

TOWN OF HOLDEN

SITE PLAN REVIEW APPLICATION

1. DATE OF APPLICATION:	2. APPLICANT'S NAME:
3. APPLICANT'S ADDRESS:	4. APPLICANT'S PHONE #:
5. LOCATION OF SITE:	6. TAX MAP # _____ LOT # _____
7. OWNER(S), IF DIFFERENT FROM APPLICANT:	8. OWNER(S) ADDRESS(ES):
9. PROJECT STARTING DATE:	10. PROJECT COMPLETION DATE:
11. ZONING DESIGNATION(S) OF PROPERTY:	12. TYPE OF PROJECT:
13. DESCRIBE RIGHT, TITLE OR INTEREST OF APPLICANT IN PROPERTY. If not owner: i.e.; lease, option, purchase and sales agreement.)	
14. DESCRIBE EXISTING USE OF PROPERTY, BEING AS SPECIFIC AS POSSIBLE. (Use separate page and attach, if necessary.)	
15. DESCRIBE PROPOSED USE OF PROPERTY, BEING AS SPECIFIC AS POSSIBLE. (Use separated page and attach, if necessary.)	

Site Plan Review

Determination of completion

Indicate either (E) for exhibit submitted or (W) for waiver requested if any portion of the exhibit is missing, in the margin of each of the following subsections:

The submission shall contain at least the following exhibits and information:

___806.1 APPLICATION FORM

A fully executed and signed copy of the application form;

___806.2 FEES

Site Plan Review Fees in the amounts specified in Article 10;

___806.3 ORIGINALS

One (1) original of all maps and drawings on durable, permanent transparency material;

___806.4 COPIES

Ten (10) copies of written materials plus ten (10) sets of maps or drawings containing the information listed below. The written materials shall be contained in a bound report or a three-ring notebook. The maps or drawings shall be at a scale sufficient to allow review of the items listed under the criteria for approval.

806.5 GENERAL INFORMATION

The following general information is required:

___ 806.5.1 Name of owner of record and address;

___ 806.5.2 Applicant's name and address if different;

___ 806.5.3 The name of the proposed development;

___ 806.5.4 Names and addresses of all property owners within three hundred(300) feet of the edge of the property line;

___ 806.5.5 Sketch map showing general location of the site within the Town;

___ 806.5.6 Location map showing the 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;

___ 806.5.7 The tax map(s) and lot number(s) of the parcel or parcels;

___ 806.5.8 A copy of the deed to the property, option to purchase the property or other documentation to demonstrate right, title, or interest in the property on the part of the applicant; and

___ 806.5.9 The name(s), registration number(s), and seal(s) of the land surveyor, architect, engineer, and/or similar professionals assisting with the preparation of the plan.

806.6 INFORMATION REGARDING EXISTING CONDITIONS

The following information regarding existing conditions is required:

- ___ 806.6.1 Zoning classifications(s) of the property and the location of zoning district boundaries if the property is located in more than one (1) zoning district or abuts a different district;
- ___ 806.6.2 Boundary lines of the parcel to be developed with bearings on less than to the nearest 30 seconds, distances no less than to the nearest 0.01-foot, curve data and any additional information to reproduce the boundary lines mathematically. Said boundary lines shall be determined and certified by a Maine licensed land surveyor and prepared in accordance to the Rules set forth by the Maine Board of Licensure for Professional Land Surveyors.
- ___ 806.6.3 Location and size of any existing sewer and water mains, culverts, and drains on the property to be developed and of any that will serve the development from abutting streets or land;
- ___ 806.6.4 Location, names, and present widths of existing streets and rights-of-way within or adjacent to the proposed development;
- ___ 806.6.5 The location, dimensions, and ground floor elevations of all existing buildings on the site;
- ___ 806.6.6 The location and dimensions of existing driveways, streets, parking and loading areas, and walkways on the site;
- ___ 806.6.7 Location of intersecting roads or driveways within two hundred (200) feet of the site;
- ___ 806.6.8 Topography of the site at an appropriate contour interval (1', 2', or 5') depending on the nature of the use and character of the site;
- ___ 806.6.9 Major natural features on the site and including within two hundred fifty feet (250') of the boundaries of the site, wetlands prepared by a State Certified Soil Scientist or Geologist, registered in the State of Maine, based on an on-site investigation, streams, ponds, flood plains, groundwater aquifers, significant wildlife habitats including deer wintering areas identified in the 1995 Comprehensive Plan, scenic areas identified in the 1995 Comprehensive Plan, archaeological resources or other important natural features;
- ___ 806.6.10 Soils information if on-site sewage disposal is proposed. This information should be detailed enough to allow those portions of the site not suitable for on-site disposal systems to be identified;
- ___ 806.6.11 The location of wetlands prepared by a State Certified Soil Scientist or Geologist, registered in the State of Maine, and based on an on-site investigation, open drainage courses, wetlands, significant stands of trees, and other important natural features, with a description of such features to be retained;
- ___ 806.6.12 The direction of existing surface water drainage flow across the site;
- ___ 806.6.13 The location and dimensions of existing signs;
- ___ 806.6.14 The location and type of all existing exterior lighting; and

806.6.15 A copy of such covenants or deed restrictions, if any, as are intended to cover all or part of the tract. Such covenants or deed restrictions shall be referenced on the plan.

806.6.16 The location of snowmobile trails shown on the Interconnecting Trail System map published by the Maine Department of Conservation, or recognized club-maintained trails; and

806.6.17 For projects located within the Town's sand and gravel aquifers or within 500 feet of the Town's sand and gravel aquifers, a groundwater impact analysis prepared in accordance with the requirements of Section 407.

806.7 INFORMATION REGARDING PROPOSED DEVELOPMENT ACTIVITY

The following information regarding the proposed development activity is required:

806.7.1 The location of all building setbacks, yards, and buffers required by this Ordinance;

806.7.2 The location, dimensions, including heights, and ground floor elevations of all proposed buildings on the site;

806.7.3 The location and dimensions of proposed driveways, parking and loading areas, and walkways;

806.7.4 The location and dimensions of all proposed water supply and wastewater disposal systems;

806.7.5 The direction of proposed surface water drainage flow across the site;

806.7.6 Location, front view, and dimensions of proposed signs;

806.7.7 Location and type of proposed exterior lighting;

806.7.8 Proposed landscaping and buffering; and

806.7.9 A schedule of construction, including anticipated beginning and completion dates.

807 ADDITIONAL INFORMATION REQUIRED OF MAJOR DEVELOPMENTS

Applications for major developments shall include the following additional information:

807.1 Existing and proposed topography of the site at one (1), two (2), or five (5) foot contour intervals, or such closer intervals as the Planning Board may determine;

807.2 A storm water drainage and erosion control program showing:

807.2.1 The existing and proposed method of handling storm water run-offs;

807.2.2 The direction flow of the run-off through the use of arrows;

807.2.3 The location, elevation, and size of all catch basins, drywells, drainage ditches, swales, retention basins, and storm sewers;

807.2.4 Engineering calculations used to determine drainage requirements based upon the 25-year 24-hour storm frequency, if the project will significantly alter the existing drainage pattern due to such factors as the amount of new impervious surfaces (such as paving and building area) being proposed; and

807.2.5 Methods of controlling erosion and sedimentation during and after construction.

807.3 A groundwater impact analysis prepared by a groundwater hydrologist for projects involving common on-site water supply or sewage disposal facilities with a capacity of two thousand (2,000) gallons or more per day.

807.4 A utility plan showing, in addition to provisions for water supply and wastewater disposal, the location and nature of electrical, telephone, and any other utility services to be installed on the site.

807.5 A planting plan and schedule keyed to the site plan and indicating the general species and sizes of trees, shrubs, and other plants to be planted on the site.

807.6 A traffic impact analysis demonstrating the impact of the proposed project on the capacity, level of service and safety of adjacent streets.

807.7 A written statement from a professional engineer as to the adequacy of the water supply in terms of quantity and pressure for both domestic and fire flows, if public water supply is to be utilized.

807.8 The location, width, typical cross-section, grades and profiles of all proposed streets and sidewalks.

807.9 Construction drawings for streets, sanitary sewers, water and storm drainage systems, designed and prepared by a professional engineer registered in the State of Maine.

807.10 The location of any pedestrian ways, lots, easements, open spaces, and other areas to be reserved for or dedicated to public use and/or ownership. For any proposed easement, the developer shall submit the proposed easement language with a signed statement certifying that the easement will be executed upon approval of the development. In the case of any streets or other ways dedicated to public ownership, the developer shall submit a signed statement that he will maintain such streets or ways year-round until such time as they may be accepted by the Town.

807.11 Written offers of dedication or conveyance to the municipality, in a form satisfactory to the Town Attorney, of all land included in the streets, highways, easements, parks, or other open space dedicated for public use, and copies of agreements or other documents showing the manner in which spaces, title to which is reserved by the developer, are to be maintained.

807.12 If the development is a condominium or a clustered development, evidence that all requirements relative to establishment of a homeowners' association or condominium owners' association have been met. If the development is a clustered development, evidence shall be presented that all other requirements of this Ordinance pertaining to clustered development have been met. The submission shall include copies of the by-laws of any homeowners' or condominium association charged with maintaining common spaces and lands. Homeowners' associations or condominium documents shall clearly state that the association or condominium shall properly maintain private roadways serving the development after the developer has legally relinquished that responsibility and until such time as the Town may accept them as public ways.

— 807.13 Cost of the proposed development and evidence of financial capacity to complete it. This evidence should be in the form of a letter from a bank or other source of financing indicating the name of the project, amount of financing proposed, and their interest in financing the project.

— 807.14 An assessment of the impact of the development on wetlands, streams, ponds, flood plains, archaeological resources and significant wildlife habitats, including review letters from appropriate State Officials.

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815 SITE PLAN REVIEW CRITERIA

The Planning Board in reviewing projects requiring Site Plan Approval under this Ordinance shall make positive written findings that the applicant has submitted clear and convincing evidence that:

- 815.1 Adequate provision has been made for off street parking and loading;
- 815.2 Adequate provision has been made for traffic movement of all types, including pedestrian, into, out of, and within the proposed project. The Board shall consider traffic movement both on-site and off-site in making its determination under this criteria;
- 815.3 Any traffic increase attributable to the proposed project will not result in unreasonable congestion or unsafe conditions on a road in the vicinity of the proposed development;
- 815.4 That the proposed project will be built on soil types which are suitable to the nature of the project and that adequate provision has been made to avoid erosion, contamination of ground or surface waters, interference with adjacent land, over-burdening of natural or artificial drainage systems, and/or any other adverse effects of inadequate drainage;
- 815.5 Adequate provision has been made to locate and design proposed outdoor display and/or storage areas so as to avoid any safety hazard to vehicular and pedestrian traffic on and off the site;
- 815.6 Adequate provision has been made to avoid any hazard to travel on public or private ways, or any glare or other nuisance to the use of adjoining public or private property;
- 815.7 Adequate provision has been made with regard to Buffers, Screening, Landscaping, and the preservation and Enhancement of Significant natural features;
- 815.8 Adequate provision has been made to avoid unreasonable adverse effects on the scenic or natural beauty of the area including scenic areas designated in the 1995 Comprehensive Plan, aesthetics, historic sites, archaeological resources, rare and irreplaceable natural areas, wildlife habitats including deer wintering areas identified in the 1995 Comprehensive Plan, existing uses, air quality, water quality, or other natural resources within the town or in neighboring towns;
- 815.9 Whenever a project is situated, in whole or in part, within two hundred fifty feet (250'), horizontal distance, of the normal high-water line of any great pond or river, or within two hundred fifty feet (250') horizontal distance, of the upland edge of a freshwater wetland, or within seventy five feet (75'), horizontal distance, of the normal high-water line of a stream, adequate provision has been made to conserve shoreland vegetation, visual points of access to waters as viewed from public facilities, and actual points of public access to waters;
- 815.10 Adequate provision has been made to prevent any significant adverse effect upon the public health, safety, or general welfare of the neighborhood or community;
- 815.11 Adequate provision has been made to prevent any undue adverse effect upon adjacent or nearby properties;
- 815.12 Adequate provision has been made to avoid any undue burden on municipal services;
- 815.13 Adequate provision has been made to assure the proper operation of the proposed business(es) or activity(ies) on the site through the provision of adequate and appropriate

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utilities, drainage, water supply, sewage disposal, solid waste disposal, access, parking and loading, and other necessary site improvements; and

815.14 Adequate provision has been made to assure that the proposed development conforms in all respects with the provisions of this Ordinance.

816 WAIVER OF SUBMISSIONS REQUIREMENTS

The Planning Board may, for good cause shown and only upon the written request of an applicant specifically stating the reasons therefor, waive any of the application requirements set forth in Section 806 and 807 provided such waiver will not unduly restrict the review process. The Planning Board may condition such a waiver on the applicant's compliance with alternative requirements. Good cause may include the Board's finding that particular submissions are inapplicable, unnecessary, or inappropriate for a complete review. Notwithstanding the waiver of a submission requirement, the Planning Board may, at any later point in the review process, rescind such waiver if it appears that the submission previously waived is necessary for an adequate review. A request for a submission previously waived shall not affect the pending status of an application.

817 WAIVER OF REVIEW CRITERIA

The Planning Board, may upon the written request of an applicant specifically stating the reasons therefore, waive any of the Review Criteria set forth in Section 815 when it finds that such waiver is reasonable and that the public health, safety, or welfare would not be adversely effected by such a waiver.

818 APPEALS

An appeal may be taken within thirty (30) days after any decision is rendered by the Planning Board, by an aggrieved person, to Superior Court.

1003.3 TECHNICAL REVIEW FEE

In addition to the fees for copies of the Application and Ordinance and the Application Processing Fee, the applicant shall pay a separate fee of five hundred dollars (\$500) for Minor Developments and one thousand dollars (\$1,000) for Major Developments, to be used to reimburse the time and expenses incurred by the Town's Planning Consultant, if the Town has retained the services of such a Consultant, and/or such other independent consultant(s) the Board may deem necessary to assist it with its review of the application. Such other consultants shall be fully qualified to provide the required assistance, and may include:

- An Attorney;
- A registered Professional Engineer;
- A Registered Architect;
- A Registered Landscape Architect;
- A Registered Geologist;
- A Licensed Soil Scientist;
- A Registered Land Surveyor; or
- Any other Registered/Licensed Professional or independent Expert Witness deemed fully qualified and mutually acceptable to the Board and the applicant.

This Technical Review Fee shall be paid prior to the start of the Planning Board's review of any application for Site Plan Review.

This fee shall be paid in the form of a check made payable to the Town of Holden and the purpose of the fee shall be clearly indicated on the check.

If the balance of the unexpended funds are drawn down by fifty percent (50%) or more, the applicant shall be notified and required to pay an additional two hundred fifty dollars (\$250) for Minor Developments and five hundred dollars (\$500) for Major Developments. The applicant shall continue to be notified and required to pay the appropriate additional amounts as necessary whenever the balance of the funds is drawn down by 50% of the original amount. Failure to pay the required amount within 30 days shall also be a violation of this Ordinance and be cause to stop the review process.

Any balance remaining, after the completion and inspection of required improvements, shall be returned to the applicant.

All submissions must conform in all respects with the requirements of the Town of Holden Ordinances. In addition to being a permitted use in the zone in which it is located, meeting lot size, lot coverage, frontage, front, rear, and side minimum setbacks and building height, particular attention should be paid to Section 5 - Land Use Standards as well as the Town of Holden Sign Ordinance.

SIGNATURE: _____

DATE: _____