

PLANNING BOARD APPLICATION



SITE PLAN FOR MARIJUANA ESTABLISHMENTS

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

Submit pages 1 thru 5 only and keep page 6 for your records

<u>For Office Use:</u>	Date Stamp
Date & Time Received _____ Project: _____	
\$750.00 Application Fee Paid _____ Check# _____	
\$750.00 Engineering Escrow Paid _____	
\$750.00 Legal Escrow Paid _____	
\$150.00 Public notice processing fee _____	
Public Notice Fee Paid (\$1.00 each notice) _____	
# Copies of Plans: _____ PDF Files: _____	

Name of Applicant and/or Company _____

Applicant's Mailing Address _____

Telephone/Cell # _____ 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# _____

Contact's Email Address _____ Fax# _____

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

Print name & title of signer	

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Date of Pre-Application meeting

1. SEPARATION OF SENSITIVE USES:

- A. Please provide a spreadsheet of the all properties and uses located on the property within a 1,000 feet of the proposed location of the marijuana stores, medical marijuana retail store, or medical marijuana dispensary.

2. 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 the site in square feet _____
b. Total floor area of each building in square feet _____
c. Total floor area of each proposed type of use in square feet: _____
d. Total number of proposed parking for the use _____
e. Total number of parking spaces _____

Describe your project here (Please provide a cover letter if more room is needed):

3. RIGHT, TITLE, OR INTEREST

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

Phone _____ FAX _____

- B. Attach evidence of applicant's right, title, or interest in the site.
C. Attach a copy of the current owner's existing deed for the site.
D. Attach summary lists of all existing and all proposed easements or other burdens for this property, if applicable. 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 descriptions of proposed easements. Information about existing easements and burdens may be referenced in the deed.

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4. 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 the availability of funds, and evidence that the applicant can devote these funds to the project.
 - _____ 3. The most recent corporate annual report indicating the 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 pre-construction meeting.)

5. TRAFFIC

Attach as EXHIBIT #5 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.

6. SECURITY MEASURES AND ODOR MANAGEMENT

Please see Section 27-1902(e) for submittal requirements and details.

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7. PUBLIC UTILITIES

A. Estimated sewage gallons per day for the complete project _____

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: _____

- B. If the proposed use will require an additional water supply, please attach written approval from the Portland Water District of the water supply system proposed for the project.
- C. Complete Appendix A of the Site Plan application for review by Water Resource Protection.

8. Surface Drainage and Runoff (If required):

Attach a description of how stormwater will drain from the site after development and an assessment of the post-development effect on existing drainage patterns, pursuant to Section 27-1536.

9. Site Plan Requirements

- A. For all site work activity, only, please attach a copy of your letter to the City Manager requesting amount(s) of required performance guarantee(s).
- B. 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.

10. Site Plan Drawings (Plan Set)

- C. Site plan drawings:
- paper no larger than 24" x 36"**
 - bound into sets, stapled, and folded to a size no larger than 14" x 10", with project name shown on the front face of the folded plan**
 - number and date drawings
 - the scale of the drawings shall be between 1"=20' and 1"=40'
 - show the entire parcel in contiguous single ownership, plus off-site easements which benefit the parcel
- D. Title block shall include:
- identification of plan as "Site Plan for Marijuana Establishments"
 - name and address of the project
 - name(s) and address(s) of the site owner and of the applicant
- E. North arrow and scale

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F. Survey

If the proposed project is for construction of a new principal structure or a detached accessory structure affixed to a permanent foundation, provide a Boundary Survey, Condition 1, and Category 2, showing existing and proposed structures.

Otherwise, provide a Mortgage Level Inspection Survey showing all site boundaries and existing and proposed structures.

G. Setbacks as required by zoning ordinance; zone line if the site is transected by a zone line or if zone line is within 50 feet of the boundaries of the site

H. Buildings, structures, and signs

- a. Location, dimensions, the shape of existing or proposed buildings and structures
- b. Location and dimensions of existing and proposed signs; rendering of proposed signs

I. Names of abutting property owners on parcels or lots abutting the site

J. Locations and dimensions of parking areas, loading and unloading facilities, driveways, fire lanes, access points.

K. Location of all existing easements and rights-of-way, if any

L. If applicable, location, dimensions, materials of existing and proposed pedestrian access ways. Include a cross-section of proposed sidewalks.

M. Location, height, wattage, bulb type of existing and proposed exterior and building-mounted lighting.

N. 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 for this purpose on the plan.

O. Existing and proposed landscaping, fencing, screening

P. General notes

- a. proposed hours of operation
- b. estimated number of patrons on daily basis, if applicable

Q. Location, dimensions, the shape of the display area for proposed outdoor sales or displays.

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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.

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 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.**
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.