

Town of Poland
Planning Board
Formal Site Plan Review
Instructions

- 1) **Read every part of this document.** Failure to follow requirements can and will delay the Planning Board's decisions.
- 2) Fill out the forms on pages 3 through 6. Obtain or get copies of information as required by the application on these pages.
 - A) Names and addresses of "Abutters" may be obtained from the Assessor's Office.
 - B) The CEO can generate a map of the general location of your project if you cannot find a topographic map.
 - C) Words in italics contain important instructions. Please follow them.
- 3) Use the "Submission Checklist" on pages 7 and 8 to make sure submission requirements are met.
 - A) The checklist is a summary of the standard requirements in Section 5-109.8 of the Comprehensive Land Use Code.
 - i) The actual Code wording may be found on-line at www.polandtownoffice.org. Go to the "Code Enforcement" page and then select "Services".
 - ii) Hardcopies are available for \$15.00 at the town office.
 - B) Make sure all waiver requests have a written statement for each request. Check with the Code Enforcement Office to make sure items stated as "On File" are indeed in the town office.
 - C) Some requirements may need only a one paragraph or one sentence statement. Make sure all requests are answered.
- 4) **Make the necessary copies of pages 3 through 12 of the application and all information requested** (see item 5 below). Include a copy of the completed form letters used for notification.
- 5) **NUMBER OF COPIES OF THE APPLICATION AND DUE DATE**
 - A) A total of at least 13 copies of the plans are needed. (DO NOT FORGET ANOTHER ONE FOR YOU!)
 - B) Copies for the 4 Department Heads shall be delivered to them with their notices. If the copies for the Department Heads are not delivered in a timely fashion – usually **14 days prior to the meeting date**—delays in approval can and will occur.
 - C) The Code Enforcement Office must receive the original application and an additional 8 copies with appropriate fees by 1:00 p.m. seven days before the stated meeting to remain on the upcoming agenda.
 - D) If review for missing information by the Code Enforcement Officer is desired, a copy must be submitted to the CEO at least 14 days prior to the meeting.
 - E) The application must be on file for public review for at least 7 days prior to the meeting. Applications received after the Agenda is posted may not be reviewed by the Board for your scheduled meeting date.
- 6) Addendum Information
 - A) Addendum A is a summary checklist of the Code's Performance Standards that will be used by the Planning Board for "Finding of Facts" for the approval or denial of your application. You do not fill this out but it must be included with the copies submitted to the Code Enforcement Office.
 - B) Addendum B contains two form letters
 - i) The first is to inform abutters (*all landowners within 500 feet of your lot*)

Map _____

Lot _____

Sublot _____

- ii) The second is for the department heads in the Town of Poland. Departments will require a copy of the application. Department head names, addresses and phone numbers are on the back of this form.
- iii) Copy and use these forms to notify them.
- iv) Check with this office to make sure that all departments have responded to your application prior to the meeting.

Site Review and Shoreland Zoning Review Fees

Type of fee		Units or Comments
Application – sketch plans, Rough design	\$35.00	Each application (no other fees)
Application – formal ⁴	\$90.00	Each application + fees below
Approval extension, Planning Board Approval only	\$35.00	One extension only (no other fees)
Buildings / Structures ^{2,3} , < 1,000 sq. ft.	\$12.50	Per 100 ft ² gross floor area
Buildings / Structures ^{2,3} , 1,000 to 10,000 sq. ft.	\$5.00	Per 100 ft ² over 1,000 ft ² + \$100.00
Buildings / Structures ^{2,3} , >10,000 sq. ft.	\$2.50	Per 100 ft ² over 10,000 ft ² + \$450.00
Escrow ¹ , minimum amount	\$700.00	When required by Planning Board
Escrow ¹ , Structures	\$5.00	Per 100 ft ²
Escrow ¹ , Groundwork & Landscaping	\$1.00	Per 1,000 ft ²
Extension of approval	\$100.00	Before approval expires
Auto graveyards, recycle business	\$3.00	Per vehicle storage slot (parking space)
Junkyard, Storage Lots	\$1.50	Per ft ² of outside storage
Major grounds improvements (soil filled, moved, removed) (Excludes structural foot print.)	\$1.00	Per 1,000 sq. ft.
Minor grounds improvements (No soil disturbances) (Excludes structural footprint)	\$0.50	Per 1,000 sq. ft.
Towers <=100 feet tall	\$3.00	Per linear foot of tower height above ground level
Towers > 100 feet tall	\$15.00	Per linear foot of tower height above ground level

1. **Review Escrow Funds** may be used by the Town to pay for professional reviews and advice requested by the Planning Board or Code Enforcement Officer, related to the applicants proposed development. Review escrow funds deposited by the applicant not spent during the course of the Towns review, shall be returned to the developer within sixty days after the Planning Boards decision on the application is final. If professional review and advice fees exceed the amount deposited, the developer shall pay the amount outstanding before final approval or any permit is granted

2. **Building and Structures** may include up to five times the footprint area of the building for grounds improvements, exclusive of the building footprint, as part of the building review fee.

3. **Building and Grounds Improvement Fees.** The sum of these two fees may be limited to \$2,500.00 per application at the discretion of the Planning Board. (Junkyards, auto graveyards, recycling business, and towers excluded)

4. **Reduced Fees:** The Planning Board may, upon application therefore, allow a reduced total site review fees to \$50.00 in any case which it determines that the work for which the permit is sought will be performed within the Shoreland Zone. The project shall be intended solely for the purpose of protecting a Great Pond, Stream, River, or other Natural Resources through the implementation of Conservation, Best Management Practices, or other environmental safeguards. Also, the project shall not result in the enlargement of any building or structure or an intensification of the existing use of the property.

Town of Poland, Maine

**Formal Site Plan Review
Application**

PROJECT NAME: _____

Date of Planning Board Review: _____ / _____ / _____ Application # _____

LOT INFORMATION:

Tax Assessor's Map # _____ Lot # _____ Sub lot # _____

Watershed: _____

Property's Road Location: _____

Lot Size: _____ Acres or Sq. Ft. Road Frontage: _____ Ft.

Year lot created: _____ (If unknown, give best estimate with "est." after date)

Zoning District(s): _____ Flood Zone: _____ Aquifer Overlay: _____

Current use of lot: _____

LAND OWNER(s):

Name(s) _____

Company _____

Mail Address: _____ Main Phone: _____ - _____ - _____

Town/State/Zip _____ Alternate Phone: _____ - _____ - _____

APPLICANT or CONTACT PERSON:

Applicant is: Landowner Contractor Renter Buyer

If landowner, write "Same" below and continue to next block below. If not the landowner, submit a letter of permission to construct on or use the land, or copy of a contract to buy from the landowner, along with the following information:

Name(s): _____

Company _____

Mail Address: _____ Main Phone: _____ - _____ - _____

Town/State/Zip _____ Alternate Phone: _____ - _____ - _____

THIS APPLICATION IS FOR:

(Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Commercial | <input type="checkbox"/> New Development |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Change in Use |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> Expansion of Use |
| <input type="checkbox"/> Governmental | <input type="checkbox"/> Expansion of Structure(s) |

Open Space

Resumption of Use

EXISTING LOT CONDITIONS

(This page is to describe what is on your lot now. DO NOT include what you are planning to do)

1) **General**

a) Does this lot have any development? _____ Yes _____ No

(WHOA!!!) *If No, go to next page)*

b) Is there an existing Well _____ Yes _____ No

c) Is there an existing Septic System _____ Yes _____ No

i) *If yes, submit a copy of a septic permit, or drawing(s) showing size & location.*

d) Is there an existing Road Entry _____ Yes _____ No

i) If yes, will there be any changes/modifications? _____ Yes _____ No

ii) *(If no, submit copy of appropriate road entry application if entrance is onto a state or town road.)*

e) Any structures to be removed _____ Yes _____ No

i) *If yes, submit information about the structure to be removed and how any debris will be disposed of.*

2) **Existing Land Development & Improvements NOT Including Buildings**

a) Size of lawns _____ Sq. Ft. or Acres

b) Size of fields _____ Sq. Ft. or Acres

c) Size of driveways/roads _____ Sq. Ft.

d) Size of other non-vegetated areas _____ Sq. Ft.

e) Wetlands already filled _____ Sq. Ft.

3) **Existing Main Structure**

a) Ground Footprint _____ Sq. Ft.

b) Total Gross Floor Space _____ Sq. Ft. *(exterior dimensions of all floors)*

c) Road Frontage Setback _____ Ft.

d) Side Setback _____ Ft.

e) Rear Setback _____ Ft.

f) Distance to Great Pond _____ Ft. _____ Not applicable (over 250')

g) Distance to Stream _____ Ft. _____ Not applicable (over 250')

h) Distance to Wetlands _____ Ft. _____ Not applicable (over 250')

i) Foundation

• _____ Full Basement _____ Frost Walls _____ Slab _____ Piers

4) **Existing Accessory Structure(s)**

a) Total Number of Structures _____

b) Total Ground Footprint _____ Sq. Ft.

c) Total Floor Space _____ Sq. Ft.

d) Closest Road Setback _____ Ft.

e) Closest Side Setback _____ Ft.

f) Closest Rear Setback _____ Ft.

g) Distance to Great Pond _____ Ft. _____ Not applicable (over 250')

h) Distance to Streams _____ Ft. _____ Not applicable (over 250')

i) Distance to Wetlands _____ Ft. _____ Not applicable (over 250')

5) **Total Existing Impervious surfaces** _____ Sq. Ft.

a) *Add 2c + 2d + 3a + 4b*

Map _____

Lot _____

Sublot _____

Proposed Development

DEVELOPMENT INFORMATION

1. Wetlands to be impacted _____ Sq. Ft.
2. New footprint(s) and developed area(s): _____
 - a. Changes in building footprint(s) _____ Sq. Ft.
 - b. Changes in driveway/roadway _____ Sq. Ft.
 - c. Changes in patios, walkways, etc. _____ Sq. Ft.
 - d. TOTAL (2a+2b+2c) _____ Sq. Ft.
3. Percentage of lot covered by impervious surfaces: _____ %
 - a. *(Equals [areas on line 5 page 4 + line 2d above] / [Total lot area measured in sq. ft.] * 100%)*

SUBMISSIONS:

1. Attach drawings and/or statements describing the following items, if applicable:

- a. Provide a copy of deed and Tax Assessor's information card.
- b. Provide a map of the general area showing land features within at least ½ mile of this lot.
- c. Provide site plan(s) of your lot with existing development and its dimensions shown.
- d. Provide site plan(s) of your lot with proposed development and its dimensions shown.
 - i. *(May be combined on existing development drawing.)*
- e. Provide detailed plans of proposed structural development and changes.
- f. Provide statements or drawings of methods of infrastructure:
 - i. Water supply
 - ii. Sewage disposal
 - iii. Fire protection
 - iv. Electricity
 - v. Solid waste disposal
- g. Type, size, and location of signs.
- h. Number of parking spaces.
- i. Provide phosphorus loading calculation if in a great pond watershed area.
- j. Anticipated date for start of construction.
- k. Anticipated date for completion of construction.
- l. Standard submissions requirements shall follow Section 5-109.8 of the Comprehensive Land Use Code. Copies of the Code are available for viewing at the Town Office and Library. Copies are available for purchase (\$15.00) in the Code Enforcement Office.
 - i. *(Use checklist starting on page 7 for summary of usual requirements.)*
- m. Other requirements unique to your project added by the Planning Board.
- n. Fill out and use form letters on pages 13 & 15 to notify abutters and town department heads.
 - i. *(Abutter addresses may be obtained from the Assessor's Office; department head addresses are on page 16.)*

2. List all state and federal approvals, permits, and licenses required, if any, for the project:

This includes but is not limited to the following:

1. State highway entrance permit.
2. Soil disturbances involving more than one acre.

Map _____

Lot _____

Sublot _____

3. Impact on more than 4,300 square feet of any type wetland.
4. Soil disturbances within 100 feet of lakes, rivers or streams.
5. Activity within 75 feet, over the water, or in the water of lakes, rivers, or streams.
6. Timber harvesting.
7. Flood zones.
8. Discharges and emissions

DISCLOSURE: (READ BEFORE SIGNING)

1. I hereby acknowledge that I have read this application and pertinent sections of the ordinances, and state that the information in this document is to the best of my knowledge true and accurate. I agree to comply with all the Town of Poland's ordinances and the State of Maine's statutes regulating the activities sought in this application as well as any permit(s) approved for this application.
2. I understand that all construction of structures shall conform to or exceed the minimum requirements of the *International Building Code, 2000; International Residential Code, 2000; and the NFPA-101 Life Safety Code, 1997.*
3. I understand that any approval is valid for only the use(s) as specified in this application. The permitting authority must approve any change(s) made to the use(s) sought in the application. Any approval issued for this application is approved on the basis of truthful information provided by the applicant(s), and as allowed by the ordinances of the town.
4. I understand that it is my responsibility to assure that the lot description herein accurately describes its ownership, its boundary lines, and the setback measurements from the legal boundary lines.
5. I understand that I have the burden of proof as to the legal right to use the property, and that approval of this application in no way relieves me of this burden. Any approval issued does not constitute a resolution in favor of me or the landowner in any matters regarding the property boundaries, ownership, or similar titles.
6. I understand that all necessary **Building and Use Permits** shall be secured from the Code Enforcement Office after the Planning Board grants approval of this application.
7. I understand that a **Certificate of Occupancy or Compliance** shall be required prior to the start of any use or occupancy associated with this application unless a signed written waiver is issued with the permit. Fines and penalties may be issued if use or occupancy is started prior to the issuance of the certificate.
8. I understand that the **approval becomes invalid if** construction or use has not commenced within twelve (12) months of the Planning Board's approval date, construction is suspended for more than six (6) months and no notice for just cause is submitted prior to the end of the six (6) months, or it is found that false statements have been furnished in this application.
9. I understand that if I fail to comply with the aforementioned statements, a "STOP WORK" order may be issued for which I will immediately halt any construction and/or use(s) that are approved for this application. This failure may also require that I return the property to its natural state or as closely thereto before the use(s) was/were approved.
10. I understand that failure to follow these requirements will lead to Violation Notices and Citations that have fines and penalties. This in turn can lead to civil proceedings in District and/or Superior Court.
11. I understand that **all state and federal permits** are my responsibility as the applicant and/or owner and will secure the same prior to the start of the project.

 Applicant's Signature(s)

 Date

Submission CHECKLIST

- The following list is a short summary of the information required in Chapter 5-109.8 of the Comprehensive Land Use Code for the Town of Poland, Maine.
- Please checkmark or place an “X” in the left-hand columns if the information has been provided, if you request a waiver from submitting the information, or you believe the information is not applicable to your application. If a waiver(s) is requested, or the information is not applicable, a written explanation is required.
- Columns on the right are for the Planning Board’s use.

For Applicant Use			Section 5-109.8.A Submission requirements	For Planning Board Use			
Provided	Waiver Request	Not Applicable		Received	On File	Waived	Not Applicable
			1. Site Plan Drawings				
			2. Signed copy of application				
			3.a. Name & address of owner				
			3.b. Name of development				
			3.c. Name & address of abutters within 500’ of lot for development				
			3.d. Map of general location				
			3.e. Show all contiguous properties				
			3.f. Names, Map, & lot #'s on drawings				
			3.g. Copy of deeds, agreements				
			3.h. Engineer/ designer of plans				
			3.i. Proof of abutter notifications (<i>Post Office Certified Return Receipts</i>)				
			Existing Conditions (Site Plan)				
			4.a. Zoning Districts on and/or abutting project’s lot shown				
			4.b. Bearings & Distances shown on drawings				
			4.c. Location of utilities, culverts, drains				
			4.d. Location, name of existing r/w				
			4.e. Location, dimensions of existing structures				
			4.f. Location, dimensions of existing roads, walks, parking, loading, etc.				
			4.g. Location of intersection within 200’				
			4.h. Location of open drains, wetlands, wildlife areas, historic sites, etc.				
			4.i. Direction of surface drainage				
			4.j. 100-yr. Floodplain				
			4.k. Signs				
			4.l. Easement, covenants, restrictions				
			Proposed Development (Site Plan)				
			5.a. Location & dimensions of all new structures. New development delineated from existing development				
			5.b. Setback dimensions shown & met				
			5.c. Exterior lighting (Will meet full cutoff requirements)				

Map _____

Lot _____

Sublot _____

For Applicant Use			Section 5-109.8.A Submission requirements	For Planning Board Use			
Provided	Waiver Request	Not Applicable		Received	On File	Waived	Not Applicable
			5.d. Incineration devices				
			5.e. Noise of machinery and operations				
			5.f. Type of odors generated				
			5.g. Septic system and other soils reports				
			5.h. Water supply				
			5.i. Raw & finished materials stored outside				
			5.j. Contours shown at PB specified intervals				
			5.k. Curbs, sidewalks, drives, fences, retaining walls, parking, etc.				
			5.l. Landscaping plan				
			5.m. Easements, r/w, legal restrictions				
			5.n. Abutters' property lines, names				
			5.o. TRAFFIC DATA				
			1) Peak hour traffic				
			2) Traffic counts				
			3) Traffic accident data				
			4) Road capacities				
			Traffic signs, signals				
			5.p. STORMWATER & EROSION				
			1) Method for handling stormwater shown				
			2) Flow direction				
			3) Catch basins, dry wells, ditches, etc.				
			4) Engineering Analysis of stormwater				
			5) Erosion control measures				
			5.q. Hydrologist groundwater impact				
			5.r. Utility plans for all utilities				
			5.s. Cross-section profile of roads, walks				
			5.t. Construction drawings of roads, utilities				
			5.u. Cost analysis of project and financial capability demonstrated				
			5.v. Phosphorus control plan if in watershed of a great pond				
			6. Submission of waiver requests				
			Notification of Fire, Rescue, Road, Police, School (<i>Use form page 14</i>)				
			Copies of state, federal applications, permits, &/or licenses required for this project.				
			Condition A.				
			Condition B.				
			Condition C.				
			Condition D.				
			Condition E.				

Addendum A

General Review Standards & Basis for Finding of Facts

Based on Section 5-109.9 (M=met, W=waived, NA=not applicable)

Review Requirement	M	W	Deficiency	NA
A. Preservation of Landscape				
a) Natural state preserved				
b) Minimal tree and soil removal				
c) Vegetation retained				
d) Grades in character with area				
e) Scenic Site				
f) Wetlands				
g) Wildlife habitats				
h) Steep slopes				
i) Unique features & natural sites				
j) No undue effect on scenic sites				
B. Relation of Proposal to Environment				
a) Harmonious to terrain & existing structures				
1. Architectural style				
2. Building scale				
3. Harmony with adjoining buildings				
4. Material suitability				
5. Material durability				
6. Building component proportions				
7. Color scheme				
8. Mechanical equipment placement				
9. Exterior lighting style				
10. Solid waste storage areas				
11. Varied styling for multiple buildings				
C. Compatible with Residential Areas				
1. Traffic flow				
2. Residential view of site				
3. Noise nuisance				
4. Artificial lighting glare				
5. Odor Nuisance				
6. Privacy of Residents				

Map _____

Lot _____

Sublot _____

<u>Review Requirement</u>	<u>M</u>	<u>W</u>	<u>Deficiency</u>	<u>NA</u>
D. Vehicular Access				
a) Conceptual Master Plan				
b) Conceptual Plan consistent with Plan				
1. Adequate road capacity				
1.a. Public agency committed funds				
1.b. Applicant's financial responsibility				
2. Sight distances				
3. Multi-business sight distances				
4. Common access for multi-business				
5. Level C Service for heavy road access				
6. At least 2 entrances for heavy traffic				
E. Vehicle access to state routes				
1. Site access on minor collector				
2. Curb cuts one/ 200'				
3. Maximum # of Curb cuts				
4. Curb cut design based on volume				
5. Driveway spacing form intersection				
6. Driveway spacing between driveways				
7. Driveway spacing to property line				
8. Driveway spacing located across road				
9. Access upgraded for expansion				
F. Surface Water				
1.-a) Land elevation above floodplain				
1.-b) Nature of soils				
1.-c) Slope of land				
2. Best Management practices				
3. Storm water pipe sizing				
4. Catch basins				
G. Conservation, Erosion Control				
1. Stripping & re-grading of land				
2. Cut – Fill operations				
3. Duration of disturbed areas				
4. Stabilization of disturbed soils				
6. Permanent vegetation and erosion control				
7. Temporary erosion control				

Map _____

Lot _____

Sublot _____

Review Requirement	M	W	Deficiency	NA
8. Removal of sedimentation from soil disturbances				
9. Maintenance of drainage facilities				
10. Employment of BMP				
H. Phosphorus Export				
a) Records of all permits for the area reviewed				
b) Review of actual development rate in area				
1. Phosphorus export calculations				
2. Phosphorus control measures				
I. Site Conditions				
1. Measures for leaving site in safe conditions daily				
2. Measures to clear site for final insp. & occupancy				
3. No significant changes in elevation				
J. Signs				
K. Special Features				
a) Setbacks				
b) Plantings				
c) Screenings				
L. Exterior Lighting				
a) Energy efficient				
b) Minimum impact to neighborhood				
c) Lighting shielded				
d) Lighting does not exceed 0.5 ft-candles @ lot line				
e) Provisions to shut off all but security lights during non-business hours.				
f) Replacement lighting meets new requirements.				
M. Reserved	X			
N. Municipal Services				
a) No adverse impact on roads				
b) No adverse impact on fire dept.				
c) No adverse impact on rescue dept.				
d) No adverse impact on police				

Map _____

Lot _____

Sublot _____

Review Requirement	M	W	Deficiency	NA
e) No adverse impact on schools				
f) No adverse impact on recreational programs				
g) No adverse impact on solid waste system				
O. Water supply				
P. Groundwater				
1. Protection of Groundwater Quality				
2. Protection of fuel & chemical storage				
3. Underground storage according to DEP				
Q. Air Emissions				
R. Odor Control				
S. Noise				
1. Meet noise standards for area				
2. Measurements made to ANSI standards				
3. Exemptions				
T. Sewage Disposal				
1. On-site disposal design				
2. Nitrate-nitrogen concentrations				
U. Waste Disposal				
1. Solid waste hauler				
2. Hazardous waste hauler				
V. Buffer Areas				
a) Buffer strip at zone changes				
b) Buffer minimizes impact for outside activities				
c) Small children protection				
d) Sufficient year round screening.				
W. Financial Technical Capacity				
X. Conforms with Comp. Plan				
5-109.10 Waivers				
a) Board's list of Finding-of-facts for waivers.				
b) Board's set of conditions for waivers				
Other segments of the C.L.U.C.				

Map _____

Lot _____

Sublot _____

<u>Review Requirement</u>	<u>M</u>	<u>W</u>	<u>Deficiency</u>	<u>NA</u>

Addendum B:

Town of Poland, Maine
Planning Board

Notice of Intent to Submit Formal Site Plan Review Application

Date: _____ / _____ / _____

To: _____

Address: _____

In accordance with the Chapter 5-109.7 of the Comprehensive Land Use Code for the Town of Poland, Maine, this is to inform you of the intent to file a site plan review application with the Town of Poland Planning Board.

Applicant: _____

Address: _____

Applicant's Telephone # _____

Location: Map # _____ Lot # _____ Sub Lot # _____

Street/Road: _____

Brief overview of project: _____

The Poland Planning Board will consider the proposed site plan review application at its meeting as indicated below. If you have any questions or concerns, please attend the meeting.

Meeting Date:	_____ / _____ / _____
Time:	7:00 PM unless otherwise stated
Location:	Town Office Conference Room, 1231 Maine Street, Poland, Maine

Sincerely,

Applicant

Map_____

Lot_____

Sublot_____

(This page is blank)

Town of Poland, Maine Planning Board

DEPARTMENTAL REVIEW OF PROPOSED SITE APPLICATION

Date: _____ / _____ / _____

To: _____

In accordance with Chapter 5-109, Site Review, of the Comprehensive Land Use Code for the Town of Poland, an applicant for development approval is required to ask that Municipal Departments to comment on their capacity of capital facilities to serve a proposed development. Therefore, the Planning Board, by way of the applicant, is notifying you of the following proposed project and requests your comments.

Applicant:	_____	Phone:	_____
Address:	_____ _____		
Location:	Map # _____	Lot # _____	Sublot # _____
Road Location:	_____		
Project overview:	_____ _____		
Tentative Planning Board Meeting Date	_____ / _____ / _____		

Applicants:

- 1. Should attach all relevant sections of their plans to prevent delays.**
- 2. Mail this form letter so that each department head receives it at least fourteen days prior to the scheduled meeting. (See reverse for list of Department Heads)**
- 3. Confirm with the department heads that they have delivered their response to the Planning Board Office in time for the meeting.**

For the Department Head

I have reviewed this application and provide the following:

- ___ The project has no impact on the Department.
- ___ The Department has adequate existing capital facilities to serve the project.
- ___ The Department does not have adequate existing capital facilities to serve the project for the reasons listed. *(Please submit reasons on department letterhead)*
- ___ I need more information on the application.

Signed: _____ Date: _____ / _____ / _____

Head of Department

RETURN THIS FORM TO:
*(Please deliver by meeting date
Indicated in block above)*

*Planning Board Office
Town of Poland
1231 Maine Street
Poland, Maine 04274-7328*

Town of Poland Department Heads

FIRE & RESCUE CHIEF

WILLIE RICE, JR.
1231 Maine Street
Poland, ME 04274
998-2361 (Dispatch)

ROAD COMMISSIONER

DANA LEE
1231 Maine Street
Poland, ME 04274
998-4601

RECREATION DEPARTMENT

(Does not need application)

SCOTT SEGAL
1231 Maine Street
Poland, Maine 04274
998-4650

SUPERINTENDENT OF SCHOOLS

DENIS DUQUETTE
Union #29
1146 Maine Street
Poland, ME 04274
998-2727

POLICE DEPARTMENT

CAPT. RAYMOND LAFRANCE
Androscoggin Sheriff's Office
2 Turner Street
Auburn, ME 04210
998-2361 (Dispatch)

Town of Poland, Maine PLANNING BOARD AGENDA REQUEST

Date of meeting you are requesting to be scheduled for: _____/_____/_____

Meetings are normally conducted from 7:00 to 10:00 PM in the Municipal Conference Room at the Town Office

Map _____

Lot _____

Sub-lot _____

Applicant's Name: _____

Mailing Address: _____

Town, State, Zip: _____

Home Phone: _____ Hours: _____

Work Phone: _____ Hours: _____

Type of application: Sketch Plan Site Review Shoreland Subdivision Informational

Road location for project: _____

Zoning: _____ Lake Watershed: _____

Nature of business to be discussed (*Brief description*): _____

IMPORTANT - READ CAREFULLY:

This Office must receive the original application plus 8 copies and appropriate fees by Tuesday at 1:00 p.m., seven days before the stated meeting.

- New business is scheduled on the agenda in the order this office receives this form.
- If you want your application reviewed for contents prior to the meeting, it must be in this office 14 days before the meeting.
- Should the Board choose to adjourn before all business is addressed, all remaining business will be tabled until the next available meeting.
- Unfinished business is conducted before new business is addressed.

Applicant's Signature: _____ Date: _____ / _____ / _____

OFFICE USE ONLY:

Request Taken By: _____ Date: ____/____/____ Time: _____:_____ a.m. p.m.

Poland Site Application

_____ Project Name
Map _____ Lot _____ Sublot _____

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