

TOWN OF WINDHAM MINOR SITE PLAN APPLICATION

Final Plan

(Section 811 – Site Plan Review, Submission Requirements)

The original signed copy of this application must be accompanied by:

- The required application and review escrow fees,
- Five (5) collated submission packets, which must include
 - Full size paper copies of each plan, map, or drawing, and
 - A bound copy of the required information found in Section 811 of the Land Use Ordinance.
 - The checklist below offers a brief description of these requirements for the purpose of determining the completeness of a submission. Please use the Ordinance for assembling the submission packets.
- Electronic submission in PDF format of:
 - All plans, maps, and drawings.
 - These may be submitted as a single PDF file or a PDF for each sheet in the plan set.
 - A PDF of the required information found in Section 811 of the Land Use Ordinance

The submission deadline for Final plans is three (3) weeks before the Staff Review Committee meeting for which it will be scheduled.

Applicants are strongly encouraged to schedule a brief submission meeting with Planning Staff, to walk through the application checklist at the time a Planning Board submission is made. This will allow applicants to receive a determination of completeness, or a punch list of outstanding items, at the time a submission is made.

If you have questions about the submission requirements, please contact:

Windham Planning Department	(207) 894-5960, ext. 2
Jenn Curtis, Planner	jcurtis@windhammaine.us
Amanda Lessard, Planning Director	allessard@windhammaine.us

Final Plan - Minor Site Plan

Project Name: _____

Tax Map: _____ **Lot:** _____

Estimated square footage of building(s): _____

If no buildings proposed, estimated square footage of total development: _____

Is the total disturbance proposed > 1 acre? **Yes** **No**

Contact Information

1. Applicant

Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ Email: _____

2. Record owner of property

_____ (Check here if same as applicant)

Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-mail: _____

3. Contact Person/Agent (if completed and signed by applicant's agent, provide written documentation of authority to act on behalf of applicant)

Name: _____

Company Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-mail: _____

I certify all the information in this application form and accompanying materials is true and accurate to the best of my knowledge.

Signature

Date

Final Plan – Minor Site Plan: Submission Requirements		Applicant	Staff
a.	Complete Sketch Plan Application form		
b.	Evidence of payment of application and escrow fees		
c.	Written information - submitted in bound report		
1	A narrative describing the proposed use or activity		
2	Name, address, & phone number of record owner, and applicant if different		
3	Names and addresses of all abutting property owners		
4	Documentation demonstrating right, title, or interest in property		
5	Copies of existing proposed covenants or deed restrictions		
6	Copies of existing or proposed easements on the property		
7	Name, registration number, and seal of the licensed professional who prepared the plan, if applicable		
8	Evidence of applicant's technical capability to carry out the project		
9	Assessment of the adequacy 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		
10	Estimated demand for water supply and sewage disposal		
11	Provisions for handling all solid wastes, including hazardous and special wastes		
12	Detail sheets of proposed light fixtures		
13	Listing of proposed trees or shrubs to be used for landscaping		
14	Estimate weekday AM and PM and Saturday peak hour and daily traffic to be generated by the project		
15	Description of important or unique natural areas and site features, including 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 archeological resources		
16	If the project requires a stormwater permit from MaineDEP or if the Staff Review Committee determines that such information is required, submit the following:		
	stormwater calculations		
	erosion and sedimentation control measures		
	water quality and/or phosphorous export management provisions		
17	If public water or sewerage will be utilized, provide statement from utility district regarding the adequacy of water supply in terms of quantity and pressure for both domestic and fire flows, and the capacity of the sewer system to accommodate additional wastewater.		
18	Financial Capacity		
	i. Estimated costs of development and itemize estimated major expenses		
	ii. Financing (submit one of the following)		
	a. Letter of commitment to fund		
	b. Self-financing		

	1. Annual corporate report		
	2. Bank Statement		
	c. Other		
	1. Cash equity commitment of 20% of total cost of development		
	2. Financial plan for remaining financing		
	3. Letter from institution indicating intent to finance		
	iii. If a registered corporation a Certificate of Good Standing from:		
	Secretary of State, or		
	statement signed by corporate officer		
19	Technical Capacity (address both)		
	i. Prior experience		
	ii. Personnel		
	d. Plan Requirements - Existing Conditions		
	i. Location Map adequate to locate project within the municipality		
	ii. Vicinity Plan. Drawn to scale of not over 400 feet to the inch, and showing area within 250 feet of the property line, and shall show the following:		
	a. Approximate location of all property lines and acreage of parcels		
	b. Locations, widths and names of existing, filed or proposed streets, easements or building footprints		
	c. Location and designations of any public spaces		
	d. Outline of proposed subdivision, together with its street system and an indication of the future probable street system of the remaining portion of the tract		
	iii. North Arrow identifying Grid North; Magnetic North with the declination between Grid and Magnetic; and whether Magnetic or Grid bearings were used		
	iv. Location of all required building setbacks, yards, and buffers		
	v. Boundaries of all contiguous property under the total or partial control of the owner or applicant		
	vi. Tax map and lot number of the parcel or parcels on which the project is located		
	vii. Zoning classification(s), including overlay and/or subdistricts, of the property and the location of zoning district boundaries if the property is located in 2 or more districts or abuts a different district.		
	viii. Bearings and lengths of all property lines of the property to be developed, and the stamp of the surveyor that performed the survey.		
	ix. Existing topography of the site at 2-foot contour intervals		
	x. Location and size of any existing sewer and water mains, culvers and drains, on-site sewage disposal systems, wells, underground tanks or installations, and power and telephone lines and poles on the property and on abutting streets or land that may serve the development.		
	xi. Location, names, and present widths of existing public and/or private streets and rights-of way within or adjacent to the proposed development		
	xii. Location, dimensions, and ground floor elevation of all existing buildings		
	xiii. Location and dimensions of existing driveways, parking and loading areas, walkways, and sidewalks on or adjacent to the site.		

xiv.	Location of intersecting roads or driveways within 200 feet of the site.		
xv.	Location of the following:		
	a. Open drainage courses		
	b. Wetlands		
	c. Stone walls		
	d. Graveyards		
	e. Fences		
	f. Stands of trees or treeline, and		
	g. Other important or 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		
xvi.	Direction of existing surface water drainage across the site		
xvii.	Location, front view, dimensions, and lighting of existing signs		
xviii.	Location & dimensions of existing easements that encumber or benefit the site		
xix.	Location of the nearest fire hydrant, dry hydrant, or other water supply		
Plan Requirements - Proposed Development Activity			
i.	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		
ii.	Grading plan showing the proposed topography of the site at 2-foot contour intervals		
iii.	Direction of proposed surface water drainage across the site and from the site, with an assessment of impacts on downstream properties.		
iv.	Location and proposed screening of any on-site collection or storage facilities		
v.	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		
vi.	Proposed landscaping and buffering		
vii.	Location, dimensions, and ground floor elevation of all buildings or expansions		
viii.	Location, front view, materials and dimensions of proposed signs together with method for securing sign		
ix.	Location and type of exterior lighting. Photometric plan to demonstrate coverage area of all lighting may be required by Staff Review Committee.		
x.	Location of all utilities, including fire protection systems		
xi.	Approval block: Provide space on the plan drawing for the following words, "Approved: Town of Windham Staff Review Committee." along with space for signatures and date		
Electronic Submission			