

SUBMISSION REQUIREMENTS CHECKLIST
FOR ABBREVIATED SITE PLAN REVIEW APPLICATIONS
That DO NOT Involve New Construction or Site Disturbance
Town of Orono Ordinances, Article VI, Sec. 18-61 through 18-179

Some permits for new land uses or certain activities require Site Plan approval from the Planning Board, but they do not involve any new construction, excavation, or other disturbance of the site. These usually involve the conversion of the use in an existing structure to another allowed use that requires Site Plan approval. *For example, a residential home might be proposed to be turned into a small bed and breakfast or a group home without any expansion of the structure, additional parking area, or excavation or other alteration of the site.*

For an application to be deemed complete and ready to be placed on a Planning Board agenda, all of the following items, unless clearly not applicable, must be included in the submission.

PLEASE COMPLETE AND SUBMIT ALONG WITH APPLICATION

Name of Site Plan:

✓ Check (NA if not applicable) W P	Staff Use Only	Item
		W – provide in accompanying written information P – provide in plans
		1. Application fees
		2. A completed, signed copy of the site plan application form (from the Code Enforcement Office)
<i>General Information Required</i>		
		1. Name of owner of record and address
		2. Name of the applicant and address (if different)
		3. Name and description of the proposed business, activity, or use
		4. Names and address of all property owners within 300 feet of the property lines
		5. A copy of the Assessor’s Tax map showing the property in relation to other properties, the tax map and lot number, that street on which it fronts, and the dimensions of the property
		6. A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate the applicant’s right, title, or interest in the property
<i>Information Regarding Existing Conditions</i>		

			1. Zoning classification of the property and the location of zoning district boundaries if the property is located in more than one zoning district or abuts a different district
			2. If the Fire Department requires the property to have an operable sprinkler system, the location and size(s) of water lines serving the property (including the lines in the street and the line connecting to the structure)
			3. A sketch that shows the location and dimensions of the existing buildings on the site, drawn to scale
			4. On the same sketch, the location and dimensions of existing driveways(s), sidewalk(s), and parking areas.
			5. On the same sketch, the distances the building is set back from each property line
			6. A copy of any easements or deed restrictions that are associated with the property
<i>Information Regarding the Proposed New Use</i>			
			1. If any new or upgraded utilities (for example, sewer lines, water supply, electrical) the location and dimensions of these lines or facilities, with written letters from the relevant utility (Orono Water Pollution Control Facility, Orono-Veazie Water District, etc.) stating that the plans meet their requirements
			2. Provisions for any on-site storage of solid waste, including screening of outdoor storage areas
			3. Location, front view, dimensions, materials, and size of all existing and proposed signs, together with the material for securing the signs. Signs must comply with Section 18-140 of the Land Use Ordinance
			4. Location, intensity, type and description of all outside lighting, including provisions for meeting the standards of Section 18-129 concerning lighting and glare
			5. State the number of vehicles that need to be accommodated for the new activity and the existing area(s) where they will be parked
<i>Request for Waiver of Submission Requirements</i>			
			Provide a signed and dated letter to the Planning Board stating that because the project will not involve any new construction, new parking area, or alteration of the site, you are requesting a waiver of all submission requirements that are relevant only to new construction projects, including surveys, topographic maps, soil information, storm water management, grading and erosion control plans, parking and traffic circulation plans, and landscaping plans. Additionally, include new sewerage, water supply, and other utility plans in the waiver request, if none are

			proposed.
<i>Other Information</i>			
			The Planning and Code Enforcement Office may request other narrative or mapped information as needed based on the nature and extent of the proposal
			Additional:
			Additional:
			Additional:
			Additional: