

[references are to sections in Article IV of the Land Use Ordinance]

- [3.3.1, 3.6.1.1] A fully executed and signed application for site plan review. \* .....
- Proxy authorization (signed letter) by applicant consenting to representation. ....
- [3.6.1.2] Evidence of interest in the property (deed, option to purchase, lease, or other). \* .....
- [3.6.1.6] Copies of existing and proposed easements, covenants, deed restrictions. ....
- [3.3.1] List of names and addresses of owners of property within 300 feet of the ownership.  
     [3.6.1.1 refers to “abutters”]. Applicant is required to notify abutters by  
     certified mail at least seven days before the hearing (provide copy to Planning Bd.). ....
- [3.6.1.3] Site plan, drawn at a scale not to exceed 50 feet per inch for that portion  
     of the total tract of land proposed for development, showing: .....
- [3.6.1.3.2] Map of location of site within the Town (may be inset on site plan). ....
- [3.6.1.3.3] Boundaries of all contiguous property under the control of  
         the owner or applicant. ....
- [3.6.1.3.4] Bearings and distances of property lines and source of information.  
         [3.6.1.3.4: “The Board may waive ... a formal boundary survey... (if other  
         information is sufficient to establish boundaries on the ground)”] .....
- [3.6.1.3.1] Property lines intersecting boundary, and names and addresses of abutters. ....
- [3.6.1.3.11] Topography of the site and 50 feet beyond at 2 foot contour intervals (where  
         steeper than 20%, may be mapped with 10 foot contours). [“at two foot contour intervals  
         if major changes to existing topography are being proposed”]. North arrow (true, and  
         magnetic with date of survey if used for bearings) and graphic scale. ....
- [3.6.1.3.10] Existing buildings within 50 feet of parcel. ....
- [3.6.1.3.10] Location of roads (with names) and driveways within 200 feet of  
         parcel. ....
- [3.6.1.3.5] Zoning classification and district boundaries, if any. ....
- [3.6.1.3.7] Locations and dimensions of required building setbacks and separations. ....
- [3.6.1.3.8] Location, size and character of signs and exterior lighting. ....
- [3.6.1.3.9] Proposed buildings (include size and height). ....
- [3.6.1.3.11] Areas of proposed grading with proposed 2 foot contours, and  
         estimated volumes (cubic yards) of cut and fill. [“if major changes to the  
         topography are being proposed” (volumes not required)] .....
- [3.6.1.3.9] Driveways, sidewalks, parking spaces, loading areas, and service areas. ....
- Trees 10 inches or larger (diameter at 4 ½ feet above ground).  
         [not specifically required for all sites] .....
- [3.6.1.4] Existing and proposed landscaping, with planting schedule. ....
- [3.6.1.3.6] Soil types and location of soil boundaries suitable for waste water  
         disposal, certified. ....
- [3.6.1.3.13] Utility plan showing provisions for water supply and waste water disposal. ....

- [3.6.1.3.12] Stormwater drainage plan showing existing and proposed: .....
- [3.6.1.3.9, 3.6.1.3.12.a] Drainage courses and facilities. ....
- [3.6.1.3.12.b] Direction of flow or run-off (arrows). ....
- [3.6.1.3.12.c] Location, elevation, and size of catch basins, dry wells, drainage ditches, retention basins. ....
- [3.6.1.3.12.d] Engineering calculations used to determine drainage requirements (10-year storm frequency). ....
- [3.4.1.4] A traffic analysis (if required by Planning Board). ....
- [3.4.3] A hydrogeologic survey (if required by Planning Board). ....
- [3.6.1.5] Building plans (floor plans, elevations, type, color and texture of exterior surfacing of all structures). ....
- [3.6.1.7] Copies of applicable state and federal approvals, permits, and notifications, including (as appropriate) Water and Sewer districts, Maine DEP, Maine DOT, Maine DHHS, Maine Historic Preservation Commission, US Army Corps of Engineers. ....
- [3.6.1] Ten sets (copies) of the foregoing. Please fold to fit 8½" x 11", and provide title blocks visible when folded. Please also also provide copies on a cd in .pdf or .tif (300 dpi) format. ....
- [Article I § 9] Application fee per fee schedule. Cost(s) (or a deposit for the estimated costs) of experts required to assist in site plan review may be added to site plan review application fee. \* .

Excepting requirements indicated by asterisk (\*) above, the Planning Board may waive any requirement under Article IV Section 3.6.1 upon determination “that the scale of the project makes the information unnecessary.” [3.6.2]. Additional information is required for projects in specific zones. Items above not specifically required by the Ordinance are recommended in aiding the Planning Board and others in evaluating a proposal, making required findings, and/or suggesting modifications that might permit the Board to approve an application. Other graphics and information, such as photographs, architectural renderings, and written supportive arguments, may also be helpful.

A survey, report, or plan prepared or certified by a licensed professional shall be signed and sealed as provided by law.

The Planning Board considers applications on the third Thursday of each month subject to space available on the agenda. Completed applications must be received at Town Hall by 5:00pm three weeks prior. Applications may be reviewed by the Code Enforcement Officer, Fire Chief, and/or Road Commissioner, and others, whose recommendations may be considered by the Board.

Before formal application, an applicant may request an informal (non-binding) review by the Planning Board. [3.3.1.2] Call the Board Chair to be placed on an agenda.

This checklist is not an alternative to provisions of the Land Use Ordinance or State or Federal law. Additional and more or less specific site plan requirements may be found in the Ordinance and State or Federal law, the most restrictive of which shall control.

The Edgecomb Land Use Ordinance may be downloaded from <http://www.edgecomb.org>.