

**TOWN OF LEBANON, MAINE
PLANNING BOARD
15 Upper Guinea Road, Lebanon, Maine 04027
207-457-6082 ext. 2111
Planningbd@lebanonmaine.org**

SITE PLAN REVIEW APPLICATION FORM

Type of Application:

☐ Minor Site Plan Review

☐ Major Site Plan Review

What is Applicant's legal interest in the property?

☐ Owner

☐ Representative

☐ Lease/Rental Agreement

Applicant Information

Name:

Mailing Address:

Telephone #:

Email:

Owner's Information

Name:

Mailing Address:

Telephone #:

Email:

Agent's Information

Name:

Mailing Address:

Telephone #:

Email:

Engineer/Surveyor

Name:

Mailing Address:

Telephone #:

Email:

Project Location and Lot Information:

Street Address: _____

Tax Map: _____ Lot: _____

Shoreland Zoning: _____ District: _____

Project Name: _____

Size of lot: _____ ☐ acres ☐ sf Road Frontage: _____

Elevation above 100 Year Flood: _____ Frontage on Waterbody: _____ ft

Existing Use of Property: _____

Property currently serviced by: ☐ Town Road ☐ Private Road ☐ State Road/Highway
☐ Septic System ☐ Private Well ☐ Private Hauler

Slope Conditions in Area of Construction (if applicable):

☐ Flat (0-3 % slope) ☐ Rolling (3-8% slope) ☐ Hilly (8-15% slope) ☐ Steep (15% + slope)

Are there any wetlands or waterbodies on the site? ☐ Yes ☐ No If yes, attach information

Do you plan to bring fill onto the lot? ☐ Yes ☐ No If yes, attach information

Description of proposed use of property:

Project/Proposed Use Description: _____

Property to be serviced by: ☐ Town Road ☐ Private Road ☐ State Road/Highway
☐ Septic System ☐ Private Well ☐ Private Hauler

Is this project part of a larger/phased project? ☐ Yes ☐ No

If so, what project? _____

Provide the following Site Development Data:

EXISTING

Number of Buildings: _____ Total sq. ft./footprint of structures: _____

Height: _____ Stories: _____ Finished Floor Elevation: _____

Paved Area: _____ # of Parking Spaces _____ # Handicapped Spaces: _____

Setbacks- Front: _____ Back: _____ Left Side: _____ Right Side: _____

Multi-Family Residential - # of units: _____ Square Footage: _____

Commercial/Industrial: # of units: _____ Square Footage: _____

Number of Employees: _____ Number of Bathrooms: _____

Days/Hours of Operation: _____

PROPOSED

Number of Buildings: _____ Total sq. ft./footprint of structures: _____
Height: _____ Stories: _____ Finished Floor Elevation: _____
Paved Area: _____ # of Parking Spaces _____ # Handicapped Spaces: _____
Setbacks- Front: _____ Back: _____ Left Side: _____ Right Side: _____
Multi-Family Residential - # of units: _____ Square Footage: _____
Commercial/Industrial: # of units: _____ Square Footage: _____
Number of Employees: _____ Number of Bathrooms: _____
Days/Hours of Operation: _____

Waiver Requests (attach details):

1. _____
2. _____
3. _____
4. _____
5. _____

Attachments:

A. Letters of Approval

Fire Department - Contact Chief Joseph Stefano – J.Stefano@Lebanonfireems.org

** Ability to Serve – for Water Service

E-911 Address Designation - Contact Jenn Griffin – (207) 457-6082 ext. 2111

- B. Letter of Intent stating who you are, a brief description of the project and that you would like to be placed on the next available Planning Board agenda.
- C. Photographs of site.
- D. Architectural renderings/drawings of proposed buildings, as required.
- E. Engineered Plans, as required.

REQUIREMENTS CHECKLIST

The information that is required to be submitted with your application is marked below.

- ☐ Ten (10) copies of building and site plans supporting information and shall be no larger than twenty-four (24) by thirty-six (36) inches. *(a smaller size may be used with Planning Board approval.)*
- ☐ A digital copy of the complete application shall also be made available upon request.
- ☐ The scale of said plan shall not be less than one-inch equals 50 feet and shall be indicated on the plat by use of a bar scale.
- ☐ The plan shall bear the date, title, and north point.
- ☐ The plan shall contain a location or vicinity sketch (suggested scale one-inch equals 800 feet. Name of Project/Applicant. Proposed name of the project; name and address of record owner and applicant, names and addresses of all property owners within five hundred (500) feet of any and all boundaries; date of submission; north point; graphic map scale. Proposed name of the subdivision, or identifying title, and the name of the municipality in which it is located, plus the Assessor's Map and Lot numbers.
- ☐ The plan shall contain the name and address of the developer and applicant.
- ☐ All appropriate dimensional requirements.
- ☐ Existing and proposed easements. A standard boundary survey of site, giving complete descriptive data by bearings and distances, made and certified by a licensed land surveyor in the State of Maine; a copy of the deed for the property to be developed, as well as copies of any easements, restrictions or covenants; location map, showing the relative location of the proposed project in relation to surrounding neighborhoods or areas of Town.
- ☐ Plan of the site showing existing watercourses and water bodies, seasonal wet areas.
- ☐ Plan of the site showing soil type and location of test borings and attached High Intensity Soil Survey if required.
- ☐ Locations of all existing and proposed utilities
- ☐ Plan should include preservation and supplementation of existing dominant vegetation
- ☐ Plan shall indicate which features are to be retained and which are to be removed or altered.
- ☐ Location of stonewalls, graveyards, fences, stands of trees, and other important unique natural areas and site features, including but not limited to floodplains, deer wintering areas, significant wildlife habitats, fisheries, scenic areas, habitat for rare and endangered plants and animals, unique natural communities and natural areas, sand and gravel aquifers, and historic and or archaeological resources, together with description of such features.
- ☐ Plan view of all buildings with their use, size, location and first-floor elevation in respect to grade. Location of all existing and proposed buildings and structures with the distance from the nearest property lines labeled; size in square feet of existing and proposed building footprints and total size of building; elevations of each vertical side of a new building with dimensions, location of doors and windows, exterior materials and roof pitch labeled; elevations of each side of an existing building proposed to be altered with dimensions, location of doors and windows, exterior materials and roof pitch labeled; floor plans; building footprints located on adjacent properties within fifty (50) feet of the project property line.
- ☐ Existing use of abutting properties shall be identified with approximate location of any structures thereon including access roads.

- ☐ Location, width, curbing, and paving of access ways, egress ways, and streets within the site for both pedestrian and vehicular use.
- ☐ The location of off-street parking and loading spaces with a layout of the parking indicated
- ☐ The size and proposed location of water supply and sanitary sewerage disposal with all necessary engineering data. If applicable, estimated demand and evidence of sustainability and adequacy.
- ☐ The size and location of all other existing and proposed public service connections including without limitation, gas lines, power lines, telephone lines, and fire alarm connections and locations, indicating whether above or below ground.
- ☐ The type, nature, and composition of all solid, liquid, and gaseous waste, industrial or otherwise, and the location, type, and design criteria of the storage and disposal facilities dealing with such waste.
- ☐ A landscape plan and open space areas indicating grade change, vegetation to be preserved, **and** new plantings used to stabilize areas of cut and fill, screening; plus size, location, purpose and type of vegetation. Revegetation plan as needed.
- ☐ A drainage plan including location, elevation, layout of catch basins and other surface and subsurface drainage features. Erosion control plan as needed. An erosion control plan including details of erosion control methods used; written erosion control plan with notes.
- ☐ Location, size and design or proposed signs and other advertising or instructional devices.
- ☐ Existing and proposed contours and finished grade elevations as well as the type, extent, and location of existing and proposed landscaping and open space areas which will be retained.
- ☐ Location and type of lighting for outdoor facilities.
- ☐ Lines of existing and proposed abutting streets showing width
- ☐ Surveyed property lines showing their bearing and distances and monument locations.
- ☐ *If subdivision is involved, the lines and names of all proposed streets, lanes, ways, or easements intended to be dedicated for public or private use.*
- ☐ Provide copies of any covenants or restrictions that are intended to cover all or part of the land area to be developed.
- ☐ Indicate limits of the wetland areas on the property.
- ☐ Stamp and signature of whether a Maine licensed land surveyor, professional engineer, or architect responsible for said plan.
- ☐ *Any other exhibits or data deemed necessary by the Planning Board to evaluate the proposed development for site plan review purposes.*
- ☐ Noise
- ☐ Financial and Technical Capability
- ☐ 100 Year Floodplain and Shoreland boundaries on plan
- ☐ Setback from high water mark existing conditions. All significant existing physical features on the site including stream, watercourses, watershed areas, existing woodlands and existing trees at least eight inches in diameter as measured four and one half (4 ½) feet above grade, and other significant vegetation; soil boundaries and names in wetland locations and where subsurface wastewater disposal systems are proposed; when applicable, any portion of the property located in the floodplain, within two hundred and fifty (250) feet of the Normal High Water Line, or in a Resource Protection 1, Resource Protection 1 Buffer or Resource Protection 2 District.

Required Signatures:

By signing this application, as the foresaid applicant or authorized agent:

- I certify that I have read and completely understand the application;
- I certify that the information contained in this application and its attachments are true and correct;
- I understand that all information provided on this form and all other documents submitted as part of my proposal is a matter of public record;
- I understand that copies of this information may be supplied upon request to an interested party.
- I understand that additional funds may be required through the course of review for special studies, legal review costs, and/or engineering review.
- I understand that by submitting this application I am not guaranteed a place on any particular agenda. I further understand that the Land Use Clerk will place me on the next available agenda for review when the application is deemed substantially complete.

Signature of applicant/Agent: _____ Date: _____

Signature of owner of property: _____ Date: _____

IF APPROVAL IS ANTICIPATED, PROVIDE 4 PAPER COPIES FOR BOARD SIGNATURE (IF APPLICABLE). CHECK WITH PLANNING STAFF FOR CLARIFICATION.

This project has been classified as:

- ☐ Minor Site Plan Review ☐ Major Site Plan Review

This project does not have to go through Site Plan Review:

- ☐ Reasons: _____

Fees (due at time of application):

- ☐ Minor Site Plan Review - \$100.00

Date Received: _____ Received by: _____

Check # _____ Amount \$ _____ Cash _____ Amount \$ _____

- ☐ Major Site Plan Review - \$250.00

Date Received: _____ Received by: _____

Check # _____ Amount \$ _____ Cash _____ Amount \$ _____

If applicant does not understand any part of this application, applicant is encouraged to seek the advice of surveyors, engineers and or an attorney.

Certified List of Abutters

The following information must be completed by the applicant in order to begin the Site Plan Review application process. Below, list the names and mailing addresses of the applicant, authorized agent (surveyor) and all abutters within 500 feet of as indicated in Town records. Attach additional copies of this form if necessary.

Abutter: The owner of any property with one or more common boundaries, or across the street or stream from the property involved in an application or appeal. *(Site Plan Review Ordinance definitions, page 19)*

[illegible]

Person who prepared this list: _____ Date prepared: _____

I hereby certify that all information presented on this form, is to the best of my knowledge, correct.

Signature of Preparer: _____