

Town of Damariscotta
Site Plan Review Ordinance
CHECK LIST
For a Complete Application
(other than for Wireless Telecommunication Facilities)

Applicant Name: _____
Address: _____
Map/Lot: ____/____

INITIAL STEP FOR ALL SITE PLAN APPLICATIONS

- ___ Building Permit Application – Building plans showing, at a minimum, floor plans and all elevations clearly indicating the type, color and texture of all exterior surfacing materials of all proposed principal buildings and structures and all accessory buildings and structures.
- ___ Payment of Site Plan Review Ordinance application fee.
- ___ The Ordinance presumes that applicants will meet the requirements in full and that waivers may only be granted for good cause. The burden of proof resides with the applicant to prove that any waiver request would still meet the purpose and objective of the ordinance requirement.

ALL SITE PLAN APPLICATIONS

- ___ E.1 Fully executed and signed copy of the application for site plan review.
- ___ E.2 Evidence of right, title or interest in the property such as a deed, option to purchase, lease or agreement.
- ___ E.3 Site Plan at a scale sufficient for review, but not more than 50 feet to the inch for that portion proposed for development. (North arrow; graphic scale; PB signature box; Area for Notes?)
 - ___ a. Names and addresses of all abutters on the plan and names and addresses of all abutters on a separate listing.
 - ___ b. Sketch map showing general location of the site within Town (aka Location Map).
 - ___ c. Boundaries of all contiguous property under the control of the owner or applicant regardless of whether all or part is being developed at this time.
 - ___ d. The bearings and distances of all property lines and the source of this information. (The Board may waive the requirement of a formal boundary survey when sufficient information is available to establish, on the ground, all property boundaries.)
 - ___ e. Classification(s) of the property and the location of zoning district boundaries as applicable.

- ___ f. Soil types and location of soil boundaries suitable for waste water disposal as certified by a registered engineer or soil scientist. [*HHE 200 FORMS or equivalent*] {Sect. 11.R}.
- ___ g. The location of all building setbacks required by this or other Town ordinances.(applicable Resource Protection, Shoreland, wetland unbuildable land and floodplain lines).
- ___ h. The location, size and character of all signs and exterior lighting of signs {see SIGN Ord}.
- ___ i. The location of all existing and proposed buildings (including size and height), driveways, sidewalks, parking spaces, loading areas, open spaces, large trees, open drainage courses, signs, exterior lighting, service areas, easements and landscaping and wetlands and streams as identified by a wetlands scientist.
- ___ j. Location of all buildings within 50 feet of the subject site plan parcel and the location of intersecting roads or driveways within 200 feet of the parcel. (Intersecting roads could be on a 'Location Map'.)
- ___ k. Existing and proposed topography of the site at two foot contour intervals if major changes to the existing topography are being proposed {Sect. 11.Q}.
- ___ E.4 Stormwater management plan in conformance with the provisions of Section 11.L
- ___ E.5 Erosion and sediment control plan in conformance with the provisions of Section 11.M
- ___ E.6 Elevations and graphics on how proposed structures comply with the "Building Appearance Requirements" of Sect. 11.V for building or buildings totaling 7,500 square feet or less gross floor area or Section 12.A for building or buildings totaling 7,500 square feet or more gross floor area, as applicable.
- ___ E.7 Copies of any proposed or existing easements, covenants, deed restrictions, etc.
- ___ E.8 Copies of all applicable State and federal approvals and permits (*These may include Maine DEP stormwater permits, wetland disturbance permits, NRPA permits or Site Location permits; MDOT Traffic movement permits; federal Army Corps of Engineers or EPA permits*).
- ___ E.9 Identification of districts, sites, buildings, structures or objects significant in American history, architecture, archeology, engineering or culture that are listed or eligible for listing in the National Register of Historic Places (see 16 U.S.C. 470 w(5)36 CFR 60 and 800).
- ___ E.10 Demonstration applicant has the ability to pay and the technical expertise to construct the proposed project in accordance with this ordinance and the approved plan through letters from lending institutions and documentation of past projects or similar testimony.
- ___ E.11 Location of any floodplains on the project parcel.

- ___ E.12 Soils test pit log *{HHE 200 Forms or equivalent}* demonstrating suitable soils for subsurface sewage disposal unless connection to a public sanitary sewer is proposed, in which case a letter from the Great Salt Bay Sanitary District attesting to its ability to accept sanitary wastes from the proposed development {Sect. 11.R}.
- ___ E.13 A phosphorous impact report if the project is within the watershed of a great pond. {Sect.11.S}
- ___ E.14 An estimate of the amount of domestic water required of the project. If connection to the public water system is proposed, a letter from the Great Salt Bay Water District attesting to its ability to provide sufficient water to the project. If water to be supplied by wells, the results of a hydrological study if required by the Planning Board. {Sect.10.N}
- ___ E.15 Plan for supplying water for fire protection {Sect. 11.N}.
- ___ E.16 Letters from appropriate state authorities attesting to the project's impact, if any, on historic, archeological and rare or endangered plant or animal species on or in the vicinity of the project parcel {Sects. 11.O and P}.
- ___ E.17 Demonstration that access to the site will be safe and will meet or exceed minimum required sight distance {Sect. 11.G}.
- ___ E.18 Air Quality: Demonstration that the project will comply with applicable noise and air quality standards {Sect. 11.C, 11.E}

Applicant

Date