

## TOWN OF OTISFIELD

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### SITE PLAN REVIEW PRE-APPLICATION

1. APPLICANT(S) NAME	2. MAILING ADDRESS
3. PHONE NUMBER DAY  PHONE NUMBER EVENING	4. EMAIL
5. OWNER'S NAME	6. LOCATION OF SITE
7. EXISTING USE OF SITE	8. TAX MAP AND LOT #
9. PROPOSED USE	10. NAME ANY THAT APPLY  SHORELAND _____  WATER BODY _____  CROOKED RIVER AQUIFER _____  WETLANDS _____  FLOOD ZONE _____

**NOTE:** THE UNDERSIGNED HEREBY APPLIES FOR SITE PLAN REVIEW OF HIS/HER PROPOSED NEW DEVELOPMENT IN ACCORDANCE WITH THE PROCEDURES AND REQUIREMENTS SET OUT IN THE TOWN OF OTISFIELD'S SITE PLAN REVIEW ORDINANCE.

UPON RECEIPT OF A COMPLETE "PRE-APPLICATION", THE CODE ENFORCEMENT OFFICER WILL PRESENT THE PROPOSAL TO THE PLANNING BOARD FOR SCHEDULING.

## SITE PLAN REVIEW PRE-APPLICATION

A COMPLETE "PRE-APPLICATION" CONSISTS OF THIS COMPLETED FORM AND THE FOLLOWING ATTACHMENTS.

ATTACHMENTS:

- ☐ A DETAILED DESCRIPTION OF PROPOSED USE
- ☐ A SKETCH PLAN OF THE PROPOSED DEVELOPMENT WHICH SHALL CONSIST OF A ROUGH OUTLINE OF THE PROPOSED DEVELOPMENT, AND MAY BE A FREE HAND, PENCILED SKETCH OF THE PARCEL, SHOWING THE PROPOSED LAYOUT OF BUILDINGS, ROADS, PARKING AREAS, AND OTHER FEATURES WHICH MAY BE OF ASSISTANCE TO THE BOARD TO FAMILIARIZE THEMSELVES WITH THE PROPOSED PROJECT.

**FORM TO BE COMPLETED AND PRESENTED TO THE CODE ENFORCEMENT OFFICER BY NOON (2) FRIDAYS BEFORE THE REGULARLY SCHEDULED MEETING (PLEASE SUBMIT 9 COPIES)**

TO THE BEST OF MY KNOWLEDGE, ALL INFORMATION SUBMITTED ON THIS APPLICATION IS TRUE AND CORRECT. ALL PROPOSED USES WILL BE IN CONFORMANCE WITH THE APPLICATION AND SITE PLAN REVIEW ORDINANCE.

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

AGENT FOR APPLICANT/OWNER \_\_\_\_\_ DATE \_\_\_\_\_

AFTER YOUR PRE-APPLICATION MEETING WITH THE BOARD, YOU MAY BE ASKED TO CONTINUE TO THE SITE PLAN DEVELOPMENT APPLICATION CHECKLIST. DO NOT LEAVE ANY UNANSWERED. IF NOT APPLICABLE PLEASE MARK WITH AN N/A AND PROVIDE JUSTIFICATION FOR REQUEST FOR WAIVER. IF REQUIRED THE PLANNING BOARD WILL ASK FOR MORE INFORMATION.

THE BOARD MAY REQUEST AN INSPECTION OF THE SITE WITH THE BOARD AND THE APPLICANT OR REPRESENTATIVE.

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### FOR OFFICE USE ONLY:

DETERMINATION TO PROCEED TO FULL APPLICATION

\_\_\_\_\_  
(YES) (NO)

PLANNING BOARD CHAIR: \_\_\_\_\_  
(Signature)

# SITE PLAN DEVELOPMENT APPLICATION CHECKLIST

## SUBMISSION REQUIREMENTS

An application for Site Plan Review shall include nine (9) copies of the following by noon (2) Fridays before the regularly scheduled meeting.

### I. MAP REQUIREMENTS

**Nine (9) copies** of a site plan drawn at a scale of not more than 50-feet to the inch for that portion of the total tract of land being proposed for development, and showing the following:

**PLEASE WRITE YES OR NO OR N/A IF NON-APPLICABLE**

- \_\_\_\_\_ A. Name and address of the applicant or his authorized agent and name of proposed development and any land within 500 feet of the proposed development in which the applicant has title or interest;
- \_\_\_\_\_ B. Soil types and location of soil boundaries certified by a soil scientist, geologist, engineer or Soil Conservation Service medium intensity soil surveys;
- \_\_\_\_\_ C. Municipal tax maps and lot numbers and names of abutting landowners;
- \_\_\_\_\_ D. Perimeter survey of the parcel made and certified by a Professional Land Surveyor relating to reference points, showing magnetic north point, graphic scale, corners of parcel and date of survey and total acreage;
- \_\_\_\_\_ E. Existing and proposed locations and dimensions of any utility lines, sewer lines, water lines, easements, drainage ways or public or private rights-of-way;
- \_\_\_\_\_ F. Location of test pits, and proposed location and design of the best practical subsurface disposal system for the site;
- \_\_\_\_\_ G. Location, dimensions, design and exterior materials of proposed structures, on-site pedestrian and vehicular access ways, parking areas, loading and unloading facilities, design of entrances and exits of vehicles to and from the site on to public streets and curb and sidewalk lines;
- \_\_\_\_\_ H. Landscape plan showing location, type and approximate size of plantings and location and dimensions of all fencing and screening;
- \_\_\_\_\_ I. Existing and proposed topography indicating contours at intervals of either 5, 10 or 20 feet in elevation as specified by the Board;
- \_\_\_\_\_ J. Location of aquifers and aquifer recharge areas, if mapped.
- \_\_\_\_\_ K. Location of wetlands, significant wildlife or fishery habitats, known archaeological resources, scenic locations as identified in the Comprehensive Plan and historic buildings or sites on the parcel or adjacent to the parcel.

- \_\_\_\_\_ L. The location, size and character of all signs and exterior lighting.
- \_\_\_\_\_ M. A storm water drainage plan showing:
- \_\_\_\_\_ 1. The existing and proposed method of handling storm water run-off.
  - \_\_\_\_\_ 2. The direction of flow of the run-off through the use of arrows.
  - \_\_\_\_\_ 3. The location, elevation, and size of all catch basins, dry wells, drainage ditches, swales, retention basins, and storm sewers.
  - \_\_\_\_\_ 4. Engineering calculations used to determine drainage requirements based upon a 25-year 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.
- \_\_\_\_\_ N. Location and elevation of the 100-year flood plain;
- \_\_\_\_\_ O. If the development site is located in the direct watershed of a great pond, the name of that watershed shall be indicated on the plan.
- \_\_\_\_\_ P. Where the plan was prepared by an architect, engineer, surveyor, geologist, soil scientist or other professional licensed or certified and issued a seal by the State of Maine, the preparer's seal shall be affixed to the plan.

# SITE PLAN DEVELOPMENT APPLICATION CHECKLIST

## II. SUPPORTING DOCUMENTS

- \_\_\_\_\_ A. Evidence by the applicant of right, title or interest in the land that the application covers;
- \_\_\_\_\_ B. A description of the proposed uses to be located on the products to be manufactured, descriptions of and volume of manufacturing by-products and wastes, types of products to be warehoused and types of products to be sold.
- \_\_\_\_\_ C. Total floor area and ground coverage of each proposed building and structure and percentage of lot covered by each building or structure;
- \_\_\_\_\_ D. A copy of existing and proposed easements, restrictions and covenants placed on the property;
- \_\_\_\_\_ E. Method of solid and hazardous waste disposal;
- \_\_\_\_\_ F. Erosion and sedimentation control plan;
- \_\_\_\_\_ G. Copies of letters to the abutting landowners and selectmen, notifying them of the proposed development by certified mail return receipt requested Copies of the receipts to be returned to the Board;
- \_\_\_\_\_ H. List of applicable local, state and federal ordinances, statutes, laws, codes, and regulations;
- \_\_\_\_\_ I. A municipal service impact analysis that includes a list of construction and maintenance items, with both capital and annual operating cost estimates, that must be financed by the Town of Otisfield or quasi-municipal districts. This list shall include but not be limited to: street reconstruction, maintenance, and snow removal; solid waste disposal; and fire protection. The applicant shall provide an estimate of the net increase in taxable assessed valuation upon completion of the project.
- \_\_\_\_\_ J. A statement from the Fire Chief as to the availability of fire hydrants and/or fire ponds, or provisions of fire protection services;
- \_\_\_\_\_ K. A statement from the Selectmen that the road or street that will serve the project has the capacity to serve traffic associated with the project;
- \_\_\_\_\_ L. The size, location and direction and intensity of illumination and method of installation of all major outdoor lighting;
- \_\_\_\_\_ M. The type, size and location of all machinery likely to generate noise at the lot lines;
- \_\_\_\_\_ N. Traffic data shall include the following when required by the Planning Board;
  - \_\_\_\_\_ 1. The estimated peak hour and average daily traffic to be generated by the proposal;
  - \_\_\_\_\_ 2. Existing traffic counts on surrounding roads;

- \_\_\_\_\_ 3. Traffic accident data covering the most recent three-year period for which such data is available.
- \_\_\_\_\_ O. If located in the direct watershed of a great pond, a phosphorous control plan prepared in accordance with Section 5.14.
- \_\_\_\_\_ P. The type of any rare or endangered species found on the project parcel as listed by the Natural Areas Program of the Maine Department of Conservation:
- \_\_\_\_\_ Q. An estimate of the date when construction will start and when the development will be completed;
- \_\_\_\_\_ R. 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 interest in financing the project.
- \_\_\_\_\_ S. Any additional information that the Board deems necessary.

**THE BOARD SHALL APPROVE, DENY OR APPROVE WITH CONDITIONS ALL APPLICATIONS FOR A SITE PLAN DEVELOPMENT REVIEW.**

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

AGENT FOR APPLICANT/OWNER \_\_\_\_\_ DATE \_\_\_\_\_

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**OFFICE USE ONLY:**

FEE REQUIRED BY APPLICANT TO THE TOWN OF OTISFIELD HAS BEEN PAID \_\_\_\_\_ YES \_\_\_\_\_ NO

DECISION OF THE BOARD:    APPROVED                      DENIED                      APPROVED W/CONDITIONS

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