



Town of Standish
175 Northeast Road Standish, ME - 04084
Phone: (207)642-3461 – Fax: (207) 642-5181

Application for Sketch Plan Review

Applicant & Owner Information

1) Name of Applicant: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Name of applicant's authorized agent: _____

Address: _____ Telephone: (____) _____ - _____

Name and registration # of Land Surveyor, Engineer, Architect or others preparing plan:

Address: _____ Telephone: (____) _____ - _____

Person and address to which all correspondence regarding this application should be sent:

Phone: _____ Fax: _____ E-Mail: _____

2) What legal interest does applicant have in this property? Submit copy of right title or interest. Ownership option purchase and sales contract other _____

LAND INFORMATION

3) Location of Property (Street Location) _____

(From County Registry of Deeds): Book _____ Page ____ (from Tax Maps): Map _____ Lot(s) _____

4a) Current zoning of property: _____

Is any portion of the property within 250 feet of a great pond or river? Yes ___ No ___

Is any portion of the property within the direct watershed of great pond? Yes ___ No ___

4b) Total Acreage of Parcel: _____ Acreage to be developed: _____ Has this land been part of a prior approved subdivision? Yes ___ No ___ or other divisions within the past 5 years? Yes ___ No ___

Does parcel include water bodies? Yes ___ No ___ Does parcel include any wetlands? Yes ___ No ___

Is any portion of the property within a special flood hazard area as identified by the Federal Emergency Management Agency? Yes ___ No ___

GENERAL INFORMATION

4c) Proposed name of business: _____

4d) Proposed land use as defined in Standish Land Use Code 181-3 _____

Does this development propose the extension of public infrastructure? Yes ___ No ___

If yes then complete a separate estimate with unit costs for roads, storm drainage, sidewalks, water main,

Fire protection equipment or other estimated cost for infrastructure improvements \$ _____..

Power/telephone/cable placement: Underground Overhead

Type of structures proposed _____

Type(s) of Waste Disposal: _____

Water supply Source(s): _____

Identify method of fire protection for the proposed development per § 142-10:

Hydrants from public water main Dry hydrants located on an existing pond or water body

Existing fire pond other, please state alternative.

5) Does applicant intend to request waivers of any site plan submission requirements? Yes_ No_

If yes, list and state reasons for the request per code 181-108. _____

6) Nonconformities present in the proposal, if any: _____

• Those that are grandfathered: _____

• Those for which a variance /special exception has been filed: _____

• Date of filing, if any: _____

7). List all local, state and federal approvals required: _____

Previously obtained _____ not yet obtained _____:

8) Submit 12 copies of the site plan with all plan element and information per §181-69 - §181-73.4

9) Please provide the following per consultation with the Town Planner:

• Development review escrow account 181-70 F&G) Amount: \$_____ Date: __/__/__

• Impact fees estimates submitted per §181-70 E roads ,streetlight, fire protection equipment, other

10) On a separate attachments please provide adequate information such that the Planning Board is able to make a judgment that the applicant has proven that the site plan meets all standards outlined in § 181-73 “Site plan standards and conditions of approval” or in Article IV “General Standards” or Towers.

The application fee is non-refundable. The time limit on this application is 90 days from the first meeting. No extensions will be given unless the delay is caused by a governmental agency. Pursuant to Standish Land Use Code, § 181-70.1, Following the issuance of site plan approval for a specified use by the Planning Board, the applicant shall make a substantial start, as defined in Part 1, § 181-3, and determined by the Code Enforcement Officer, on the approved use within three years from the original date of approval. If no such substantial start is made, the Planning Board approval shall lapse and become void. Standish Land Use Code, § 181-3 defines substantial start as completion of 30% of a permitted structure or use, measured as a percentage of total estimated value to complete. Certify that the information submitted for this application is true and correct. All proposed uses will be in conformance with the application and the Standish Zoning Ordinance.

Signature / Date Signed

The above two pages with a site plan constitute a complete site plan or site plan amendment application. An agent authorization form must be completed if the property owner has others representing them at the Planning Board meetings. The site plan should contain all elements outlined in §181-71 Site Plan elements Checklist below. When necessary attach separate sheets proving the application meets the standards outlined in §181-73 listed below or other relevant sections listed under general standards.

APPLICATION GUIDELINES

Please fill out the above application using the guidelines as listed below. Return the completed application with site plan and relevant additional information requested to the Planning Department at least 21 days prior the scheduled Planning Board business meeting at which you wish to be reviewed. If you need assistance or have any questions please contact the Planning Department at 642-3661. To expedite your application through the Planning Board process, please read the following pages

The following pages are not part of the application but helpful information to explain the important parts of the SITE PLAN review process that is further detailed within the Standish Land Use Code.

The **Elements checklist**, deals with information that needs to appear on the site plan that you submit with your application. It is best to make the site plan as clear and complete as possible so the Planning Board has an accurate depiction of your property.

The **Standard Condition of Approval Checklist** is information on how your proposal will affect the surrounding area. These standards, A through M, should be addressed in a brief letter to the Planning Board. This letter should explain how each standard will be met as a result of your proposal. The above information must be provided before the application will be accepted.

Anyone submitting an application to the Planning Board should be aware that the following language is a “standard condition of approval” and will be read and become part of the Board’s final approval.

“This approval is dependant upon, and limited to, the proposals and plans contained in the application and supporting documents submitted and affirmed by the applicant, (either orally or in writing), and that any variation from the plans, proposals is subject to review and approval by the Planning Board, except for minor changes which the Code Enforcement Officer may approve.”

Sketch Plan Elements Checklist

§ 181-71. Elements. [Amended 10-14-2003 by Order No. 138-03]

The final site plan shall be drawn to a scale of not less than one inch equals 50 feet and shall contain the following:

- A. *The name and address of owner and applicant.*
- B. *The scale and North arrow.*
- C. *The exact dimensions and acreage of parcel to be built upon.*
- D. *Contours at intervals of not less than two feet.*
- E. *Building envelopes.*
- F. *The size, shape and location of existing and proposed buildings. Architectural drawings of proposed buildings shall be attached to the site plan.*
- G. *The location and dimensions of parking areas, loading and unloading facilities and points of ingress and egress of vehicles to and from the site to public streets.*
- H. *The location of all existing and proposed easements and rights-of-way.*
- I. *The location and dimension of pedestrian access ways.*
- J. *The location and size of existing and proposed water and sewer mains, culverts and storm drains.*
- K. *The location of outdoor lighting.*
- L. *The location of natural features such as watercourses, marshes, rock outcroppings and stands of trees.*
- M. *The landscape plan showing the location and types of plantings and screenings.*
- N. *The location and size of signs and advertising features.*
- O. *Any other provisions contained in the Town of Standish Subdivision Regulations and that the Planning Board deems appropriate or any other ordinances of the Town of Standish or statutes of the State of Maine or federal government. § 181-72. Waiver or modification of elements.*

The Planning Board may waive or modify the elements to be shown on the final site plan if in its judgment such waiver or modification will not defeat the purposes of this Part 2.

§ 181-73. Standards and conditions for approval.

No preliminary or final site plan shall be approved unless, in the judgment of the Planning Board, the applicant has proven that the plan meets all of the following standards.

- A. *The provisions for vehicular loading, unloading and parking and for vehicular and pedestrian circulation on the site and onto adjacent public streets and ways will not create hazards to safety nor will impose a significant burden upon public facilities.*
- B. *The bulk location and height of proposed buildings and structures and the proposed uses thereof will not be detrimental or will impose undue burdens on the public facilities.*
- C. *The provisions of on-site landscaping and screening do provide adequate protection to neighboring properties from detrimental features of the development.*
- D. *The site plan adequately provides for the soil and drainage problems that the development will create.*
- E. *The provisions for exterior lighting will not create undue hazards to motorists traveling on adjacent public streets nor are inadequate for the safety of occupants or users of the site nor will such lighting damage the value and diminish the usability of adjacent properties.*
- F. *The applicant has provided reasonable evidence of his financial capabilities to complete the development as planned and approved.*
- G. *The proposed development will not create undue fire safety hazards by not providing adequate access to the site or the buildings on the site for emergency vehicles or by failure to meet other fire safety ordinances or laws. The Fire Department shall file a written report with the Planning Board prior to the hearing.*
- H. *The proposed development has made adequate provision for sewage disposal.*
- I. *The proposed site plan will not alter the existing character of the surrounding zoning district or division to the extent that it will become a detriment or potential nuisance to said zoning division or district.*
- J. *The proposed development has made adequate provision for water supply, including an adequate supply of water for fire-protection purposes.*
- K. *No plan shall be approved by the Planning Board as long as the applicant is in default on a previously approved plan.*
- L. *Architectural drawings showing exteriors of proposed new nonresidential/commercial buildings in the Village Center District shall be compatible with a Colonial New England design. Such design can be achieved by incorporating features such as, but not limited to, broken rooflines, clapboard siding, steeply pitched roofs, roof overhangs, small pane windows, dormers, window shutters.*
- M. *Within the Standish Corner District, the plan must meet all of the following additional standards:*
 - (1) *The proposed development complies with the regulating plan and the applicable SCD street frontage type standards within the Standish Corner District.*
 - (2) *The proposed development, both public and/or private buildings and landscaping, contributes to the physical definition of rights-of-way as civic spaces within the Standish Corner District.*
 - (3) *The proposed development adequately accommodates automobiles, while respecting the pedestrian and spatial form of public areas within the Standish*

Corner District.

- (4) *If the lot to be developed shall be divided from a greater parcel, access to the parcel, or the "Pioneer Lot" (See conceptual Connectivity Master Plan in § 181-7.1.), shall be from an allowable SCD street frontage type perpendicular to the existing SCD street or arterial. Existing curb cuts are allowed to be continued to be used by existing uses. For new use(s) where the closure of the curb cut is triggered by the conditions of approval, standards contained within Chapter 252 (Streets and Sidewalks) or by Planning Board supplemental review, the perpendicular SCD street shall be built to the minimum block length and other SCD street frontage type standards and serve both as access to the parking area for the development as well as for parking for the development. The applicant shall build the perpendicular SCD street to the required standards and provide for maintenance of the same until such time that the road is accepted by the Town as a street.*
- (5) *Provisions shall be made for phased construction such as conduit extensions and stubs. This information shall be located and noted on the approved site plan recorded in the Cumberland County Registry of Deeds.*
- (6) *Underground utilities.*
 - (a) *On new frontage type SCD streets, utilities shall be buried.*
 - (b) *All developments shall be served by public water.*
 - (c) *Except for existing Town Center SCD street frontage type, the requirements for buried utilities and the provision for a project to be served by water can be waived by the Planning Board if the applicant can demonstrate all of the following:*
 - [1] *The project is more than 2,000 feet in road distance from an existing public water line; and*
 - [2] *Subsurface conditions, such as ledge, make the extension of waterlines or buried utilities cost prohibitive.*
 - (d) *When a waiver for requirements of buried utilities is granted by the Planning Board, the following additional standards shall be met:*
 - [1] *All newly created lots shall be greater than 60,000 square feet each in area and contain a minimum of 175 feet of frontage; and*
 - [2] *The aboveground utilities shall be placed behind buildings facing the SCD street minimizing visual impacts and interference with SCD streetscapes.*
 - (e) *Provisions shall be made for phased construction such as conduit extensions and stubs. This information will be located and noted on an approved site plan and recorded in the Cumberland County Registry of Deeds.*

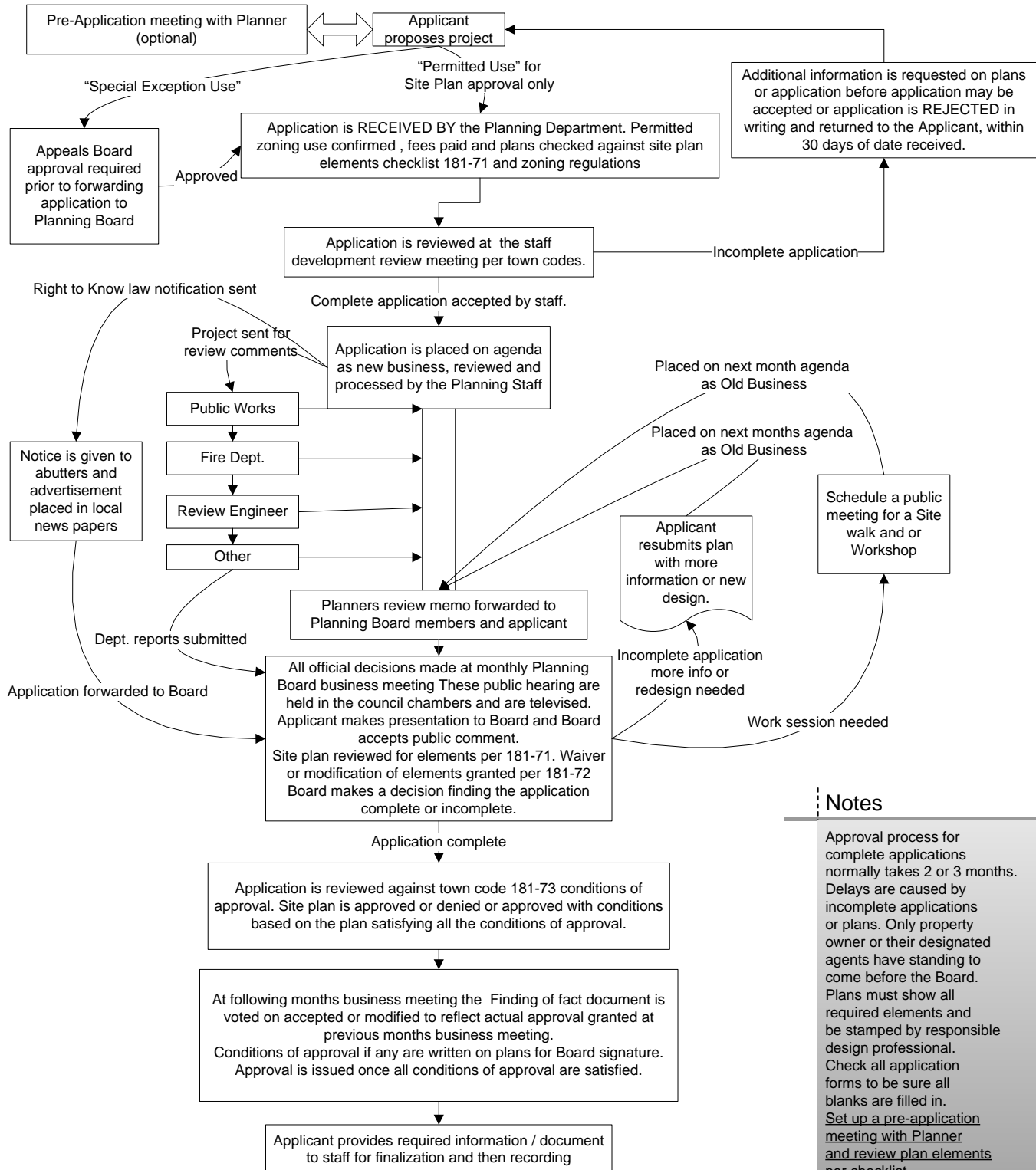
Approval process for complete applications normally takes one or two Board Business meetings. So plan your construction project accordingly. Delays are generally caused by incomplete applications or plans. Only property owner or their designated agents have standing to come before the Board. Plans must show all required elements and be stamped by responsible design professional. Check all application forms to be sure all blanks are filled in. Set up a pre-application meeting with Planner and review plan elements per checklist. Planning Board fee schedule is set annually by Town Council .If you have any questions please call the Planning Department at 642-3461.

Steps

- 1) Code Enforcement Officer determines if the proposed use is a permitted use within the zoning district.
- 2) A Pre-Application meeting with the Town Planner is optional if needed. At this meeting you should be able to confirm application fees, check plans against site plan elements checklist §181-71.
- 3) Once Application is submitted and fee paid it is reviewed at the staff development review meeting per town codes. Application is reviewed per zoning regulations, determine what additional information is requested on plans or application before application may be accepted or application is rejected in writing and returned to the Applicant, within 30 days of date received. Application is placed on agenda as new business, reviewed and processed by the Planning Staff, Public Works, Fire Dept., Review Engineer, Other Planners review memo forwarded to Planning Board members and applicant. Complete application accepted by staff. Project sent for review comments. Notice is given to abutters and advertisement placed in local news papers Right to Know law notification sent. Prior to Board meeting the Town Planner writes a memo to the Planning Board with copy to applicants.
- 4) Application forwarded to Board at following months business meeting. All official decisions made at monthly Planning Board business meeting. These public hearings are held in the Council Chambers and are televised. Applicant makes presentation to Board and Board accepts public comment. The Board decides if a site walk / a workshop are desired and if needed tables the application to an appropriate time. Site plan reviewed for elements per 181-71. Waiver or modification of elements granted per §181-72. Board makes a decision finding the application complete or incomplete then reads through the standards and conditions for approval per 181-73 and determines if the applicant has proven the standard to be met. Approval is issued once all conditions of approval are satisfied. Applicant provides required information / document to staff for finalization and then recording. Application is reviewed against town code § 181-73 conditions of approval. Site plan is approved or denied or approved with conditions based on the plan satisfying all the conditions of approval.
- 5) At the following months business meeting the a draft Finding of fact document is presented to the Board and then voted on, accepted or modified, to reflect actual approval granted at previous months business meeting. Conditions of approval, if any, are written on plans. Board signature is only required for plans that must be recorded in the Cumberland County Registry of Deeds. .

Site Plan approval process flow chart

Approval process for complete applications takes approximately 3 months so plan your construction project accordingly.



Notes

Approval process for complete applications normally takes 2 or 3 months. Delays are caused by incomplete applications or plans. Only property owner or their designated agents have standing to come before the Board. Plans must show all required elements and be stamped by responsible design professional. Check all application forms to be sure all blanks are filled in. Set up a pre-application meeting with Planner and review plan elements per checklist. Planning Board fee Schedule is set annually by Town Council. Questions call Planning 642-3461

PLANNING BOARD AGENT AUTHORIZATION

If you are the acting agent for the property owner, we need written documentation granting you the authority to do so. Please have the Property Owner fill out the following form.

PLANNING BOARD AGENT AUTHORIZATION FORM

Dear Standish Planning Board Members:

I / We being the undersigned owners of property described by Standish tax map _____ and lot # _____ and located at _____ do hereby appoint and empower to act _____
(Street address development site) (Firm or Individual)
as an agent on my / our behalf as the owner(s) of the proposed subdivision / land development plan referred to as _____
(Name of development / project / plan). The agent for the above plan is empowered to make all decisions about the plan, including but not limited to: authorizing incurring costs for professional services as the billing of plan review and inspection fees by the Town or its representative, requesting extensions of time for review, and accepting conditions of approval imposed or requested by the Board of in considering the approval of the plan. Agent's decisions and actions are binding upon the owner(s) or the proposed subdivision / land development plan.

Sincerely,

Property Owner #1: _____ - _____ - _____
(Please print name) (Property owner's signature) (date)

Property Owner #2: _____ - _____ - _____
(Please print name) (Property owner's signature) (date)

Property Owner's Address: _____
(Home Street address – City, State, zip)

Property owner's Telephone: _____ work: _____
(Home phone number) (Work phone number)

Authorized agent: _____ - _____ - _____
(Print name agent) (Signature of authorized agent) (Month, day, and year)

Agent address: _____ - Agent Phone #: _____
(Business Street address – City, State, zip) (Work phone number)

Witness printed name: _____ - _____ - _____
(Print name Witness) (Signature of Witness) (Month, day, and year)

Witness information: _____ - _____
(Phone # witness) (address witness)