

TOWN OF TOPSHAM SITE PLAN REVIEW

This packet includes the following:

- I. Outline of the **Review Process**
- II. Application for **Sketch Plan Review**
 - 11-(1) **Sketch Plan** Requirements (checklist)
- III. Formal Application for **Site Plan Approval**
 - 111-(2) Formal **Site Plan** Map Requirements (checklist)
 - 111-(3) Supporting Documents (checklist)

The applicant should review the site plan review requirements before completing this application. Any questions can be directed to the Planning Office. **Sketch Plan, Preliminary** and **Final** application review will be heard at the Planning Board regular meeting on the first Tuesday of each month.

SITE PLAN REVIEW

I. APPLICATION INFORMATION

APPLICANT:

1. The attached package is for your use in making an application to the Planning Board for **site plan review**.
2. The Planning Board's regular meeting is at 7 p.m. on the first Tuesday of each month. A workshop is scheduled for the third Tuesday of each month.
3. **Preliminary** or **pre-application** (sketch plan) meetings with the Planning Board are held at the regular meetings only. The Planning Office must receive applications for sketch plan review 21 days before a scheduled meeting. Applications received after the deadline will be scheduled for the following month's workshop.
4. The pre-application meeting shall be to discuss the proposed development. A sketch plan is helpful for the Board to understand the proposal. No binding commitments shall be made between the applicant and the Board at this time. Arrangements should be made for an inspection of the proposed site. The purpose of the pre-application meeting shall be to understand what is proposed, what is possible, and what is acceptable.
5. Normally, the applicant will present his **formal site plan application** at the Planning Board's regular meeting, the following month.
6. Any applicant who is scheduled for a meeting with the Planning Board is expected to attend unless they notify the Planning Office at least (7) days before the scheduled meeting. Failure of the applicant to comply will result in the application being scheduled in order after other applicants on files as if the scheduled meeting date.
7. If another individual has been appointed to represent the applicant before the Board, the applicant must comply with Chapter 175-6c of the Topsham Code. The representative must submit a letter signed by the applicant stating the name and address of the representative and his/her capacity with regards to the proposed development. The representative must be fully empowered to speak on behalf of the applicant, and the applicant is bound to abide by all the terms and conditions agreed to by the representative.
8. The Planning Office staff will assist any applicant as time permits.

NOTE TO THE APPLICANT:

1. Your application for **site plan review** will not be considered complete until a **formal application** has been submitted and accepted as being complete by the Planning Board. It may not be necessary to comply with all of the items shown on the form. Following the **pre-application conference** (sketch plan), the Planning Board will indicate those items on the formal application which are or are not required.
2. Review of your Site Plan application should consist of the steps outlined below:

A. Pre-Application Conference and Sketch Plan Review

Before submitting a **formal application**, the applicant or his agent shall appear before the Planning Board to discuss the proposed development. A sketch plan shall be submitted that consists of a rough outline of the proposed development denoting any features which may assist the Planning Board in making its decisions. In order for the Planning Board to be more fully informed about the site, the applicant shall arrange a joint inspection of the site with the Planning Board. The on-site inspection may be conducted at or shortly after submission of the sketch plan. This phase of the application process will not be considered complete until such inspection has been made. The attached application must be submitted to the Planning Office (21) days before the scheduled meeting with the Planning Board.

B. Formal Site Plan Application

A formal site plan application must be submitted within four (4) months of the pre-application conference and will be eligible for acceptance by the Planning Board when the following are completed:

- (1) Formal Site Plan Application
- (2) All map requirements, no one or more maps, in accordance with Chapter *175-5A* of the Topsham Code.
- (3) All supporting documents, in accordance with Chapter *175-5A* of the Topsham Code or as directed by the Planning Board.

The original and 19 copies of the formal application, site plan and applicable documents must be submitted to the Planning Office at least 21 days prior to a scheduled Planning Board meeting for filing with the Planning Board for review at a regular monthly meeting.

II. SKETCH PLAN REVIEW APPLICATION (SITE PLAN)

Project Name: _____

File Number: _____

Applicant Information:

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Authorized Representative: _____

Address: _____

Phone Number: _____

Fax Number: _____

Design Consultants (1) _____

(2) _____

(3) _____

The following attachments should be completed and submitted with the **sketch plan**

Attachment 11-(1): Checklist for Sketch Plan Requirements

(2): Request for Waivers

(3): Sketch Plan

ATTACHMENT 11-(1)

CHECKLIST FOR SKETCH PLAN REQUIREMENTS

<u>YES</u>	<u>NO</u>	<u>ITEM</u>
<input type="checkbox"/>	<input type="checkbox"/>	Date, North Point, Scale, Project Name
<input type="checkbox"/>	<input type="checkbox"/>	Perimeter Boundary, Preliminary Layout and Areas of Future Development
<input type="checkbox"/>	<input type="checkbox"/>	Zoning
<input type="checkbox"/>	<input type="checkbox"/>	General Land Cover
<input type="checkbox"/>	<input type="checkbox"/>	Topographic Features
<input type="checkbox"/>	<input type="checkbox"/>	Existing Structures, Owners and Neighboring Land Uses
<input type="checkbox"/>	<input type="checkbox"/>	Locator Map

The items listed above should be shown on the sketch plan you submit to the Planning Board for review.

III. FORMAL SITE PLAN REVIEW APPLICATION

Project Name: _____

File _____ Number: _____

1. Project Applicant: Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

2. Present Interests in Property: _____

Interest in Property within 500': _____

3. Project Property Owner (If Different): Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

4. Project Authorized Representative (If Different): Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

5. Design Consultants:

- Surveyor Architect Planner/Engineer

Name: _____

Address: _____

Telephone: _____

Fax Number: _____

- Surveyor Architect Planner/Engineer

Name: _____

Address: _____

Telephone: _____

Fax Number: _____

- Surveyor Architect Planner/Engineer

Name: _____

Address: _____

Telephone: _____

Fax Number: _____

List additional Design Consultants on a separate sheet.

6. Address to which all correspondence is to be sent: Name: _____
Address: _____

Phone Number: _____
Fax Number: _____

7. Location of Property: _____
Registry of Deeds: Book _____ Page _____
Topsham Tax Map: Map # _____ Lot # _____

8. Zoning at the Time of Application _____

8a. Is activity within 200' of water body? Yes _____ No _____. If yes, is it within identified floodplain? Yes No

9. Acreage of Property: Total _____
To be developed _____

9a. Gross Floor Area: _____ Ground Coverage: _____
Percent Lot Coverage For Each Structure:

10. Method of Infrastructure:

<u>Facility</u>	<u>Type</u>
Provision of Water:	_____
Sewage Disposal:	_____
Fire Protection:	_____
Road System:	_____
Electric and Other Utility:	_____
Solid Waste:	_____

11. List any Covenants, By-Laws, Restrictions or Easements to be replaced on any deeds:

Is full text attached? Yes _____ No _____

12. Please describe the existing use of the property to be developed and the neighboring property:

13. Please describe the proposed use (i.e. number of staff, operating hours, etc).

13a. Please describe the sedimentation and erosion controls to be employed in the development and maintenance of the project:

14. List all property owners within 200 feet of the proposed development (Attach a list if necessary):

<u>Name</u>	<u>Address</u>	<u>Map #</u>	<u>Lot #</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

15. Evidence of notification to property owners and town officials. Please attach a copy of the letter and a complete list of names and addresses of those who have been notified.

16. List any Variances required before any proposal may proceed:

17. Construction Schedule (please attach).

18. Please list waivers granted by the Planning Board during Sketch Plan Review (Please attach if necessary):

19. Final Plan Application Fee:

Amount: _____

Date Received: _____

20. Please note that a hearing fee of _____ may be required, if the Planning Board deems it necessary at the time of Final Plan application presentation.

21. Please complete the following:

- Attachment III-1 Performance Standards
- Attachment III-2 Map Requirements
- Attachment III-3 Supporting Documents

22. Is the property of the developed presently under tree growth or farmland/ open space tax exemptions? Yes No

To the best of my knowledge, all the information submitted in this Final Plan Application package is true and correct.

Signature of Applicant

Date

.....
FOR STAFF APPROVAL In accordance with Town of Topsham Site Plan Review Ordinance – Chapter 175-5B.1, of the Topsham Code.

Town Planner _____

Date _____

Codes Enforcement Officer _____

Date _____

Fire Chief _____

Date _____

Police Chief _____

Date _____

Road Commissioner _____

Date _____

Please describe the potential impact or effect on the following performance standards from Chapter 175-8, of the Topsham Code. If there is an impact or effect, please describe how you intend to minimize those impacts.

1. Landscape Preservation
2. Building Relationship to Environment
3. Access Control
4. Parking and Circulation
5. Stormwater Runoff
6. Existing Utilities
7. Signs
8. Special Features
9. Outside Lighting
10. Emergency Access
11. Municipal Services
12. Water Quality
13. Air Quality
14. Future Water Supplies
15. Existing Water Supplies
16. Erosion Control
17. Sewage Disposal
18. Natural Beauty; Historic Sites
19. Shoreland Areas

PLEASE ATTACH A SEPARATE DESCRIPTION IF NECESSARY.

**ATTACHMENT III-(2)
CHECKLIST FOR FORMAL PLAN MAP REQUIREMENTS**

YES	NO	ITEM
_____	_____	Map Maximum Size _____ at a scale of _____.
_____	_____	Name, Scale, date, North Point.
_____	_____	Acreage, number of lots surveyed, boundaries, location and type of permanent monuments, surveyor stamp.
_____	_____	Existing zoning.
_____	_____	Name of owner, any engineers or consultants, authorized agent.
_____	_____	Name of abutting owners.
_____	_____	All required road information, and all appropriate circulation measures.
_____	_____	All appropriate dimension requirements.
_____	_____	Existing proposed easements.
_____	_____	Stormwater management plan including calculations, layout and soil sedimentation and erosion plan, and final grading plan.
_____	_____	Location of all natural and manmade features.
_____	_____	Location of all existing and proposed utilities.
_____	_____	Off-site and on-site sewer disposal system.
_____	_____	Location of important trees or groves.
_____	_____	Size, location and profile of sidewalks and parking area.
_____	_____	Location Map, at appropriate tax map scale.
_____	_____	Special notations.

Continued on the following page...

_____	_____	Plan of site showing existing natural and topographical features including water course and water bodies, trees and other vegetation, and any other pertinent features.
_____	_____	A plan of all buildings with new construction or expansion of an existing facility, including type, size, slab, storage and loading areas.
_____	_____	An elevation view of all buildings indicating their height, color, bulk, surface treatment, and signing attached to building.
_____	_____	A circulation plan noting all pedestrian and vehicle traffic flow, both within the development and in terms of ingress and egress impact on the surrounding road systems.
_____	_____	The size and proposed location of water supplies and sewage disposal systems and provision for future expansion of those systems.
_____	_____	The landscape plan indicating grade change, vegetation to be preserved, new plantings, used to stabilize areas of cut and fill screening; the size, location, purpose and type of vegetation.
_____	_____	A drainage plan indicating location, elevation layout of catch basins and other surface and subsurface drainage features.
_____	_____	A topographical plan, at 2-foot intervals, showing existing and proposed contours and finishing grade elevations.
_____	_____	Any other exhibits or data deemed necessary by the Planning Board to evaluate the proposed development for the site plan review purposes.

**ATTACHMENT III-(3)
SUPPORTING DOCUMENTS**

DOCUMENT TYPE	DATE REQUESTED	DATE RECEIVED BY PLANNING BOARD
Documentation of <u>ownership</u> or <u>contract</u>	_____	_____
Homeowner's Association by-laws	_____	_____
Covenants Homeowner's Association	_____	_____
Deed Restrictions, state permits	_____	_____
DEP	_____	_____
Marine Resources	_____	_____
Army Corps of Engineers	_____	_____
Inland Fish and Wildlife	_____	_____
Appropriate Engineering Calculations	_____	_____
Community Facilities Impact Analysis	_____	_____
Statement from Brunswick Topsham Water District	_____	_____
Impact Statement and/ or Assessment	_____	_____
Sewer District (off-site)	_____	_____
Plumbing Inspector (on-site)	_____	_____
Road Commissioner	_____	_____
Police Chief (if required)	_____	_____
Conservation Commission	_____	_____

DOCUMENT TYPE	DATE REQUESTED	DATE RECEIVED BY PLANNING BOARD
Solid Waste Coordinator	_____	_____
Recreation Commission	_____	_____
Other Appropriate Town Agencies	_____	_____
Appropriate Performance Guarantee Arrangement	_____	_____
Evidence of notification to property owners within 200' of this project	_____	_____