

SITE PLAN

Please include: a sketch plan to include lot lines; area to be cleared of trees and other vegetation and/or buffer areas; the exact position of proposed structures from Town and State roads, property lines, and boundaries of entire parcel under owners control etc.); the location of existing and proposed wells, subsurface sewage disposal systems, and driveways. Show areas and amounts to be filled and graded. If the proposal is for an existing structure please distinguished between the existing structure and the proposed expansion.



SCALE _____ IN = _____ FT.

CEO's Preliminary Classification of Project: Minor Project Major Project

Submission Requirements	Submitted	Date Received
Estimated demand for water supply and sewage disposal together with the location and dimensions of all provisions for water supply and wastewater disposal, and evidence of their adequacy for the proposed use, including soils test pit data if on-site sewage disposal is proposed.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
The direction of proposed surface water drainage across the site and from the site, with an assessment of impacts on downstream properties.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Provisions for handling all solid wastes, including hazardous and special wastes and the location and proposed screening of any on-site collection or storage facilities.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
The location, dimensions, and materials to be used in the construction of proposed driveways, parking and loading areas, and walkways and any changes in traffic flow onto or off-site.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Proposed landscaping and buffering.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
The location, dimensions, and ground floor elevation of all proposed buildings or building expansion proposed for the site.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Location, front view, materials, and dimensions of proposed signs together with the method for securing the sign.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Location and type of exterior lighting.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
The location of all utilities, including fire protection systems.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
A general description of the proposed use or activity.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
An estimate of the peak hour and daily traffic to be generated by the project.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Storm water calculations, erosion and sedimentation control measures, and water quality and/or phosphorous export management provisions, if the project requires a storm water permit from the Maine Department of Environmental Protection or if the Planning Board determines that such information is necessary based upon the scale of the project or the existing conditions in the vicinity of the project.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Copies of applicable State approvals and permits provided, however, the Board may approve development plans subject to the issuance of specified State approvals and permits where it determines that it is not feasible for the applicant to obtain them at the time of development review.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

Additional Information for Major Projects	Submitted	Date Received
Existing and proposed topography of the site at two (2) foot contour intervals, or such other interval as the Planning Board may determine.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Engineering study used to determine drainage requirements based upon the 50-year 24-hour storm frequency.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
A groundwater analysis prepared by groundwater hydrologist for projects involving common on-site water supply or sewage disposal facilities with a capacity to two thousand (2000) gallons per day.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Construction drawings for streets, sanitary sewers, water and storm drainage systems, designed and prepared by a professional engineer registered in the state of Maine.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
A traffic impact analysis demonstrating the impact of the proposed project on the capacity, level of service and safety of adjacent streets.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
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 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 the town accepts them.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Written offers of dedication or conveyance to the municipality, in the form satisfactory to the Town Attorney, of all land included in the streets, highways, easements, parks or other open spaces 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	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
If the development is a condominium or a clustered development, evidence that all the 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.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
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.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

Additional comments and/or conditions: _____

Action of the Planning Board	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Referred to the CEO / Appeals Board	Date of Action:
Reason for denial:				
Conditions for approval:				

Lincolnville Planning Board Signature: _____ Date: _____

TO THE BEST OF MY KNOWLEDGE, ALL THE ABOVE STATED INFORMATION SUBMITTED IN THIS APPLICATION IS TRUE AND CORRECT.

(Signature of Applicant)

(Date)

DISCLAIMER

I, _____, have read the submission requirements as outlined in the Town of Lincolnville’s Land Use Ordinance, Section 18, Commercial Site Plan Review, and understand that all applicable documents shall be submitted to the Town Office for each stage of the application process (Pre-application, Preliminary Plan, and Final Plan Review) together with any required fee **no less than fourteen (14)** days prior to the date of the meeting. I also understand, that failure to comply with this provision shall mean that the Planning Board shall not consider that stage of the application process until I, the applicant, have complied with this provision.

(Signature of Applicant)

(Date)