



# Town of Poland, Maine Planning Board

## Formal Site Plan Review

### Instructions:

1. **Read every part of this document. Failure to follow requirements can and will delay the Planning Board's decisions.**
2. Fill out the forms on pages 1 through 6. Obtain or get copies of information as required by the application on these pages.
3. Use the "Submission Checklist" on pages 5 and 6 to make sure submission requirements are met.
  - a. The checklist is a summary of the standard requirements in Section 509.8 of the Comprehensive Land Use Code.
    - i. The actual Code wording may be found on-line at [www.polandtownoffice.org](http://www.polandtownoffice.org). Go to the "Code Enforcement" page, select "Comprehensive Land Use Code" at that bottom of the page. Hardcopies are available for purchase at the town office.
  - b. Make sure all waiver requests have a written statement for each request. Check with the Code Enforcement Office to make sure items stated as "On File" are indeed in the town office.
  - c. Some requirements may need only a one paragraph or one sentence statement. Make sure all requests are answered.
4. **NUMBER OF COPIES OF THE APPLICATION AND DUE DATE**
  - a. A total of at least 9 copies of the plans and 1 PDF are needed. Be sure to make a copy for yourself.
  - b. The Code Enforcement Office must receive the original application and an additional 8 copies with appropriate fees by 1:00 p.m. seven days before the stated meeting to remain on the upcoming agenda.
  - c. If review for missing information by the Code Enforcement Officer is desired, a copy must be submitted to the CEO at least 14 days prior to the meeting.
  - d. The application must be on file for public review for at least 10 days prior to the meeting. Applications received after the Agenda is posted may not be reviewed by the Board for your scheduled meeting date.
5. **Check with this office to make sure that all departments have responded to your application prior to the meeting.**

### PROJECT NAME:

Date of Planning Board Review: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Application # \_\_\_\_\_

### LOT INFORMATION:

Tax Assessor's Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Sub lot # \_\_\_\_\_  
 Watershed: \_\_\_\_\_  
 Property's Road Location: \_\_\_\_\_  
 Lot Size: \_\_\_\_\_ Acres or Sq. Ft. Road Frontage: \_\_\_\_\_ Ft.  
 Year lot created: \_\_\_\_\_ (If unknown, give best estimate with "est." after date)  
 Zoning District(s): \_\_\_\_\_ Flood Zone: \_\_\_\_\_ Aquifer Overlay: \_\_\_\_\_  
 Current use of lot: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### LAND OWNER(s):

Name(s) \_\_\_\_\_  
 Company \_\_\_\_\_  
 Mail Address: \_\_\_\_\_ Main Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 \_\_\_\_\_

Town/State/Zip \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**APPLICANT or CONTACT PERSON:**  
 Applicant is: \_\_\_\_\_ Landowner \_\_\_\_\_ Contractor \_\_\_\_\_ Renter \_\_\_\_\_ Buyer  
 If landowner, write "Same" below and continue to next block below. If not the landowner, submit a letter of permission to construct on or use the land, or copy of a contract to buy from the landowner, along with the following information:  
 Name(s): \_\_\_\_\_  
 \_\_\_\_\_  
 Company \_\_\_\_\_  
 \_\_\_\_\_  
 Mail Address: \_\_\_\_\_ Main Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 \_\_\_\_\_  
 Town/State/Zip \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**THIS APPLICATION IS FOR:** (Check all that apply)

<input type="checkbox"/> Commercial	<input type="checkbox"/> New Development
<input type="checkbox"/> Industrial	<input type="checkbox"/> Change In Use
<input type="checkbox"/> Institutional	<input type="checkbox"/> Expansion of Use
<input type="checkbox"/> Governmental	<input type="checkbox"/> Expansion of Structure(s)
<input type="checkbox"/> Open Space	<input type="checkbox"/> Resumption of Use

**EXISTING LOT CONDITIONS:**  
 (This page is to describe what is on your lot currently)

1. **General**  
 Does this lot have any development? (If No, go to "Proposed Development") \_\_\_\_\_ Yes  
 \_\_\_\_\_ No

a. Is there an existing Well \_\_\_\_\_ Yes  
 \_\_\_\_\_ No

b. Is there an existing Septic System \_\_\_\_\_ Yes  
 \_\_\_\_\_ No  
 i) If yes, submit a copy of a septic permit, or drawing(s) showing size & location.

c. Is there an existing Road Entry \_\_\_\_\_ Yes  
 \_\_\_\_\_ No  
 i) If yes, will there be any changes/modifications? \_\_\_\_\_ Yes  
 \_\_\_\_\_ No  
 ii) (If no, submit copy of appropriate road entry application if entrance is onto a state or town road.)

d. Any structures to be removed \_\_\_\_\_ Yes  
 \_\_\_\_\_ No  
 i) If yes, submit information about the structure to be removed and how any debris will be disposed of.

2. **Existing Land Development & Improvements NOT Including Buildings**

a. Size of lawns \_\_\_\_\_ Sq. Ft.  
 or Acres

b. Size of fields \_\_\_\_\_ Sq. Ft.  
 or Acres

c. Size of driveways/roads \_\_\_\_\_ Sq. Ft.

d. Size of other non-vegetated areas \_\_\_\_\_ Sq. Ft.

e. Wetlands already filled \_\_\_\_\_ Sq. Ft.

3. **Existing Main Structure**

a. Ground Footprint \_\_\_\_\_ Sq. Ft.

b. Total Gross Floor Space (exterior dimensions of all floors) \_\_\_\_\_ Sq. Ft.

c. Road Frontage Setback \_\_\_\_\_ Ft.

- d. Side Setback \_\_\_\_\_ Ft.
- e. Rear Setback \_\_\_\_\_ Ft.
- f. Distance to Great Pond \_\_\_\_\_ Not applicable (over 250') \_\_\_\_\_ Ft.
- g. Distance to Stream \_\_\_\_\_ Not applicable (over 250') \_\_\_\_\_ Ft.
- h. Distance to Wetlands \_\_\_\_\_ Not applicable (over 250') \_\_\_\_\_ Ft.
- 4. **Foundation Type** \_\_\_\_\_ Full Basement \_\_\_\_\_ Frost Walls \_\_\_\_\_ Slab \_\_\_\_\_ Piers
- 5. **Existing Accessory Structure(s)**
  - a. Total Number of Structures \_\_\_\_\_
  - b. Total Ground Footprint \_\_\_\_\_ Sq. Ft.
  - c. Total Floor Space \_\_\_\_\_ Sq. Ft.
  - d. Closest Road Setback \_\_\_\_\_ Ft.
  - e. Closest Side Setback \_\_\_\_\_ Ft.
  - f. Closest Rear Setback \_\_\_\_\_ Ft.
  - g. Distance to Great Pond \_\_\_\_\_ Not applicable (over 250') \_\_\_\_\_ Ft.
  - h. Distance to Streams \_\_\_\_\_ Not applicable (over 250') \_\_\_\_\_ Ft.
  - i. Distance to Wetlands \_\_\_\_\_ Not applicable (over 250') \_\_\_\_\_ Ft.
- 6. **Total Existing Impervious surfaces** \_\_\_\_\_ Sq. Ft.
  - a.  $Add\ 2c + 2d + 3a + 5b$

**PROPOSED DEVELOPMENT:**

- 1. Wetlands to be impacted \_\_\_\_\_ Sq. Ft.
- 2. New footprint(s) and developed area(s): \_\_\_\_\_
  - a. Changes in building footprint(s) \_\_\_\_\_ Sq. Ft.
  - b. Changes in driveway/roadway \_\_\_\_\_ Sq. Ft.
  - c. Changes in patios, walkways, etc. \_\_\_\_\_ Sq. Ft.
  - d. TOTAL  $(2a+2b+2c)$  \_\_\_\_\_ Sq. Ft.
- 3. Percentage of lot covered by impervious surfaces: \_\_\_\_\_ %
  - a.  $(Equals\ [areas\ on\ line\ 6\ page\ 2 + line\ 2d\ above] / [Total\ lot\ area\ measured\ in\ sq.\ ft.] * 100\%)$

**SUBMISSIONS:**

- 1. **Attach drawings and/or statements describing the following items, if applicable:**
  - a. Provide a copy of deed and Tax Assessor's information card.
  - b. Provide a map of the general area showing land features within at least ½ mile of this lot.
  - c. Provide site plan(s) of your lot with existing development and its dimensions shown.
  - d. Provide site plan(s) of your lot with proposed development and its dimensions shown.
    - i. *(May be combined on existing development drawing.)*
  - e. Provide detailed plans of proposed structural development and changes.
  - f. Provide statements or drawings of methods of infrastructure:
    - i. Water supply
    - ii. Sewage disposal
    - iii. Fire protection
    - iv. Electricity
    - v. Solid waste disposal
  - g. Type, size, and location of signs.
  - h. Number of parking spaces.
  - i. Provide phosphorus loading calculation if in a great pond watershed area.
  - j. Anticipated date for start of construction.
  - k. Anticipated date for completion of construction.
  - l. Standard submissions requirements shall follow Section 509.8 of the Comprehensive Land Use Code. Copies of the Code are available for viewing at the Town Office and Library. Copies are available for purchase (\$25.00) in the Code Enforcement Office.
    - i. *(Use checklist starting on page 6 for summary of usual requirements.)*
  - m. Other requirements unique to your project added by the Planning Board.

2. **List all state and federal approvals, permits, and licenses required, if any, for the project:**

This includes but is not limited to the following:

1. State highway entrance permit.
2. Soil disturbances involving more than one acre.
3. Impact on more than 4,300 square feet of any type wetland.
4. Soil disturbances within 100 feet of lakes, rivers or streams.
5. Activity within 75 feet, over the water, or in the water of lakes, rivers, or streams.
6. Timber harvesting.
7. Flood zones.
8. Discharges and emissions

**DISCLOSURE: (READ BEFORE SIGNING)**

1. I hereby acknowledge that I have read this application and pertinent sections of the ordinances, and state that the information in this document is to the best of my knowledge true and accurate. I agree to comply with all the Town of Poland's ordinances and the State of Maine's statutes regulating the activities sought in this application as well as any permit(s) approved for this application.
2. I understand that all construction of structures shall conform to or exceed the minimum requirements of the Maine Uniform Building and Energy Code, and the NFPA-101 Life Safety Code, 2009
3. I understand that any approval is valid for only the use(s) as specified in this application. The permitting authority must approve any change(s) made to the use(s) sought in the application. Any approval issued for this application is approved on the basis of truthful information provided by the applicant(s), and as allowed by the ordinances of the town.
4. I understand that it is my responsibility to assure that the lot description herein accurately describes its ownership, its boundary lines, and the setback measurements from the legal boundary lines.
5. I understand that I have the burden of proof as to the legal right to use the property, and that approval of this application in no way relieves me of this burden. Any approval issued does not constitute a resolution in favor of me or the landowner in any matters regarding the property boundaries, ownership, or similar titles.
6. I understand that all necessary **Building and Use Permits** shall be secured from the Code Enforcement Office after the Planning Board grants approval of this application.
7. I understand that a **Certificate of Occupancy or Compliance** shall be required prior to the start of any use or occupancy associated with this application unless a signed written waiver is issued with the permit. Fines and penalties may be issued if use or occupancy is started prior to the issuance of the certificate.
8. I understand that the **approval becomes invalid** if construction or use has not commenced within twelve (12) months of the Planning Board's approval date, construction is suspended for more than six (6) months and no notice for just cause is submitted prior to the end of the six (6) months, or it is found that false statements have been furnished in this application.
9. I understand that if I fail to comply with the aforementioned statements, a "STOP WORK" order may be issued for which I will immediately halt any construction and/or use(s) that are approved for this application. This failure may also require that I return the property to its natural state or as closely thereto before the use(s) was/were approved.
10. I understand that failure to follow these requirements will lead to Violation Notices and Citations that have fines and penalties. This in turn can lead to civil proceedings in District and/or Superior Court.
11. I understand that **all state and federal permits** are my responsibility as the applicant and/or owner and will secure the same prior to the start of the project.

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*Applicant's Signature(s)*

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*Date*

**Submission CHECKLIST**

The following list is a short summary of the information required in Chapter 509.8 of the Comprehensive Land Use Code for the Town of Poland, Maine. Please checkmark or place an "X" in the left-hand columns if the information has been provided, if you request a waiver from submitting the information, or you believe the information is not applicable to your application. If a waiver(s) is requested, or the information is not applicable, a written explanation is required. Columns on the right are for the Planning Board's use.

For Applicant Use			Section 509.8.A Submission requirements	For Planning Board Use			
Provided	Waiver Request	Not Applicable		Received	On File	Waived	Not Applicable
			1. Site Plan Drawings				
			2. Signed copy of application				
			3.a. Name & address of owner				
			Name of development				
			Name & address of abutters within 500' of lot for development				
			Map of general location				
			Show all contiguous properties				
			Names, Map, & lot #'s on drawings				
			Copy of deeds, agreements				
			Engineer/ designer of plans				
			<b>Existing Conditions (Site Plan)</b>				
			Zoning Districts on and/or abutting project's lot shown				
			Bearings & Distances shown on drawings				
			Location of utilities, culverts, drains				
			Location, name of existing r/w				
			Location, dimensions of existing structures				
			Location, dimensions of existing roads, walks, parking, loading, etc.				
			Location of intersection within 200'				
			Location of open drains, wetlands, wildlife areas, historic sites, etc.				
			Direction of surface drainage				
			100-yr. Floodplain				
			Signs				
			Easement, covenants, restrictions				
			<b>Proposed Development (Site Plan)</b>				
			Location & dimensions of all new structures. New development delineated from existing development				
			Setback dimensions shown & met				
			Exterior lighting (Will meet full cutoff requirements)				
			Incineration devices				
			Noise of machinery and operations				
			Type of odors generated				
			Septic system and other soils reports				
			Water supply				
			Raw & finished materials stored outside				
			Contours shown at PB specified intervals				
			Curbs, sidewalks, drives, fences, retaining walls, parking, etc.				
			Landscaping plan				
			Easements, r/w, legal restrictions				
			Abutters' property lines, names				
			<b>TRAFFIC DATA</b>				

For Applicant Use				For Planning Board Use			
Provided	Waiver Request	Not Applicable	Section 509.8.A Submission requirements	Received	On File	Waived	Not Applicable
			Peak hour traffic				
			Traffic counts				
			Traffic accident data				
			Road capacities				
			Traffic signs, signals				
			<b>STORMWATER &amp; EROSION</b>				
			Method for handling stormwater shown				
			Flow direction				
			Catch basins, dry wells, ditches, etc.				
			Engineering Analysis of stormwater				
			Erosion control measures				
			Hydrologist groundwater impact				
			Utility plans for all utilities				
			Cross-section profile of roads, walks				
			Construction drawings of roads, utilities				
			Cost analysis of project and financial capability demonstrated				
			Phosphorus control plan if in watershed of a great pond				
			Submission of waiver requests				
			Copies of state, federal applications, permits, &/or licenses required for this project.				
			Condition A.				
			Condition B.				
			Condition C.				
			Condition D.				
			Condition E.				

This application was first looked at by the Planning Board on \_\_\_ / \_\_\_ / \_\_\_ but does not create vested rights in the initiation of the review process.

By vote of the Board this application requires an on-site inspection: \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, an onsite inspection is scheduled for \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ at \_\_\_\_\_ : \_\_\_\_\_ \_\_\_\_AM \_\_\_\_PM

By vote of the Board this application requires a public hearing: \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, public hearing is scheduled for \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ at \_\_\_\_\_ : \_\_\_\_\_ \_\_\_\_AM \_\_\_\_PM

**Conditions of Approval for Formal Site Review:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
*Planning Board Chair* \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Date*

**Site Review and Shoreland Zoning Review Fees:**

<u>Type of fee</u>	<u>Fee</u>	<u>Units or Comments</u>
Application – sketch plans, Rough design	\$75.00	Each application (no other fees)
Application – formal <sup>3</sup>	\$150.00	Each application + fees below
Approval extension, Planning Board Approval only	\$50.00	One extension only (no other fees)
Escrow <sup>4</sup> , minimum amount	\$700.00	When required by Planning Board
Extension of approval	\$100.00	Before approval expires
Auto graveyards, recycle business	\$5.00	Per vehicle storage slot (parking space)
Junkyard, Storage Lots	\$1.50	Per ft <sup>2</sup> of outside storage
Residential Towers	\$20.00 + \$5.00 per \$1,000.00	Based on Cost of Work
Commercial Towers	\$20.00 + \$10.00 per \$1,000.00	Based on Cost of Work
Notifications	\$.75	Each Notification, First Class Mail sent by Town

1. Building and Structures may include up to five times the footprint area of the building for grounds improvements, exclusive of the building footprint, as part of the building review fee.

2. Building and Grounds Improvement Fees. The sum of these two fees may be limited to \$2,500.00 per application at the discretion of the Planning Board. (Junkyards, auto graveyards, recycling business, and towers excluded.

3. Reduced Fees: The Planning Board may, upon application therefore, allow a reduced total site review fees to \$50.00 in any case which it determines that the work for which the permit is sought will be performed within the Shoreland Zone. The project shall be intended solely for the purpose of protecting a Great Pond, Stream, River, or other Natural Resources through the implementation of Conservation, Best Management Practices, or other environmental safeguards. Also, the project shall not result in the enlargement of any building or structure or an intensification of the existing use of the property.

4. Review Escrow Funds may be used by the Town to pay for professional reviews an advice requested by the Planning Board or Code Enforcement Officer related to the applicant's proposed development. Review escrow funds deposited by the applicant not spent during the course of the Town's review shall be returned to the developer within sixty days after the Planning Board's decision on the application is final. If Professional review and advice fees exceed the amount deposited, the developer shall pay the amount outstanding before final approval or any permit is granted.

**Town of Poland, Maine  
PLANNING BOARD AGENDA REQUEST**

Date of meeting you are requesting to be scheduled for: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Meetings are normally conducted from 7:00 to 10:00 PM in the Municipal Conference Room at the Town Office

Map \_\_\_\_\_ Lot \_\_\_\_\_ Sub-lot \_\_\_\_\_

Applicant's Name: _____	
Mailing Address: _____	
Town, State, Zip: _____	
Home Phone: _____	Hours: _____
Work Phone: _____	Hours: _____

Type of application: <input type="checkbox"/> Sketch Plan <input type="checkbox"/> Site Review <input type="checkbox"/> Shoreland <input type="checkbox"/> Subdivision <input type="checkbox"/> Informational
<b>Road location for project:</b> _____
Zoning: _____ Lake Watershed: _____
Nature of business to be discussed ( <i>Brief description</i> ): _____
_____
_____

**IMPORTANT - READ CAREFULLY:**

This Office must receive the original application plus 9 copies and appropriate fees by Tuesday at 1:00 p.m., seven days before the stated meeting.

- New business is scheduled on the agenda in the order this office receives this form.
- If you want your application reviewed for contents prior to the meeting, it must be in this office 14 days before the meeting.
- Should the Board choose to adjourn before all business is addressed, all remaining business will be tabled until the next available meeting.
- Unfinished business is conducted before new business is addressed.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

<b>OFFICE USE ONLY:</b> Request Taken By: _____ Date: ____/____/____ Time: ____:____ a.m. p.m.
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