



Town of Poland, Maine 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 1 through 6. Obtain or get copies of information as required by the application on these pages.
3. Use the "Submission Checklist" on pages 5 and 6 to make sure submission requirements are met.
 - a. The checklist is a summary of the standard requirements in Section 509.8 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, select "Comprehensive Land Use Code" at that bottom of the page. Hardcopies are available for purchase 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. **NUMBER OF COPIES OF THE APPLICATION AND DUE DATE**
 - a. A total of at least ten (10) copies of the plans and one PDF copy (on either cd or usb) are needed. Be sure to make a copy for yourself.
 - b. The Code Enforcement Office must receive the original application, an additional 9 copies, and a digital PDF copy (either cd or usb) with appropriate fees by 1:00 p.m. twelve (12) days before the stated meeting to be put on the upcoming agenda.
 - c. 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.
 - d. The application must be on file for public review for at least 10 days prior to the meeting. Applications received after the Agenda is posted may not be reviewed by the Board for your scheduled meeting date.
5. **Check with this office to make sure that all departments have responded to your application prior to the meeting.**

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) |
| <input type="checkbox"/> Open Space | <input type="checkbox"/> Resumption of Use |

EXISTING LOT CONDITIONS:

(This page is to describe what is on your lot currently)

1. General

Does this lot have any development? (If No, go to "Proposed Development") _____ Yes

_____ No

a. Is there an existing Well _____ Yes

_____ No

b. Is there an existing Septic System _____ Yes

_____ No

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

c. 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.)

d. 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 Buildingsa. Size of lawns _____ Sq. Ft.
or Acresb. 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 (exterior dimensions of all floors) _____ Sq. Ft.

c. Road Frontage Setback _____ Ft.

- d. Side Setback _____ Ft.
 e. Rear Setback _____ Ft.
 f. Distance to Great Pond _____ Not applicable (over 250') _____ Ft.
 g. Distance to Stream _____ Not applicable (over 250') _____ Ft.
 h. Distance to Wetlands _____ Not applicable (over 250') _____ Ft.
4. **Foundation Type** _____ Full Basement _____ Frost Walls _____ Slab _____ Piers
5. **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 _____ Not applicable (over 250') _____ Ft.
 h. Distance to Streams _____ Not applicable (over 250') _____ Ft.
 i. Distance to Wetlands _____ Not applicable (over 250') _____ Ft.
6. **Total Existing Impervious Surfaces** _____ Sq. Ft.
 a. $Add\ 2c + 2d + 3a + 5b$

PROPOSED DEVELOPMENT:

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. $(Equals\ [areas\ on\ line\ 6\ page\ 2 + line\ 2d\ above] / [Total\ lot\ area\ measured\ in\ sq.\ ft.] * 100\%)$

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 509.8 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 (\$25.00) in the Code Enforcement Office.
 i. *(Use checklist starting on page 6 for summary of usual requirements.)*
 m. Other requirements unique to your project added by the Planning Board.

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.
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 Maine Uniform Building and Energy Code, and the NFPA-101 Life Safety Code, 2009
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 509.8 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				For Planning Board Use			
Provided	Waiver Request	Not Applicable	Section 509.8.A Submission requirements	Received	On File	Waived	Not Applicable
			1. Site Plan Drawings				
			2. Signed copy of application				
			3.a. Name & address of owner				
			Name of development				
			Name & address of abutters within 500' of lot for development				
			Map of general location				
			Show all contiguous properties				
			Names, Map, & lot #'s on drawings				
			Copy of deeds, agreements				
			Engineer/ designer of plans				
			Existing Conditions (Site Plan)				
			Zoning Districts on and/or abutting project's lot shown				
			Bearings & Distances shown on drawings				
			Location of utilities, culverts, drains				
			Location, name of existing r/w				
			Location, dimensions of existing structures				
			Location, dimensions of existing roads, walks, parking, loading, etc.				
			Location of intersection within 200'				
			Location of open drains, wetlands, wildlife areas, historic sites, etc.				
			Direction of surface drainage				
			100-yr. Floodplain				
			Signs				
			Easement, covenants, restrictions				
			Proposed Development (Site Plan)				
			Location & dimensions of all new structures. New development delineated from existing development				
			Setback dimensions shown & met				
			Exterior lighting (Will meet full cutoff requirements)				
			Incineration devices				
			Noise of machinery and operations				
			Type of odors generated				
			Septic system and other soils reports				
			Water supply				
			Raw & finished materials stored outside				
			Contours shown at PB specified intervals				
			Curbs, sidewalks, drives, fences, retaining walls, parking, etc.				
			Landscaping plan				
			Easements, r/w, legal restrictions				
			Abutters' property lines, names				
			TRAFFIC DATA				

For Applicant Use				For Planning Board Use			
Provided	Waiver Request	Not Applicable	Section 509.8.A Submission requirements	Received	On File	Waived	Not Applicable
			Peak hour traffic				
			Traffic counts				
			Traffic accident data				
			Road capacities				
			Traffic signs, signals				
			STORMWATER & EROSION				
			Method for handling stormwater shown				
			Flow direction				
			Catch basins, dry wells, ditches, etc.				
			Engineering Analysis of stormwater				
			Erosion control measures				
			Hydrologist groundwater impact				
			Utility plans for all utilities				
			Cross-section profile of roads, walks				
			Construction drawings of roads, utilities				
			Cost analysis of project and financial capability demonstrated				
			Phosphorus control plan if in watershed of a great pond				
			Submission of waiver requests				
			Copies of state, federal applications, permits, &/or licenses required for this project.				
			Condition A.				
			Condition B.				
			Condition C.				
			Condition D.				
			Condition E.				

This application was first looked at by the Planning Board on ___ / ___ / ___ but does not create vested rights in the initiation of the review process.

By vote of the Board this application requires an on-site inspection: _____ Yes _____ No

If yes, an onsite inspection is scheduled for ___ / ___ / ___ at ___ : ___ ___ AM ___ PM

By vote of the Board this application requires a public hearing: _____ Yes _____ No

If yes, public hearing is scheduled for ___ / ___ / ___ at ___ : ___ ___ AM ___ PM

Conditions of Approval for Formal Site Review: _____

Planning Board Chair

___ / ___ / ___
Date

Site Review and Shoreland Zoning Review Fees:

<u>Type of fee</u>	<u>Fee</u>	<u>Units or Comments</u>
Application – sketch plans, Rough design	\$100.00	Each application (no other fees)
Application – formal	\$175.00	Each application + fees below
Notification of Abutters	\$1.00 per	All abutters within 500 ft. of the property must be notified.
Approval extension, Planning Board Approval only	\$75.00	One extension only (no other fees)
Escrow, minimum amount	\$700.00	When required by Planning Board
Formal Shoreland Zoning Application	\$175.00	Approvals by the PB, Permits still Required
Auto graveyards, recycle business	\$5.00	Per vehicle storage slot (parking space)
Junkyard, Storage Lots	\$1.50	Per ft of outside storage
Residential Towers	\$20.00 + \$5.00 per \$1,000.00	Based on Cost of Work
Commercial Towers	\$20.00 + \$10.00 per \$1,000.00	Based on Cost of Work

1. 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.

2. 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.

3. 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.

4. Review Escrow Funds may be used by the Town to pay for professional reviews an advice requested by the Planning Board or Code Enforcement Officer related to the applicant's proposed development. Review escrow funds deposited by the applicant not spent during the course of the Town's review shall be returned to the developer within sixty days after the Planning Board's 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.

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 9:00 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 nine (9) copies, a digital PDF copy (on either cd or usb), and appropriate fees by Thursday at 1:00 p.m., twelve (12) days before the stated meeting to be put on the upcoming agenda.

- 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.