.00 per notice - required with project submittal

Engineering Review Fee for Site Plans, Subdivision, Special Exceptions

- _____ Minimum \$500.00 escrow required with project submittal and subject to change depending on complexity of project

Legal Consultant Review Fee for Site Plans, Subdivisions, Special Exceptions

- _____ Minimum \$500.00 escrow required with project submittal and subject to change depending on complexity of project

Inspection Fees (may be required prior to pre-construction meeting)

- _____ Sites Without Maine Construction General Permit (less than an acre) - \$500.00 minimum
- _____ Sites With Maine Construction General Permit (greater than an acre) - \$2000.00 minimum

Engineering fees for project review are estimated and due with project submittal. Additional fees may be assessed depending on project complexity

Fees assessed for inspections completed by the city or its consultant are due upon receipt of invoice.

TREE PROTECTION APPROVAL

Project Address: **[STREET # AND NAME]**

Date:

Applicant Name:

APPLICATION SUBMITTAL REQUIREMENTS

Exhibit 1 – Application Forms and Documents

- Universal Application Form
- Indemnification Form
- Electronic Signature Disclosure Form
- Project Data Sheet
- Cover Letter summarizing project intent, including:
 - Itemized list of amendments in narrative form
 - Date of prior Planning Board approval

Exhibit 2 – Project Documentation

- Existing Conditions Plan (see § 27-1424(2)) documenting the location of Protected Trees proposed for Tree Removal.
- Narrative explaining in detail how Project Reductions or Modifications cannot prevent Tree Removal.
- Landscaping plan indicating the mitigation plan for the Tree Removal. This may address both On-site and Off-site replacement.
 - If **Off-site replacement** is proposed: Documentation from the owner(s) of the off-site property granting approval to plant trees on the property.
 - If **Off-site replacement** is proposed on City-owned or controlled property: a letter from the City Manager or their designee allowing planting on the property.
 - If **On-site replacement** is not provided as mitigation, a narrative, accompanied by such site plan drawings as may be necessary and appropriate, explaining in detail why On-site replacement is not feasible or practical.