

SUBMISSION REQUIREMENTS CHECKLIST

FOR SITE PLAN REVIEW APPLICATIONS

Town of Orono Ordinances, Article VI, Sec. 18-167 through 18-170

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 Proposed Development:

Check (NA if not applicable) W P		Staff Use Only	Item
			W – check if provided in accompanying written information P – check if provided in plans
			1. Application fees
			2. Technical Review fee
			3. A completed, signed copy of the site plan application form (from the Code Enforcement Office)
			4. 15 copies of written materials, maps and drawings. Drawings should be at a scale of 1" = no more than 100 feet
<i>General Information Required</i>			
			1. Name of owner of record and address
			2. Name of the applicant and address (if different)
			3. Name of proposed development
			4. Names and address of all property owners within 300 feet of the property lines; for University District, names and addresses of property owners within 300 feet of the project
			5. Sketch map showing general location of the site within the Town
			6. Location map showing the boundaries of all contiguous property under the control of the owner or applicant regardless of whether all or part is being developed at this time
			7. 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 parcel or parcels
			8. 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

			9. The name(s), registration number(s), and seal(s) of the land surveyor, architect, engineer, and/or similar professionals assisting with the preparation of the plan
Information Regarding Existing Conditions			
			1. Zoning classification(s) 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. The bearings and distances of all property lines of the property to be developed and the source of this information, prepared by a registered land surveyor as a standard boundary survey
			3. Location and size of any existing sewer and water mains, fire hydrants, other water supplies, culverts, and drains on the property to be developed and of any that will serve the development from abutting streets or land
			4. Location, names, and present widths of existing streets and rights-of-way within or adjacent to the proposed development
			5. The location, dimensions, and ground floor elevations of all existing buildings on the site
			6. The location of buildings on abutting properties and within 100 feet of the property line of the proposed development
			7. The location and dimensions of existing driveways, streets, parking and loading areas, and walkways on the site
			8. Location of intersecting roads or driveways within 200 feet of the site
			9. Topography of the site at an appropriate contour interval (1', 2', or 5') depending on the nature of the use and character of the site
			10. Major natural features on the site and including within 250 feet beyond the boundaries of the site, wetlands, streams, ponds, floodplains, groundwater aquifers, significant wildlife habitats including deer wintering areas identified in the 1998 Comprehensive Plan, scenic areas identified in the 1998 Comprehensive Plan, archaeological resources or other important natural features
			11. Soils information if on-site sewage disposal is proposed. This information should be detailed enough to allow those portions of the site not suitable for on-site disposal systems to be identified
			12. Location of existing natural drainage-ways, storm drainage facilities, including dimensions of culverts, pipes, etc., drainage courses, wetlands, significant stands of trees, and

			other important natural features, with a description of such features to be retained
			13. The direction of existing surface water drainage flow across the site
			14. The location and dimensions of existing signs
			15. The location and type of all existing exterior lighting
			16. A copy of such covenants or deed restrictions, if any, as are intended to cover all or part of the tract. Such covenants or deed restrictions shall be referenced on the plan
			17. The location of recreational trails (including, but not limited to snowmobile, cross-country ski and biking trails)
			18. For projects located within the Aquifer Protection Overlay District a groundwater impact analysis prepared in accordance with the requirements of article IV
			19. Location and type of existing trees of 12-inch caliper DBH (4.5 feet aboveground) or over existing fences and hedges
<i>Information Regarding the Proposed Development Activity</i>			
			1. Location of all required building setbacks, yards and buffers
			2. Location, dimensions, including heights and ground floor elevations of all proposed buildings on the site and proposed use thereof
			3. Location and dimensions and materials to be used in the construction of proposed access drives and curb cuts to the lot from public streets
			4. Location, dimensions and materials to be used in the construction of proposed pedestrian walkways
			5. Location and arrangement of proposed off-street parking and loading areas and their appurtenant drives and maneuvering areas
			6. Location and dimensions of all proposed utilities and easements including sanitary sewerage, water, electricity and fire protection systems
			7. Evidence that the Town's facilities have the wastewater collection and treatment capacity to adequately serve the proposed use, documented by a letter from the Orono Water Pollution Control Facility superintendent.
			8. Soil test pit data if on-site sewage disposal is proposed
			9. Evidence that the water company's facilities have the distribution, supply and water treatment capacity to adequately serve the proposed use, documented by a letter from the Orono/Veazie Water District.

			10. Provisions for handling all solid wastes, including hazardous and special wastes and the location and proposed screening of any on-site collection or storage facilities
			11. Location, intensity, type, size and direction of all existing and proposed outdoor lighting
			12. Location, front view, dimensions, materials, and size of all existing and proposed signs, together with the material for securing the signs, and all permanent outdoor fixtures
			13. The direction of proposed surface water drainage flow across the site and from the site, with an assessment of impacts on downstream properties such as changes in volume, location or quality of flows
			14. Proposed landscaping and buffering to include types of vegetation
			15. Anticipated beginning and completion dates of construction
			16. An estimate of the daily traffic to be generated by the project
			17. Space provided on the plan drawing for the signatures of the Orono Planning Board and date together with the words, "Approved Town of Orono Planning Board"
<i>Additional Information for Major Developments</i>			
			1. Existing and proposed topography of the site at 1', 2' or 5' contour intervals or such closer intervals as may be determined by the Planning Officer
			2. A stormwater management plan and erosion control program showing:
			a. Existing and proposed methods of handing stormwater runoff, which shall comply with the Maine Stormwater Management Law, 38 M.R.S. § 420-A, as amended, and rules enacted thereto
			b. The direction flow of the runoff through the use of arrows
			c. The location, elevation, and size of all catch basins, dry wells, drainage ditches, swales, retention basins and storm sewers
			d. Engineering calculations used to determine drainage requirements based upon the 25-year 24-hour storm frequency, if the project will significantly alter the existing drainage pattern due to such factors as the amount of new impervious surfaces being proposed
			e. Methods of controlling erosion and sedimentation during and after construction, which shall comply with the Maine Erosion and Sediment Control Law, 38

			M.R.S. § 420-C, as may be amended. All earth-moving activities shall employ the applicable best management practices as described in “Maine Erosion and Sediment Control Best Management Practices,” published by the Maine Department of Environmental Protections. If an activity is subject to the Maine Department of Environmental Protection’s general permit for construction activity, enacted as part of the Maine Pollutant Discharge Elimination System, it shall comply with the standards of that permit; a copy of such permit shall be included.
			f. A signed maintenance agreement for the ongoing maintenance and monitoring of stormwater management facilities, in the form of the maintenance agreement included in chapter 13, article IV.
			3. A groundwater impact analysis prepared by a groundwater hydrologist for projects involving common on-site water supply or sewage disposal facilities with a capacity of 2,000 gallons or more per day.
			4. A utility plan showing, in addition to provisions for water supply and wastewater disposal, the location and nature of electrical, telephone and any other utility services to be installed on the site.
			5. A utility plan showing, in addition to provisions for water supply and wastewater disposal, the location and nature of electrical, telephone, and any other utility services to be installed on the site.
			6. A planting plan and schedule keyed to the site plan and indicating the general species and sizes of trees, shrubs and other plants to be planted on the site.
			7. A traffic impact analysis demonstrating the impact of the proposed project on the capacity, level of service and safety of adjacent streets.
			8. A written statement from a professional engineer as to the adequacy of the water supply in terms of quantity and pressure for both domestic and fire flows, if public water supply is to be utilized.
			9. The location, width, typical cross-section, grades and profiles of all proposed streets and sidewalks.
			10. Construction drawings for streets, sanitary sewers, water and storm drainage systems, designed and prepared by a professional engineer registered in the State of Maine

			11. The location of any pedestrian ways, lots, easements, open spaces, and other areas to be reserved for or dedicated to public use and/or ownership. For any proposed easement submit the proposed easement language with a signed statement certifying that the easement will be executed upon approval of the development. In the case of any streets or other ways dedicated to public ownership, submit a signed statement that you will maintain such streets or ways year-round until such time as they may be accepted by the Town.
			12. Written offers of dedication or conveyance to the municipality, in a form satisfactory to the Town Attorney, of all land included in the streets, highways, easements, parks or other open space dedicated for public use, and copies of agreements or other documents showing the manner in which spaces, title to which is reserved by the developer, are to be maintained.
			13. Cost of proposed development and evidence of financial capacity to complete it in the form of a letter from the bank or other financing source indicating the name fo the project, amount of financing proposed, and other interest in financing the project.
			14. An assessment of the impact of the development on wetlands, streams, ponds, floodplains, archaeological resources and significant wildlife habitats, including review letters from appropriate officials.
<i>Request for Waiver of Submission Requirements</i>			
			If any of the required submissions is not applicable to the project, provide a signed and dated letter to the Planning Board stating why it is inapplicable or unnecessary to the review of the project, and requesting a waiver from the submission of that item.
<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. Minor site plan applicants may be asked to provide some of the additional information asked of major site plans, if needed to fully understand the proposed project.
			Additional: Please provide an electronic copy of the plans and any accompanying legal material, preferably as a pdf document. This can be provided either as an attachment to an e-mail if the size is not too large, or via an ftp site, or on a CD.

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