

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 _____

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****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 _____

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- 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.

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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.)

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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:

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- 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).

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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.

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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.

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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

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****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

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- 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.

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- 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.

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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