

TOWN OF BOWDOINHAM

SITE PLAN REVIEW SUBMISSION CHECKLIST

Please Reference Article 10 of the Land Use Ordinance

INSTRUCTIONS: All materials must be submitted at least twenty-one (21) days prior to the meeting at which it is to be considered. Thoroughly complete all applicable sections of this checklist and review the Land Use Ordinance. Materials can be submitted as physical documents or digitally; printing fees may apply. If an application type is not applicable, please check "NO" and write "N/A" in the application type section. The Approval Criteria Narrative is required for all Application Tiers/Types.

WAIVERS: If you would like to request a waiver for a particular standard, please check "NO" and write "WAIVE" in the waiver section. The Board may require information as to why a waiver request was made. Application forms and evidence of right, title, and interest may not be waived. Please note that for Tier I applications, some use-specific standards may only be waived by the Planning Board.

SHORELAND/FLOODPLAIN/SUBDIVISION: For proposals located within a Shoreland Zone, see Article 7. For proposals located within a Flood Hazard Zone, see Article 8. For proposals that meet the definition of a Subdivision, see Article 9.

QUESTIONS: Please refer to Article 10 of the Land Use Ordinance or contact us at:

ceo@bowdoinham.com • planning@bowdoinham.com • www.bowdoinham.com

Tel: (207)666-5531 • Fax: (207)666-5532 • 13 School Street, Bowdoinham, ME 04008



APPLICANTS NAME:

APPLICANTS MAILING ADDRESS:

PHONE NUMBER:

EMAIL:

LOCATION OF PROPOSAL:

TAX MAP:

PROJECT DESCRIPTION:

DATE SUBMITTED:

(STAFF) DATE RECEIVED:

CHECKLIST OVERVIEW:	
TIER I	TIER II
<ul style="list-style-type: none"> • Application Materials and Forms • Overview Site Plan (Map) • Evidence of Right, Title, and Interest • Breakdown of Proposed Costs • Approval Criteria Narrative • Use-Specific, Shoreland, Floodplain, and/or Subdivision Criteria 	<ul style="list-style-type: none"> • Application Materials and Forms • Evidence of Payment • Overview Site Plan (Map) • Evidence of Right, Title, and Interest • General Information Narrative • Existing Conditions Site Plan (Map) • Proposed Development Site Plan (Map) • Approval Criteria Narrative • Use-Specific, Shoreland, Floodplain, and/or Subdivision Criteria
TIER III	
<ul style="list-style-type: none"> • Site Inventory and Analysis and Narrative • Application Materials and Forms • Evidence of Payment • Overview Site Plan (Map) • Evidence of Right, Title, and Interest • General Information Narrative • Existing Conditions Site Plan (Map) • Proposed Development Site Plan (Map) 	<ul style="list-style-type: none"> • Approval Criteria Narrative • Stormwater and Erosion Plan • Groundwater Impact Analysis • Utility Plan • Planting Schedule • Traffic Impact Analysis • Use-Specific, Shoreland, Floodplain, and/or Subdivision Criteria

MINIMUM APPLICATION FEES:			
APPLICATION TYPE	TIER I	TIER II	TIER III
Application Review	\$25.00	\$500.00	\$900.00
Site Inventory and Analysis	N/A	N/A	\$100.00
Technical Review (Escrow)	N/A	\$500.00	\$500.00
Amendment	\$25.00	\$500.00	\$900.00
MINIMUM FEE	\$25.00	\$1000.00	\$1500.00
NOTE: Additional fees may apply. Mailing and noticing fees will be billed to the applicant. Please see Page 3 of the Planning Board Application Permit form for more billing options.			

APPLICATION TIER/TYPE EXAMPLE:				
YES	NO	APPLICATION TYPE:	N/A:	STAFF:
✓	✗	(Applicable Section) Description.	N/A	
YES	NO	SUBMISSION REQUIREMENT:	WAIVER:	STAFF:
✓	✗	(Applicable Ordinance/Standard) Description.	WAIVE	

TIER I (CODE ENFORCEMENT OFFICER) APPLICATIONS:				
YES	NO	APPLICATION TYPE:	N/A:	STAFF:
		(10.B.5.a.) Site Plan Review Tier I.		
YES	NO	THE PROPOSAL MUST INCLUDE THE FOLLOWING:	WAIVER:	STAFF:
		(10.B.5.a.i.) Completed application form.		
		(10.B.5.a.ii.) Evidence of right, title, or interest in the property.		
		(10.B.5.a.iii.) Evidence of payment of application fee.		
		(10.B.5.a.iv.) Site plan of the parcel at a scale of not more than one hundred (100) feet to the inch showing:		
		the name of the development, north arrow, date, and scale;		
		the boundaries of the parcel, as shown on the Town's Tax Maps;		
		existing buildings, structures, or other improvements on the site;		
		existing restrictions or easements on the site;		
		the location and size of existing utilities or improvements servicing the site;		
		proposed development including locations of buildings, impervious areas, storage areas, signage, and lighting		
		if a private sewage disposal system will be used, a suitable location for a system.		
		(10.B.5.a.v.) Breakdown of proposed project costs.		
		(10.B.5.a.vi.) A narrative describing how the proposed project meets the Approval Criteria in Article 10.C. and 10.D., along with the necessary supporting evidence.		

SITE INVENTORY AND ANALYSIS (TIER III APPLICATIONS ONLY):				
YES	NO	APPLICATION TYPE:	N/A:	STAFF:
		(10.B.5.b.) Site Inventory and Analysis for Tier III Pre-Applications.		
YES	NO	THE PROPOSAL MUST INCLUDE THE FOLLOWING:	WAIVER:	STAFF:
		(10.B.5.b.ii.) The names, addresses, and phone numbers of the record owner and the applicant.		
		(10.B.5.b.iii.) The names and addresses of all consultants working on the project.		
		(10.B.5.b.iv.) Evidence of right, title, or interest in the property.		
		(10.B.5.b.v.) Evidence of payment of the site inventory and analysis fee.		
		(10.B.5.b.vi.) Eleven (11) copies of an accurate scale inventory plan of the parcel at a scale of not more than one hundred (100) feet to the inch showing:		
		the name of the development, north arrow, date, and scale;		
		the boundaries of the parcel;		
		the relationship of the site to the surrounding area;		
		the topography of the site;		
		the major natural features of the site, including wetlands, streams, ponds, floodplains, groundwater aquifers, significant wildlife habitats or other important natural features;		
		existing buildings, structures, or other improvements on the site;		
		existing restrictions or easements on the site;		
		the location and size of existing utilities or improvements servicing the site;		
		a class D medium intensity soil survey;		
		if a private sewage disposal system will be used, a suitable location for a system.		
		(10.B.5.b.vii.) Eleven (11) copies of a narrative describing the existing conditions of the site, the proposed use and the constraints or opportunities created by the site. This submission should include any traffic studies, utility studies, market studies or other preliminary work that will assist the Planning Board in understanding the site and the proposed use.		

TIER II & TIER III APPLICATIONS:				
YES	NO	APPLICATION TYPE:	N/A:	STAFF:
		(10.B.5.c.) Site Plan Review Tier II.		
YES	NO	APPLICATION TYPE:	N/A:	STAFF:
		(10.B.5.c.) Site Plan Review Tier III.		
YES	NO	THE PROPOSAL MUST INCLUDE THE FOLLOWING:	WAIVER:	STAFF:
		(10.B.5.c.v.A.) Completed application form.		
		(10.B.5.c.v.B.) Evidence of payment of the application and technical review fees.		
		(10.B.5.c.v.C.) Eleven (11) copies of all maps and written materials.		
		(10.B.5.c.v.C.2.a-c,e,f,h.) Site Plan that in no case shall exceed one hundred (100) feet to the inch, showing:		
		record owner's name, address, and phone number and applicant's name, address, and phone number, if different;		
		the location of all required building setbacks, yards, and buffers;		
		names and addresses of all property owners within two hundred (200) feet of any and all property boundaries;		
		boundaries of all contiguous property under the total or partial control of the owner or applicant regardless of whether all or part is being developed at this time;		
		the tax map and lot number of the parcel or parcels on which the project is to be located;		
		the name, registration number and seal of the person who prepared the plan, if applicable.		
		(10.B.5.c.v.C.2.d,g,i-k.) General Information:		
		sketch map showing general location of the site within the municipality based upon a reduction of the tax maps;		
		a copy of the deed to the property, an option to purchase the property or other documentation to demonstrate right, title or interest in the property on the part of the applicant;		
		cost of the proposed development;		
		evidence of the applicant's 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 or available, and individual's or institution's interest in financing the project or in the form of a letter from a certified accountant or annual report indicating that the applicant has adequate cash flow to cover anticipated costs;		
		evidence of the applicant's technical capability to carry out the project as proposed.		

TIER II & TIER III APPLICATIONS (CONTINUED):				
YES	NO	THE PROPOSAL MUST INCLUDE THE FOLLOWING:	WAIVER:	STAFF:
		(10.B.5.c.v.C.3.) Existing Conditions Site Plan including the following:		
		zoning classification(s), including overlay and/or subdistricts, of the property and the location of zoning district boundaries if the property is located in two (2) or more zoning districts or subdistricts or abuts a different district;		
		the bearings and length of all property lines of the property to be developed and the source of this information;		
		location and size of any existing sewer and water mains, culverts and drains, on-site sewage disposal systems, wells, underground tanks or installations, and power and telephone lines and poles on the property to be developed and on abutting streets or land that may serve the development and an assessment of their adequacy and condition to meet the needs of the proposed use. Appropriate elevations must be provided as necessary to determine the direction of flow;		
		location, names, and present widths of existing public and/ or private streets and rights - of-way within or adjacent to the proposed development;		
		The location, dimensions, and ground floor elevation of all existing buildings on the site;		
		the location and dimensions of existing driveways, parking and loading areas, walkways, and sidewalks on or immediately adjacent to the site;		
		location of intersecting roads or driveways within two hundred (200) feet of the site;		
		the location of open drainage courses, wetlands, stonewalls, graveyards, fences, stands of trees, and other important or unique natural areas and site features, including but not limited to, floodplains, deer wintering areas, significant wildlife habitats, 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 a description of such features;		
		the direction of existing surface water drainage across the site, and any off-site drainage facilities that will be used;		
		the location, front view, dimensions, and lighting of existing signs;		
		location and dimensions of any existing easements and copies of existing covenants or deed restrictions;		
		the location of the nearest fire hydrant or other water supply for fire protection.		

TIER II & TIER III APPLICATIONS (CONTINUED):				
YES	NO	THE PROPOSAL MUST INCLUDE THE FOLLOWING:	WAIVER:	STAFF:
		(10.B.5.c.v.C.4.) Site Plan for proposed development activity and descriptive narrative, including:		
		The information required by Article 10.B.5.c.v.C.2.a-c,e,f,h.;		
		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;		
		the direction of proposed surface water drainage across the site, and from the site, with an assessment of impacts on downstream properties;		
		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;		
		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;		
		a grading plan showing the existing and proposed topography of the site at two (2) foot contour intervals, or such other interval as the Planning Board may determine		
		proposed landscaping and buffering;		
		the location, dimensions, and ground floor elevation of all proposed buildings or building expansion proposed on the site;		
		location of proposed signs together with the method for securing the sign;		
		location and type of exterior lighting;		
		the location of all utilities, including fire protection systems;		
		a general description of the proposed use or activity;		
		an estimate of the peak hour and daily traffic to be generated by the project;		
		the existing and proposed method of handling stormwater runoff, erosion and sedimentation control measures, and water quality and/or phosphorous export management provisions;		
		a written statement from any utility district providing service to the project as to the adequacy of the water supply in terms of quantity and pressure for both domestic and fire flows;		
		breakdown of proposed project costs;		
		space on the plan for the signatures of the Planning Board and date together.		

TIER III APPLICATIONS:				
YES	NO	APPLICATION TYPE:	N/A:	STAFF:
		(10.B.5.c.v.C.5.) Additional Site Plan Review Tier III Requirements.		
YES	NO	THE PROPOSAL MUST INCLUDE THE FOLLOWING:	WAIVER:	STAFF:
		(10.B.5.c.v.C.5.a.) A narrative and/ or plan describing how the proposed development plan relates to the site inventory and analysis.		
		(10.B.5.c.v.C.5.b.) A stormwater drainage and erosion control program showing:		
		the existing and proposed method of handling stormwater runoff;		
		the direction of flow of the runoff, through the use of arrows;		
		the location, elevation, and size of all catch basins, dry wells, drainage ditches, swales, retention basins, and storm sewers;		
		engineering calculations used to determine drainage requirements based upon the 25-year 24-hour storm frequency; this is required only if the project will significantly alter the existing drainage pattern due to such factors as the amount of new impervious surfaces being proposed, and methods of controlling erosion and sedimentation during and after construction.		
		(10.B.5.c.v.C.5.c.) A groundwater impact analysis prepared by groundwater hydrologist for projects involving on-site water supply or sewage disposal facilities with a capacity of two thousand (2,000) gallons or more per day.		
		(10.B.5.c.v.C.5.d.) The name, license number, and seal of the surveyor, architect, engineer, landscape architect and/ or similar professional who prepared the plan.		
		(10.B.5.c.v.C.5.e.) A utility plan showing, in addition to provisions for water supply and wastewater disposal, the location and nature of electrical, telephone, cable TV, and any other utility services to be installed on the site.		
		(10.B.5.c.v.C.5.f.) A planting schedule keyed to the site plan indicating the general varieties and sizes of trees, shrubs, and other vegetation to be planted on the site, as well as information pertaining to provisions that will be made to retain and protect existing trees, shrubs, and other vegetation.		
		(10.B.5.c.v.C.5.g.) A traffic impact analysis demonstrating the impact of the proposed project on the capacity, level of service and safety of adjacent streets, if the project or expansion will provide parking for fifty (50) or more vehicles or generate more than one hundred (100) trips during the a.m. or p.m. peak hour based upon the latest edition of the trip generator manual of the Institution of Traffic Engineers.		

SITE PLAN AMENDMENT APPLICATIONS:				
YES	NO	APPLICATION TYPE:	N/A:	STAFF:
		(10.B.5.d.) Amendments to Existing Site Plans.		
YES	NO	THE PROPOSAL MUST INCLUDE THE FOLLOWING:	WAIVER:	STAFF:
		(10.B.5.d.A.) The approved plan.		
		(10.B.5.d.B.) The proposed revised plan.		
		(10.B.5.d.C.) Supporting information to allow the Board to make a determination that the proposed revisions meet the applicable performance standards and approval criteria (10.C. and 10.D.).		

APPROVAL CRITERIA NARRATIVE:				
YES	NO	APPLICATION TYPE:	N/A:	STAFF:
		(10.C.) Approval Criteria.	 	
YES	NO	APPLICATION TYPE:	N/A:	STAFF:
		(10.D.) General Performance Standards for Approval Criteria.	 	
YES	NO	THE PROPOSAL MUST INCLUDE THE FOLLOWING:	WAIVER:	STAFF:
NOTE: For partial waivers, please specify the article number (i.e., "WAIVE #10.c.").				
		(10.C.1., 10.D.1.a-c.) Vehicular Access – The proposed site layout will provide for safe access to and egress from public and private roads.		
		(10.C.2., 10.D.2.a-e.) Internal Vehicular Circulation – The proposed site layout will provide for the safe movement of passenger, service, and emergency vehicles through the site.		
		(10.C.3., 10.D.3.a-f.) Pedestrian Circulation – The proposed site layout will provide for safe pedestrian circulation both on-site and off-site.		
		(10.C.4., 10.D.4.) Municipal Services – The development will not have an unreasonable adverse impact on municipal services, including municipal road systems, fire department, solid waste program, schools, open spaces, recreational programs and facilities, and other municipal services and facilities.		
		(10.C.5., 10.D.5.a-b.) Visual Impact – The proposed development will not have an adverse effect on the scenic or natural beauty of the area, including water views and scenic views.		
		(10.C.6., 10.D.6.a-f.) Lighting – All exterior lighting will be designed to avoid undue glare, adverse impact on neighboring properties and rights-of-ways, and the unnecessary lighting of the night sky.		
		(10.C.7., 10.D.7.a-f.) Signage – The proposed signage will not detract from the design of the proposed development and the surrounding properties and will not constitute hazards to vehicles and pedestrians.		
		(10.C.8., 10.D.8.a-g.) Buildings – The proposed structures will relate harmoniously to the terrain and to existing buildings in the vicinity, so as to have a minimally adverse effect on the environmental and aesthetic qualities of the neighboring areas.		

APPROVAL CRITERIA NARRATIVE (CONTINUED):				
YES	NO	THE PROPOSAL MUST INCLUDE THE FOLLOWING:	WAIVER:	STAFF:
NOTE: For partial waivers, please specify the article number (i.e., "WAIVE #10.c.").				
		(10.C.9., 10.D.9.a-b.) Landscaping – The proposed development will provide adequate landscaping in order to define, soften, and/or screen the appearance of parking and developed areas as well as to enhance the physical design of the buildings and the overall development.		
		(10.C.10., 10.D.10.a-e.) Buffering – The proposed development will provide for the buffering of adjacent uses where there is a transition from one type of use to another use and for the screening of mechanical equipment and service and storage areas.		
		(10.C.11., 10.D.11.) Utilities – The proposed development will not impose an unreasonable burden on existing utilities.		
		(10.C.12., 10.D.12.a-b.) Water Supply – The proposed development will be provided with an adequate supply of water.		
		(10.C.13., 10.D.13.a-b.) Sewage Disposal – The proposed development will be provided with adequate sewage waste disposal.		
		(10.C.14., 10.D.14.) Fire Protection – The proposed development will have adequate fire protection.		
		(10.C.15., 10.D.15.a-c.) Capacity of Applicant – The applicant has the capacity to carry out the proposed project.		
		(10.C.16., 10.D.16.) Shoreland – The proposed development will be in compliance with the Town’s Shoreland Zoning Ordinance.		
		(10.C.17., 10.D.17.) Floodplain – The proposed development will be in compliance with the Town’s Floodplain Management Ordinance.		
		(10.C.18., 10.D.18.i-iii.) Wetlands & Waterbodies – The proposed development will not have an adverse impact on wetlands and/or waterbodies, to the extent that is practicable.		
		(10.C.19., 10.D.19.a-b.) Historic & Archaeological – The proposed development will not have an adverse effect on historic and/or archaeological sites.		
		(10.C.20., 10.D.20.) Groundwater – The proposed development will not adversely impact either the quality or quantity of groundwater available to abutting properties or to public water supply systems.		
		(10.C.21., 10.D.21.a.) Wildlife Habitat – The proposed development will not have an undue adverse effect on wildlife habitat.		
		(10.C.22., 10.D.22.a-b.) Natural Areas – The proposed development will not have an undue adverse effect on rare and irreplaceable natural areas.		
		(10.C.23., 10.D.23.a-c.) Environmental Impact – The landscape will be preserved in its natural state to the extent that is practical by minimizing tree removal, disturbance of soil and retaining existing vegetation.		
		(10.C.24., 10.D.24.) Solid Waste Management – The proposed development will provide for adequate disposal of solid wastes.		

APPROVAL CRITERIA NARRATIVE (CONTINUED):				
YES	NO	THE PROPOSAL MUST INCLUDE THE FOLLOWING:	WAIVER:	STAFF:
NOTE: For partial waivers, please specify the article number (i.e., "WAIVE #10.c.").				
		(10.C.25., 10.D.25.a-d.) Hazardous, Special & Radioactive Materials – The proposed development will handle, store, and use all materials identified as hazardous, special or radioactive in accordance with the standards of Federal and State agencies.		
		(10.C.26., 10.D.26.a-b.) Air Quality – The proposed development will not result in undue air pollution or odors.		
		(10.C.27., 10.D.27.a-c.) Water Quality – The proposed development will not result in water pollution.		
		(10.C.28., 10.D.28.a-g.) Stormwater – The proposed development will provide for the collection and disposal of all stormwater that runs off proposed streets, parking areas, roofs, and other impervious surfaces, which must not have an adverse impact on abutting or downstream properties.		
		(10.C.29., 10.D.29.a-b.) Sedimentation & Erosion Control – The proposed development will take adequate measures to prevent soil erosion and the sedimentation of watercourses and waterbodies.		
		(10.C.30., 10.D.30.a-b.) Noise – The proposed development will control noise levels so that it will not create a nuisance for neighboring properties.		
		(10.C.31.) Compliance with Ordinances – The proposed development conforms with the provisions of this Land Use Ordinance and other ordinances and regulations of the Town of Bowdoinham..		
		(10.C.32.) Town Plans & Vision Statements – The proposed development is consistent with the intent of the Town’s Plans, including but not limited to the Comprehensive Plan, Waterfront Plan, and Transportation Vision Statement.		

USE-SPECIFIC APPROVAL CRITERIA NARRATIVE:				
YES	NO	APPLICATION TYPE:	N/A:	STAFF:
		(10.E.) Use-Specific Performance Standards.		
YES	NO	THE PROPOSAL MUST INCLUDE THE FOLLOWING:	WAIVER:	STAFF:
NOTE: For partial waivers, please specify the article number (i.e., "WAIVE #9.i.").				
		(10.E.1-28.) <i>Please write-in the applicable Use-Specific Standard:</i>		