



SITE PLAN APPLICATION CHECKLIST

Project Address: _____

Applicant Name: _____

Note: Applications and supporting materials must be submitted in PDF format, via email to the Town Planner.

APPLICATION SUBMITTAL REQUIREMENTS

Exhibit 1 – Application Forms and Documents

- Universal Application Form
- Cover Letter summarizing project intent
- All applicable application fees (see the Town's Fee Schedule or contact the Planner)

Exhibit 2 – Project Data Sheet, including the following information:

- Total land area of site (all contiguous land in same ownership) in square feet
- Total amount of land disturbance proposed in square feet
- Footprint of each proposed building in square feet
- Height of proposed buildings (both feet and stories)
- Total number of proposed parking spaces
- Number of proposed handicap parking spaces
- Existing conditions of the site

Exhibit 3 – Construction

- Construction schedule outlining the anticipated sequence of construction (beginning and completion) for major aspects of the proposed project, including roads, erosion control and drainage measures, etc.



A construction phasing plan showing parking, vehicles and pedestrian circulation, traffic control, and tree and wetland protections during construction. The plan will consist of a written explanation and drawings, as appropriate, and will include such items as parking for construction workers, parking for displaced employees or customers, and provisions for deliveries.

Estimated cost of the project (building and site work)

Evidence of applicant's financial capacity to complete the project. This item may be satisfied using any of the following:

1. A written statement from the applicant's bank or a certified public accountant who recently audited the applicant's finances stating that the applicant has cash reserves in the amount of the estimated cost of the project and can devote those reserves to the project.
2. When the applicant will personally finance the development, provide copies of bank statements or other evidence, which will indicate availability of funds, and evidence that the applicant can devote these funds to the project.
3. The most recent corporate annual report indicating availability of sufficient funds to finance the development, together with a statement from the applicant that the funds are available and will be used for the proposed project.
4. Copies of contracts, which will provide the source of funding for the operation and maintenance of the development when completed.
5. A letter from a financial institution, governmental agency, or other funding agency which indicates a timely commitment to provide a specified amount of funds and the uses for which the funds may be utilized.
6. In cases where outside funding is required, but there can be no commitment of money until regulatory approvals are received, a formal letter of "intent to fund upon approval" from the appropriate funding institution indicating the amount of funds it is prepared to provide and their specified uses and the conditions on which funds will be made available.
7. A letter from a financial institution indicating knowledge of the applicant and a potential interest in providing funding for the project. If this type of letter is submitted as evidence of financial capacity to complete the project, the application may be deemed to be complete but the Planning Board may require as a condition of approval that one of the other six methods provided herein for demonstrating financial capacity be submitted before a building permit may be issued for the project. (Please note: If this option is chosen, the Planning Board will condition the by approval requiring one of the above methods to be provided prior to issuing a Building Permit or holding a preconstruction meeting.)



Evidence of the applicant's technical capacity to complete the project, including a list of any or all projects completed by the applicant within the last 5 years as well as a list of all consultants retained for this proposed project, such as engineers, landscape architects, architects, environmental consultants; and those firms or personnel who will be responsible for constructing, operating and maintaining the project.

Exhibit 4 – Right, Title, or Interest

Evidence of applicant's right, title, or interest in the site (in the form of a lease, deed, purchase & sale agreement, or similar)

Summary of all existing and all proposed easements or other burdens for this property. Reference each easement to the plan or drawing on which it is shown. Copies of all relevant documents relating to existing and proposed easements and burdens placed on the property, including metes and bounds descriptions or other specific mechanisms to describe proposed easements. Each copy should be numbered to correspond to the lists.

If a condominium, homeowners, or property owners association will be established: the articles of incorporation, the Declaration of Covenants and Responsibilities, and the proposed by-laws of the organization

Exhibit 5 – Service and Infrastructure Capacity for the Project

A written confirmation from all public services providers necessary to serve the proposed project, indicating sufficient capacity exists for the project. If connection to public water and/or public sewer is proposed, a letter from the Great Salt Bay Sanitary District indicating sufficient capacity to serve the project.

Proposed sewer use in gallons per day (GPD) and the types and amounts of any industrial or non-sanitary waster that will enter the public sewer or drains, if applicable

A written evaluation and demonstration of the adequacy and availability of adjacent streets to handle traffic generated by the proposed project (including construction traffic)

An estimate of the amount and type of vehicular traffic to be generated on a daily basis and at peak hours, and the sight distances for each driveway that intersects and existing or proposed public or private road in accordance with the requirements of Sec. 102.6G.



For developments estimated to generate more than 200 vehicle trips per day, a traffic impact analysis prepared by a registered professional engineer with experience in traffic engineering which shall include: the expected average daily vehicular trips, peak-hour volumes, access conditions at the site, distribution of traffic, types of vehicles expected, effect upon the Level of Service on the road giving access to the proposed development and neighboring roads that may be affected, and recommended improvements to maintain the desired level of service on the affected roads. Trip Generation rates shall be obtained from the latest edition of the Institute of Traffic Engineers Trip Generation Manual.

A written evaluation and demonstration of the adequacy and availability of adjacent streets to handle traffic generated by the proposed project (including construction traffic)

A description of the proposed method for handling solid waste (trash), both during and after construction

Plan for supplying water sufficient for fire protection

If use of a septic system is proposed, an on-site soils investigation report identifying the types of soil, location of all test pits, and the proposed location and design of the subsurface disposal system

Exhibit 6 – Third Party Authorizations

A list of approvals needed from other agencies and copies of all necessary reviews, licenses, permits, variances, and approvals from other agencies

Exhibit 7 – Natural Resources

A letter from the Maine Department of Inland Fisheries & Wildlife attesting to whether or not there are any habitats of any rare or endangered animals on the project site

If there are any major natural features on or within 250' of the site, including wetlands, streams, ponds, floodplains, groundwater aquifers, significant wildlife habitats, significant stands of trees, archeological resources or other important natural features, a statement of how such features will be maintained or protected

If a wetland is impacted, an alternatives analysis must be submitted explaining what steps were taken to avoid or mitigate wetland impact, including why other sites were not considered or if the project could reasonably have been reduced or reconfigured.

If any portion of the development is within the watershed of a great pond, a phosphorus impact report



Exhibit 8 – Plan Set

All plans presented for site plan review shall be drawn at a scale of 50 feet or less to the inch. All plan sets shall include the following:

- The name and address of the property owner and the name and address of the applicant (if different)
- The property lines of all abutting properties, including those across the street and waterways
- Sketch map showing general location of the site within the town
- Location map showing the boundaries of all contiguous property under the control of the owner or applicant, regardless of whether all or only part is being developed at this time
- The bearings and distances of all property lines and the source of this information (Note: the Board may waive the requirement of a formal boundary survey when sufficient information is available to clearly establish, on the ground, all property boundaries)
- The names and professional seals of those who aided in preparation of the plan
- Zoning classification(s) of the property and location of zoning district boundaries, if the property is located in more than one zoning district or abuts a different district (including the Shoreland zone and either the 75' or 100' Shoreland Zone setback, as appropriate)
- Location and size of any existing and proposed sewer and water mains, culverts, and drains on the property to be developed and any that will serve the development from abutting streets or land
- Location, names and present widths of existing or proposed streets and rights-of-way within or adjacent to the proposed development
- The location, dimensions, required buffers, and setbacks of all existing and proposed buildings on site
- The location of buildings on abutting properties and within 50 feet of the property lines of the parcel to be developed
- Location of intersecting roads or driveways within 200 feet of the site
- Location of any floodplains on the project parcel, as well as any wetlands and streams (as identified by a wetlands scientist or other certified wetlands professional)
- Existing topography of the site at two foot contour intervals (Note: this item may be waived by the Board if no major changes to the existing topography are being proposed)



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, or, if none, the applicant shall provide documentation from the Maine State Historic Preservation Office documenting such

Floor plans of the proposed buildings and any accessory structures

Elevations drawings of all sides of proposed buildings and accessory structures clearly indicating the type, color, and texture of all exterior surfacing materials of all proposed buildings and any accessory structures

A landscaping plan intended to meet the standards of 102.6A

A photometric plan of all exterior lighting proposed, intended to meet the standards of 102.6D

Exhibit 9 – Stormwater Management Report

A description of drainage on the site and topography, including direction of flow, existing grades, and a description of any existing impact to surrounding properties

A complete stormwater management plan, including drainage calculations, a drainage plan, an assessment of any pollutants in the stormwater, and any Low Impact Development (LID) measures being proposed in conformance with the provisions of Sec. 102.6.L

Exhibit 10 – Erosion Control

An erosion and sedimentation control plan as described in Sec. 102.6M

A medium intensity soil survey (though please be advised that a high intensity soils map may be required if issues of water quality, wetlands, or other natural constraints are noted)

Exhibit 11 – Miscellaneous

Documentation that the project will comply with applicable standards for noise (Sec. 102.6E) and air quality (Sec. 102.6C)

Copies of any proposed easements, covenants, deed restrictions, etc.

A written request for any desired waivers, including an explanation of the undue hardship or special design requirements which are the basis for the requests as well as supporting documentation as to why the waiver should be granted



Additional, Project-Specific Standards

Exhibit 12 – Additional Requirements for Large-Scale Developments (>7,500 s.f. of total floor area, per Sec. 102.7)

Elevations drawings showing the exterior of the proposed structure on all sides, prepared in accordance with the referenced section

Exhibit 13 – Additional Requirements for Large-Scale Developments (>20,000 s.f. of total floor area, per Sec. 102.7H)

An economic and fiscal impact analysis that includes the following elements:

1. Identification and assessment of the impacts of the proposed project, including positive, negative, and indirect impacts.
2. Proposed measures to mitigate adverse impacts and/or maximize positive impacts, including provision of infrastructure or public service improvements sufficient to support this project. Any adverse impacts that cannot be mitigated shall be identified. Any mitigation measures to be implemented by the applicant shall be identified.
3. Proposed measures to mitigate negative traffic impacts to road plans of the Town and how to integrate the proposed development into the road plans of the Town.
4. Types of jobs created.
5. Number of full-time (40 hours per week) and part-time (less than 40 hours per week) jobs created.
6. Evaluation of the market and financial feasibility of the project. Include a trade area analysis indicating the market area proposed for the project and the area from which patrons will be attracted and any plans for phased construction. Include any further market studies prepared for the project by the applicant.
7. Evaluation for the potential of the proposed project to create an over-supply of retail space in Town using industry-accepted standards for commercial floor area per resident.
8. Evaluation of the impact of the proposed project on commercial vacancy rates in Damariscotta and Lincoln County.
9. Estimate to what extent the proposed project would reduce the diversity of the Town's economic base by eliminating smaller businesses.



-
10. Comparison and evaluation of the projected costs and benefits to the Town resulting from the project including:
- a. Projected costs arising from increased demand for and required improvements to public services and infrastructure.
 - b. Value of improvements to public services and infrastructure to be provided by the project.
 - c. Projected tax revenues to the Town to be generated by the project and the need for increased financial support for infrastructure improvements and protective services.
 - d. Projected impact of the project on land values (both residential and commercial) and potential loss or increase in tax revenues to the Town.
 - e. Short-term and long-term projection of increased revenues to the Town and costs resulting from the proposed project.
 - f. Estimate the difference between how much of the revenue generated by the proposed project would be retained and redirected back into the economy of the community compared to other retail chain stores and locally-owned, independent retailers in Town.