

**Planning Board Meeting
October 8, 2019 – 7:00 PM
Town Office Conference Room**



Meeting Materials

Planning Board
Tuesday, October 8, 2019
7:00 PM – Town Office Conference Room

CALL TO ORDER

MINUTES

September 24, 2019

COMMUNICATIONS

OLD BUSINESS

NEW BUSINESS

Formal Site Plan Review – Kyi Maung – 123/141 Mechanic Falls Road – Map 12 Lot 22A

Formal Site Plan Review – Debra and Anna Lapre – 1171 Maine Street – Map 39 Lot 19

ANY OTHER BUSINESS

ADJOURNMENT

POLAND PLANNING BOARD
MINUTES OF MEETING
September 24, 2019
Approved on _____, 2019

CALL TO ORDER – Chairperson Porter called the meeting to order at 7:00pm with Members Cheryl Skilling, Stephanie Floyd, George Greenwood, Alternate Member Jimmy Walker, CEO Scott Neal, and Sarah Merrill present. Alternate Member Walker is not a voting member for this meeting. Member Mark Weinberg is absent with notice.

MINUTES – September 10, 2019 – Member Greenwood moved to approve the minutes. Member Floyd seconded the motion. Discussion: None Vote: 3-yes 0-no 2-abstained (Two members abstained because they were not present at the meeting.)

COMMUNICATIONS – None

OLD BUSINESS –

Sketch Plan Review – Frank and Joy Lowe – 425 Maine Street – Map 6 Lot 47C
Frank and Joy Lowe presented the additional information requested by the Board.

Member Greenwood moved to approve the checklist as complete. Member Skilling seconded the motion. Discussion: None Vote: 5-yes 0-no

NEW BUSINESS –

Formal Shoreland Zoning Application – Tim Garrelts – 187 Johnson Hill Road
– Map 20 Lot 10

Tim Garrelts and Alex Hersey presented the project to the Board. Mr. Garrelts would like to fix the patio and walkway, but they don't appear to have been permitted. Mr. Garrelts would like to get approval from the Board for the patio and walkway and to make the repairs they need.

Member Greenwood moved to accept the checklist as complete. Member Skilling seconded the motion. Discussion: None Vote: 5-yes 0-no

Member Greenwood moved to approve the Formal Shoreland Zoning Application as complete with the following conditions: the public hearing is waived, and the site walk is waived. Discussion: None Vote: 5-yes 0-no

Informational – Anna and Debra Lapre – 1171 Maine Street – Map 39 Lot 19

Anna Lapre presented the project to the Board. Ms. Lapre would like to be able to store boats outside during the winter. Since this is only an informational presentation the Board is unable to make any decisions. The Board told Ms. Lapre that she would need to come back with a formal site plan and then the Board could make a decision.

**POLAND PLANNING BOARD
MINUTES OF MEETING
September 24, 2019
Approved on _____, 2019**

Formal Site Plan Review – Brittany Tucci and Breeana Spaulding – 1184 Maine Street
– Map 39 Lot 8

Brittany Tucci and Breeana Spaulding presented the project to the Board. Ms. Tucci and Ms. Spaulding would like to open a two chair salon on the property as there was a salon there in the past.

The Board wants to know that the septic system can handle a two chair salon, because the previous salon was only a one chair salon. CEO Neal stated there may be a more current septic plan on file.

Member Greenwood moved to approve the checklist. Member Skilling seconded the motion. Discussion: None Vote: 5-yes 0-no

Member Greenwood moved to conditionally approve the Formal Site Plan Review with the following conditions: there is a septic plan for the property that can handle a two chair salon, the public hearing is waived, and the site walk is waived.

Discussion: None Vote: 5-yes 0-no

ANY OTHER BUSINESS – None

ADJOURN – Member Floyd moved to adjourn the meeting at 8:10 pm. Member Skilling seconded the motion. Discussion: None Vote: 5-yes 0-no

Recorded by: Sarah Merrill

Planning Board

James Porter, Chairperson

George Greenwood, Member

Mark Weinberg, Secretary

Stephane Floyd, Vice Chairperson

Cheryl Skilling, Member

Not a Voting Member for this Meeting
James Walker, Alternate Member



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. All but the terms on pages 1 through 6. Obtain or get copies of information 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 501-B of the Comprehensive Land Use Code.
 - i. The actual Code wording may be found online at www.polandmaine.org to the "Code Enforcement" page, select "Comprehensive Land Use Code" at that bottom of the page. Handcopies 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. eleven (11) 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: OFFICE TRAILER SET UP, Wheel Alignment Service, Hawkoye Co. Trucks using
 Date of Planning Board Review: _____ Application #: _____
Lot

LOT INFORMATION:

Tax Assessor's Map #: 12 Lot #: 22 Sublot #: A
 Watershed: _____
 Property's Road Location: 123-141 Mechanic Falls Rd
 Lot Size: 44+ Acres or Sq. Ft. Road Frontage: 492.27 Ft.
 Year lot created: 2008 (If unknown, give best estimate with "est" after date)
 Zoning District(s): G1 Flood Zone: _____ Aquifer Overlay: _____
 Current use of lot: Poland Auto
USED CAR DEALER

LAND OWNER(S):

Name(s): Kyi N Maung
 Company: _____

Mail Address: 123 Mechanic Falls Road Home Phone: (207) 212 5578
Poland ME 04274

Town/State/Zip: Poland ME 04274 Alternate Phone: (207) 241 3219

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): SAME

Company _____

Mail Address: _____ Main Phone: _____

Town/State/Zip _____ Alternate Phone: _____

THIS APPLICATION IS FOR:

(Check all that apply)

- Commercial
- Industrial
- Institutional
- Governmental
- Open Space
- New Development
- Change In Use
- Expansion of Use
- Expansion of Structure(s)
- 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")

No _____ Yes

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 Buildings

a. Size of lawns or Acres 39,700 Sq. Ft.

b. Size of fields or Acres 44 Acres Sq. Ft.

c. Size of driveways/roads 40,000 Sq. Ft.

d. Size of other non-vegetated areas 1 Acres Sq. Ft.

e. Wetlands already filled 0 Sq. Ft.

3. Existing Main Structure

a. Ground Footprint 8000 Sq. Ft.

b. Total Gross Floor Space (exterior dimensions of all floors) 8000 Sq. Ft.

c. Road Frontage Setback 125 Ft.

d. Side Setback			175	Ft.
e. Rear Setback			1600	Ft.
f. Distance to Great Pond	<input checked="" type="checkbox"/>	Not applicable (over 250')		Ft.
g. Distance to Stream	<input checked="" type="checkbox"/>	Not applicable (over 250')		Ft.
h. Distance to Wetlands	<input checked="" type="checkbox"/>	Not applicable (over 250')		Ft.
4. <u>Foundation Type</u>	<input checked="" type="checkbox"/>	Full Basement	<input checked="" type="checkbox"/>	Frost Walls
			<input checked="" type="checkbox"/>	Slab
				Piers
5. <u>Existing Accessory Structure(s)</u>				
a. Total Number of Structures			6	
b. Total Ground Footprint			9500	Sq. Ft.
c. Total Floor Space			9500	Sq. Ft.
d. Closest Road Setback			75	Ft.
e. Closest Side Setback			125	Ft.
f. Closest Rear Setback			1600	Ft.
g. Distance to Great Pond	<input checked="" type="checkbox"/>	Not applicable (over 250')		Ft.
h. Distance to Streams	<input checked="" type="checkbox"/>	Not applicable (over 250')		Ft.
i. Distance to Wetlands	<input checked="" type="checkbox"/>	Not applicable (over 250')		Ft.
6. <u>Total Existing Impervious Surfaces</u>			2 Acres	Sq. Ft.
a. $Add\ 2c + 2d + 3a + 5b$				

PROPOSED DEVELOPMENT:

1. Wetlands to be impacted			0	Sq. Ft.
2. New footprint(s) and developed area(s)				
a. Changes in building footprint(s)			1440	Sq. Ft.
b. Changes in driveway/roadway			800	Sq. Ft.
c. Changes in patios, walkways, etc.			0	Sq. Ft.
d. TOTAL (2a+2b+2c)			2240	Sq. Ft.
3. Percentage of lot covered by impervious surfaces:			6.8	%
a. $([Equals\ areas\ on\ line\ 6\ page\ 2 + line\ 2d\ above] / [total\ lot\ area\ measured\ in\ sq.\ ft.] * 100\%)$				

(With DOT Approval)

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 1/2 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.

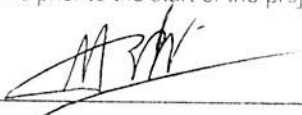
2. List all state and federal approvals, permits, and licenses required, if any, for the project:

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)

8.15.19

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

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 12 Lot 22 Sub-lot A

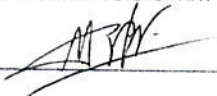
Applicant's Name: Kyi N Maung
 Mailing Address: 123 Mechanic Falls Rd
 Town, State, Zip: Poland ME 04274
 Home Phone: (207) 212 5578 Hours: Any time
 Work Phone: (207) 212 5578 Hours: Any time

Type of application: Sketch Plan Site Review Shoreland Subdivision Informational
 Road location for project: 123-141 Mechanic Falls Rd Poland ME 04274
 Zoning: G1 Lake Watershed: NO Nature of business to be discussed (Brief description) 24'x60' OFFICE Trailer set up, use of Hawkycye business vehicles Parking lot, New 20' driveway subject to approval of DOT wheel Alignment & tire service

IMPORTANT - READ CAREFULLY:

This Office must receive the original application, plus two (2) copies, a digital PDF copy (on either cd or usb), and appropriate fees by Friday at 1:00 p.m., eleven (11) 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: 8 / 26 / 19

OFFICE USE ONLY:
 Request Taken By _____ Date _____ Time _____ a.m. p.m.

Site Review and Shoreland Zoning Review Fees:

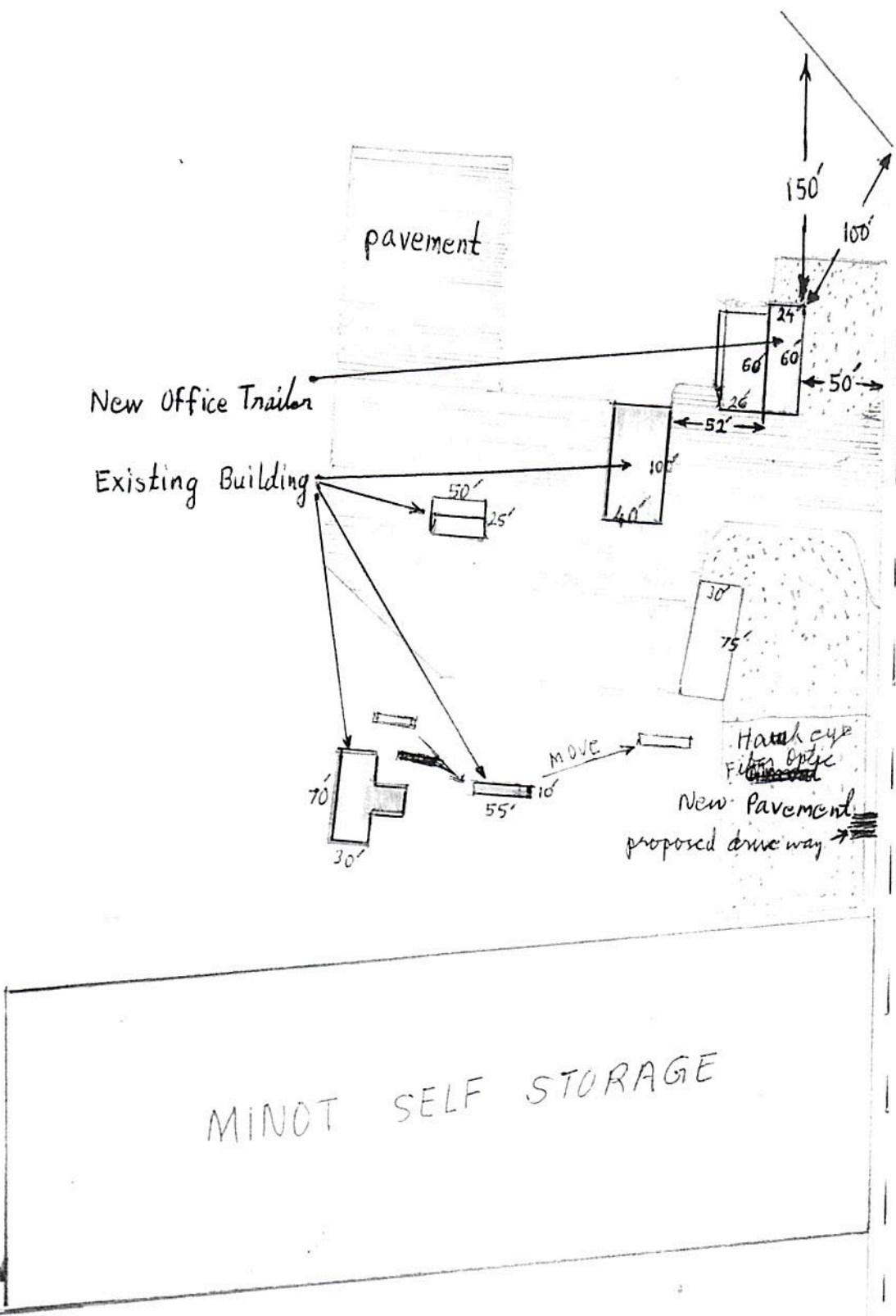
Type of fee	Fee	Units or Comments
Application - sketch plans, Rough design	\$75.00	Each application (no other fees)
Application - formal ²	\$150.00	Each application + fees below
Approval extension, Planning Board Approval only	\$50.00	One extension only (no other fees)
Escrow ³ , minimum amount	\$700.00	When required by Planning Board
Extension of approval	\$100.00	Before approval expires
Auto graveyards, recycle business	\$5.00	Per vehicle storage slot (parking space)
Junkyard, Storage Lots	\$1.50	Per ft ² 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
Notifications	\$.75	Each Notification, First Class Mail sent by Town

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.

N

ROUTE 121

MECHANIC FALLS RD



MINOT SELF STORAGE



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. eleven (11) 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: Soaring Eagle Storage
 Date of Planning Board Review: 1/1 Application # _____

LOT INFORMATION:

Tax Assessor's Map # 39 Lot # 19 Sub lot # _____
 Watershed: Lower Range Road
 Property's Road Location: 1171 Maine St
 Lot Size: 2.53 Acres or Sq. Ft. Road Frontage: 254.84 Ft.
 Year lot created: _____ (If unknown, give best estimate with "est." after date)
 Zoning District(s): D Flood Zone: C Aquifer Overlay: yes
 Current use of lot: Storage Building

LAND OWNER(s):

Name(s) Debra Lapre, Anna Lapre
 Company _____
 Mail Address: 29 Coakland Swamp Rd Main Phone 732-921-0266

Town/State/Zip Poland Alternate Phone: 732-585-6419

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): SAME

Company _____

Mail Address: _____ Main Phone: _____ - -

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

THIS APPLICATION IS FOR:

(Check all that apply)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Commercial | <input type="checkbox"/> New Development |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Change In Use |
| <input type="checkbox"/> Institutional | <input checked="" 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") X Yes

 No

a. Is there an existing Well Yes

X No

b. Is there an existing Septic System X 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 X Yes

 No

i) If yes, will there be any changes/modifications? Yes

X 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

X 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 17,500 Sq. Ft.

or Acres

b. Size of fields Sq. Ft.

or Acres

c. Size of driveways/roads 600 Sq. Ft.

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

e. Wetlands already filled Sq. Ft.

3. **Existing Main Structure**

a. Ground Footprint 470 Sq. Ft.

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

c. Road Frontage Setback 74 Ft.

- d. Side Setback _____ 66 Ft.
 e. Rear Setback _____ 255 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 _____ 0 Sq. Ft.
 2. New footprint(s) and developed area(s):
 a. Changes in building footprint(s) _____ 0 Sq. Ft.
 b. Changes in driveway/roadway _____ 0 Sq. Ft.
 c. Changes in patios, walkways, etc. _____ 0 Sq. Ft.
 d. TOTAL ($2a+2b+2c$) _____ 0 Sq. Ft.
 3. Percentage of lot covered by impervious surfaces: _____ %
 a. ($\text{Equals } [\text{areas on line 6 page 2} + \text{line 2d above}] / [\text{Total lot area measured in sq. ft.}] * 100\%$)

SUBMISSIONS:

1. **Attach drawings and/or statements describing the following items, if applicable:**
- Provide a copy of deed and Tax Assessor's information card.
 - Provide a map of the general area showing land features within at least 1/2 mile of this lot.
 - Provide site plan(s) of your lot with existing development and its dimensions shown.
 - Provide site plan(s) of your lot with proposed development and its dimensions shown.
 - (May be combined on existing development drawing.)
 - Provide detailed plans of proposed structural development and changes.
 - Provide statements or drawings of methods of infrastructure:
 - Water supply
 - Sewage disposal
 - Fire protection
 - Electricity
 - Solid waste disposal
 - Type, size, and location of signs.
 - Number of parking spaces.
 - Provide phosphorus loading calculation if in a great pond watershed area.
 - Anticipated date for start of construction.
 - Anticipated date for completion of construction.
 - 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.
 - (Use checklist starting on page 6 for summary of usual requirements.)
 - Other requirements unique to your project added by the Planning Board.

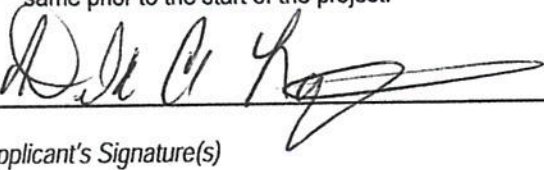
2. List all state and federal approvals, permits, and licenses required, if any, for the project:

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)

 9/25/19
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			Section 509.8.A Submission requirements	For Planning Board Use			
Provided	Waiver Request	Not Applicable		Received	On File	Waived	Not Applicable
X			1. Site Plan Drawings				
X			2. Signed copy of application				
X			3.a. Name & address of owner				
X			Name of development				
X			Name & address of abutters within 500' of lot for development				
X			Map of general location				
X			Show all contiguous properties				
X			Names, Map, & lot #'s on drawings				
X			Copy of deeds, agreements				
X			Engineer/ designer of plans				
X			Existing Conditions (Site Plan)				
X			Zoning Districts on and/or abutting project's lot shown				
X			Bearings & Distances shown on drawings				
X			Location of utilities, culverts, drains				
X			Location, name of existing r/w				
X			Location, dimensions of existing structures				
X			Location, dimensions of existing roads, walks, parking, loading, etc.				
X			Location of intersection within 200'				
		X	Location of open drains, wetlands, wildlife areas, historic sites, etc.				
X			Direction of surface drainage				
X			100-yr. Floodplain				
X			Signs				
		X	Easement, covenants, restrictions				
			Proposed Development (Site Plan)				
X			Location & dimensions of all new structures. New development delineated from existing development				
X			Setback dimensions shown & met				
X			Exterior lighting (Will meet full cutoff requirements)				
		X	Incineration devices				
		X	Noise of machinery and operations				
		X	Type of odors generated				
X			Septic system and other soils reports				
X			Water supply				
		X	Raw & finished materials stored outside				
X			Contours shown at PB specified intervals				
X			Curbs, sidewalks, drives, fences, retaining walls, parking, etc.				
X			Landscaping plan				
		X	Easements, r/w, legal restrictions				
X			Abutters' property lines, names				
			TRAFFIC DATA				

For Applicant Use			Section 509.8.A Submission requirements	For Planning Board Use			
Provided	Waiver Request	Not Applicable		Received	On File	Waived	Not Applicable
X			Peak hour traffic				
X			Traffic counts				
X			Traffic accident data				
X			Road capacities				
X			Traffic signs, signals				
			STORMWATER & EROSION				
X			Method for handling stormwater shown				
X			Flow direction				
X			Catch basins, dry wells, ditches, etc.				
X			Engineering Analysis of stormwater				
X			Erosion control measures				
		X	Hydrologist groundwater impact				
X			Utility plans for all utilities				
X			Cross-section profile of roads, walks				
X			Construction drawings of roads, utilities				
X			Cost analysis of project and financial capability demonstrated				
X			Phosphorus control plan if in watershed of a great pond				
		X	Submission of waiver requests				
X			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 7/24/18 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:

Type of fee	Fee	Units or Comments
Application – sketch plans, Rough design	\$75.00	Each application (no other fees)
Application – formal ³	\$150.00	Each application + fees below
Approval extension, Planning Board Approval only	\$50.00	One extension only (no other fees)
Escrow ⁴ , minimum amount	\$700.00	When required by Planning Board
Extension of approval	\$100.00	Before approval expires
Auto graveyards, recycle business	\$5.00	Per vehicle storage slot (parking space)
Junkyard, Storage Lots	\$1.50	Per ft ² 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
Notifications	\$.75	Each Notification, First Class Mail sent by Town

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: 10 / 8 / 19 Meetings are normally conducted from 7:00 to 10:00 PM in the Municipal Conference Room at the Town Office
Map 89 Lot 19 Sub-lot _____

Applicant's Name: <u>Debra Lapce Anna Lapce</u>	
Mailing Address: <u>212 Judith Street</u>	
Town, State, Zip: <u>Poland, ME 04204</u>	
Home Phone: <u>732-921-0266</u>	Hours: _____
Work Phone: <u>732-585-6419</u>	Hours: _____

Type of application: <input type="checkbox"/> Sketch Plan <input type="checkbox"/> Site Review <input type="checkbox"/> Shoreland <input type="checkbox"/> Subdivision <input type="checkbox"/> Informational
Road location for project: <u>Maine St RT 26</u>
Zoning: <u>D</u> Lake Watershed: <u>Lower Range Pond</u> Nature of business to be discussed (Brief description): <u>Storage of Boats outside</u>

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 Friday at 1:00 p.m., eleven (11) 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: 9 / 27 / 19

OFFICE USE ONLY: Request Taken By: _____ Date: <u>1 / 1</u> Time: _____: _____ a.m. p.m.
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