

TOWN OF ARUNDEL

CONDITIONAL USE APPROVAL PROCESS

1. Upon inquiring or being informed by the Code Enforcement Officer that Conditional Use or Site Plan approval is required, the applicant shall be given this Conditional Use and Site Plan Review packet. This packet consists of:
 - A. Description of the process
 - B. Copy of Section 9.0- 9.2 of the Arundel Land Use Ordinance, Conditional Uses
 - C. Preapplication form (optional)
 - D. Conditional Use application form
 - E. Submissions checklist to assist in the development of a complete application
 - F. Business registration form, required for any new business in the town.
2. The Planning Board customarily will review a sketch plan, discuss the merits of the application, schedule a site walk and determine if there is a need for a formal public hearing before submittal of an application. The sketch plan meeting with the Board is your opportunity to discuss your project, the need for any special considerations or waivers and for the Board to consider if special studies are necessary for a full review when the application is submitted.
3. After reviewing Section 9.0, and 10.5.2 and these instructions, decide whether your application would benefit from a preapplication meeting. You are encouraged to contact the Town Planner to discuss your project and there may be benefit to a preapplication meeting with the Planning Board as well. If you decide to have a preapplication meeting with the Planning Board, complete the preapplication form and submit a simple sketch showing property lines, existing structures and proposed structures, driveways and parking areas.
4. There are two types of reviews. The Staff Review Committee review is limited to:
 - Filling / Earth moving activity of more than 100 yards that is not a mineral extraction operation.
 - Any expansions of floor space, within or attached to a structure, by 25% or 500 sq. ft., whichever is less since 1979.
 - A change of use that does not involve any change in the building coverage, parking, driveways, or other site plan details.
 - Filling of a wetlands which require N.R.P.A. permits from D.E.P. or Nationwide Permits from the Army Corps of Engineers

All other conditional use applications must be reviewed by the Planning Board.

5. If the conditional use is for the establishment of a new business, a Business Registration form must be filed with the Town Clerk. A copy is included. If the conditional use is not for the establishment of a new business, this form may be ignored.
6. Please do not submit this entire package, but only the forms. Keep copies of all submissions for your records.

7. To be placed on a Planning Board agenda for Major Conditional Use or Plenary Site Plan Review, a completed application plus all required submissions and fee payment **MUST** be presented to the Town Planner *no later than fourteen (14) days prior to the Planning Board meeting*. **Incomplete applications will NOT be placed on the Planning Board agenda.**
8. Minor Conditional Use applications may be submitted at any time and usually will be considered by the Staff Review Committee within 14 days of determination of completeness by the Town Planner.
9. If your submission is incomplete you will be removed from the agenda by the Town Planner, so please be thorough.
10. Call the Town Planner at 207 985-4201 or email at townplanner@arundelmaine.org if you have any questions.

Excerpted from the Arundel Land Use Ordinance

9.1 AUTHORITY

The Arundel Planning Board shall have the power to hear and decide only those conditional uses which are authorized by this ordinance and which are specifically listed as conditional uses.

9.2 CONDITIONAL USE PERMITS

9.2.1 PURPOSE AND AUTHORIZATION

The purpose of site plan reviews of conditional uses is to insure adequate scrutiny of plans for certain uses which have the potential to significantly impact a neighborhood environment and affect the public safety, health and welfare. The Planning Board is hereby authorized to hear and decide upon applications for Conditional Use Permits, in accordance with State Law and the provisions of this ordinance. The Board shall approve, approve with modifications or conditions, or deny applications for a Conditional Use Permit classified as major developments. Minor developments shall be reviewed by the Staff Review Committee. (Amended June 13, 2013)

9.2.2 CLASSIFICATION FOR REVIEW

Conditional uses classifications shall be determined by the Codes Enforcement Officer and classified as either minor or major developments as follows:

1. Minor Developments

- a. Any expansions of an existing conditional use either in floor space or ground area, by 25% or 500 sq. ft., whichever is less since 1979. (Amended June 15, 2011)
- b. A change of use from permitted to conditional use that does not involve any change in the building coverage, parking, driveways or other site plan details. (Amended June 13, 2001, June 15, 2011)
- c. Filling of a wetlands which require N.R.P.A. permits from D.E.P. or Nationwide Permits from the A.C.O.E.

2. Major Developments

Any development not classified as minor requiring a Conditional Use Permit shall be reviewed by the Planning Board.

9.2.3 EXISTING CONDITIONAL USE OR STRUCTURE

A Conditional Use which lawfully existed prior to the effective date of this ordinance may be expanded or changed to another Conditional Use category as listed in the district sections, in conformity with all regulations of this ordinance pertaining to Conditional Uses, under the following provisions: (Amended June 12, 1996)

1. By permit by the Codes Enforcement Officer if the change of use will not result in expansion or intensification of use or the expansion of a structure or outdoor storage or parking areas; (Amended June 12, 1996)
2. By approval of the Staff Review Committee, if the change of use will result in intensification of use but not a substantial expansion of use as defined. (Adopted June 12, 1996)
3. By Planning Board approval for substantial expansions of use as defined. (Adopted 6/12/1996)

9.2.4 APPLICATION PROCEDURE & SUBMISSION REQUIREMENTS

The Conditional Use Permit review process shall subscribe to the same submission requirements and review procedures as for a Site Plan Review application, as prescribed in LUO §10.4-10.9.

9.2.9 STANDARDS FOR A CONDITIONAL USE PERMIT

An applicant, who seeks a Conditional Use Permit, shall submit to the Board or Committee adequate evidence which will become part of the record, illustrating the proof required by this section. The Board shall review the application in accordance with all of the evidence submitted by the applicant, and shall make specific factual findings that the following are met:

1. That the use is compatible with and similar to the general categories of uses of neighboring properties.
2. That the use is consistent with the Comprehensive Plan and the anticipated future development of the neighborhood.
3. That there is adequate and safe pedestrian and vehicular access to and into the site to accommodate anticipated traffic to and from the use.
4. That there is adequate water supply and sewage disposal available to service the use.
5. That there will be no noise, dust, odor, vibration or smoke generated by the use that will adversely affect neighboring properties.
6. That the physical characteristics of the site including location, slope, soils, drainage and vegetative cover are suitable for the proposed use.
7. That the use will not constitute a public or private nuisance.
8. That all other requirements and applicable provisions of this ordinance, particularly any pertinent performance standards, are met.

9.2.10 CONDITIONS ATTACHED TO CONDITIONAL USES

Upon consideration of the factors listed above, the Board or Committee may attach such conditions, in addition to those required in this ordinance that it finds necessary to further the purposes of this ordinance. Violation of any of these conditions shall be a violation of this ordinance. Such conditions may include, but are not limited to, specification for: type of vegetation; increased setbacks and yards; specified sewage disposal and water supply facilities; landscaping and planting screens; period of operation; operations controls; professional inspection and maintenance; sureties; deed restrictions, restrictive covenants; locations of piers, docks, parking and signs; type of construction; or any other conditions necessary to fulfill the purposes of this ordinance at the expense of the applicant. (Amended June 12, 1996)

9.2.11 APPEALS

Decisions of the Planning Board on conditional use applications are not appealable to the Arundel Board of Appeals, but may be appealed to the Superior Court pursuant to M.R.Civ.P. 80 (b).

Review Procedures for Major Conditional Use Applications are the same as Plenary Site Plan Review

10.6.3. PLENARY SITE PLAN REVIEW PROCEDURE

1. **Sketch Plan Review:** Prior to submitting a formal Plenary Site Plan Application, all applicants are encouraged to present the Planning Board with a preliminary sketch plan of the proposed activity. This informal consultation will assist the applicant in determining the submission requirements necessary to provide a *complete application* and can identify site issues and constraints that the applicant should resolve prior to submission of the application. No binding decisions shall be made by the Planning Board at this meeting
2. **Determination of a Complete Application:** Applications will be reviewed for their classification and completeness at the next regularly-scheduled meeting of the Planning Board. The Planning Board shall designate the application as a *Complete Application* if it includes submission receipts of all relevant State and Federal permits, complete plan submissions as required by this Ordinance, and contains all relevant information necessary to make a reasonable and informed decision. Conversely, if the application is lacking data required by the Planning Board, the applicant shall provide the requested information before the application is designated as being *Complete*. Applications failing to be designated as a Complete Application within six (6) months from the date of submission to the Planning Board shall be denied by the Board.
3. **Public Hearing:** Within thirty (30) days of designating a Plenary Site Plan Review application as a *Complete Application*, the Planning Board shall conduct a Public Hearing, during which abutters to the proposed project

and any other members of the public shall have an opportunity to express their opposition or support for the proposed project. Notification of this Public Hearing shall be sent to all Arundel property owners within a two-hundred (200) foot radius of the applicant's property line, a minimum of ten (10) days prior to the hearing.

- 4. Site Walk:** At any time during the review of the application, the Planning Board may conduct a Site Walk. The Site Walk shall be open to the public and notification of the Site Walk shall be legally-posted on the Town website and on the Town Bulletin Board at least seven (7) days prior to the meeting. No formal action shall be taken by the Planning Board at any site walk
- 5. Site Plan Review–Ruling:** Within thirty (30) days of the Public Hearing or within sixty (60) days after designating an application a Complete Application, the Planning Board shall approve, approve with conditions, or deny the application based on the application's conformance with the applicable performance standards and regulations of the Zoning Ordinance.
- 6. Request for Extension:** Applicants may submit a written request to the Planning Board for no more than two (2) thirty (30)-day extensions in order to amend the application prior to the issuance of a Plenary Site Plan Review Ruling.
- 7. Document Filing:** No Plenary Site Plan approval shall become effective until a record reproducible copy of the approved plan is signed by the Planning Board members, all conditions of approval mandated by the Planning Board are drafted on the record plan, the record reproducible plan is filed with the Planning Department, all Peer Review fees (Section 10.8) have been paid, and Performance Assurances (Section 10.7) supplied to the Town.

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Town of Arundel, Maine

CONDITIONAL USE PREAPPLICATION FORM

APPLICANT INFORMATION

- 1. Project Name: _____

- 2. Property Owner Name: _____
Mail Address: _____
Town, State, ZIP Code _____
Telephone #: _____
Email _____

- 3. Applicant Name (if different): _____
Mail Address: _____
Town, State, ZIP Code _____
Telephone #: _____
Email _____

GENERAL INFORMATION

- 4. Project Location: _____
Arundel Tax Map ____ Lot ____

- 5. Land Use District(s): _____

- 6. Minor Conditional Use Application _____ Major Conditional Use Application _____

SITE INFORMATION

- 7. Please describe the existing use of the property to be developed and neighboring properties.

- 8. Please describe the proposed use of the property.

8. Waiver Requests? (Submit in writing) Yes No

9. Please attach a check in the amount of \$100.00 made out to the Town of Arundel.

To the best of my knowledge, all of the above stated information is true and correct.

Applicant's Signature

Date

Major Conditional Use Applications: Submit ten (10) copies of this application and any site plan sketches indicating the general site layout and location of the proposed conditional use, drawn at a scale not to exceed 1" =40'. Please include written requests and justifications for any requested waivers from the application requirements

If sketch plans are larger than 11" x 17", you may provide 2 full-sized sets and 8 copies reduced to 11" x 17". Applications will not be placed upon a Planning Board Agenda until the Town Planner receives all the plans, fees, written submissions or waiver requests to be considered complete. After receipt of all the necessary information, the Town Planner shall place the application on the next available agenda.

Minor Conditional Use Applications: Submit five (5) copies of this application and any site plan sketches indicating the general site layout and location of the proposed conditional use, drawn at a scale not to exceed 1" =60' to the Town Planner. Please include written requests and justifications for any requested waivers from the application requirements.

Collation of Submissions and Folding of Maps: All paper submissions shall be collated and all maps folded in a format no greater than 11" x 14". *Uncollated submissions and unfolded maps will be returned to the applicant.*

Digital Copy of Application Package : Please submit a digital copy (in an Adobe PDF format) of your entire application package including all maps, the application, deeds, and all supporting documents. This digital copy may be submitted on an USB (Universal serial bus) thumb drive or may be emailed to the Town Planner at townplanner@arundelmaine.org

Submission Date: _____

APPLICATION INSTRUCTIONS

Conditional Uses listed in the Land Use table of each Zoning District require plan review as described in Section 9.2 of the Arundel Land Use Ordinance. Section 10.5.2 of the Ordinance lists the submission requirements for filing an application for consideration by either the Planning Board or Staff Review Committee. As the applicant, you must read these requirements before you file your application to make sure your application is complete. The submission requirements are intended to provide the town with information required to decide whether or not your application meets the ***Dimensional Requirements*** found in the section dedicated for each zoning district, ***Shoreland Zoning Standards*** found in Section 8.0 and all the applicable ***General Performance Standards*** cited in Section 5.0 and ***Standards for Specific Conditional Uses*** cited in 9.3 of the Land Use Ordinance.

The Planning Board generally does not consider nor approve an application in one meeting, so plan enough time for the review process to take place for your construction schedules or the start of your business activities. The Planning Board meets on the first (1st) and third (3rd) Tuesday of each month starting at 7 PM, with the exceptions of holidays and vacations. In order to be placed on the agenda to present an application to the Board, a complete application must be submitted no less than ***fourteen (14) days prior*** to the meeting. The Board will not hear more than three new applications at any meeting, and therefore your application may be further delayed if there are many applications at one time. The Staff Review Committee will meet as necessary, usually on a Wednesday morning. Planning Board meetings are conducted in the Municipal Meeting Room located at 257 Limerick Road while the Staff Review Board will meet at the site as well as at the Municipal Meeting Room at 257 Limerick Road.

A basic application consists of the following:

1. A completed application form.
2. Ten (10) copies of building and site plans (5 copies for Staff Review Committee) showing or accompanied by the information required by Section 10.5.2.
3. The applicable application fee to cover review costs and mailings of public notices. The applicable refundable review fee to cover the town's costs of reviewing the application by third party consultants.
4. A list of names, mailing addresses, and map lot identification number from the Arundel Assessor's Records of all property owners within 200 feet of the subject property. The names and mailing addresses shall be printed upon *Avery 5160* labels or comparable label and suitable for attachment to standard sized envelopes for public hearing notice mailings.
5. If necessary, a written request for waivers of submission requirements contained in Section 10.5.2.
6. A narrative describing how the proposed use or activity meets the approval criteria for a Conditional Use defined in Section 9.2.9.
7. A digital copy (in Adobe pdf format) of your entire submission package including maps and deeds. The submission may be emailed to townplanner@arundelmaine.org or submitted on an USB (Universal Serial Bus) thumb drive.

The site plan must include all of the information required by the Land Use Ordinance except for items for which a waiver is sought. Part of this application packet is a checklist that will help you prepare the application. Please use it as a guide to preparing a complete application, but recognize it is not a substitute for reading and following Section 10.5.2 in detail.

The Town Planner will review the application to determine whether it is complete. If the application is complete the Planner will mail a notice to abutters and schedule your application for review before the appropriate Board. If the application is not complete, the Town Planner will notify you of the missing information needed to place the application on a Board agenda. If you think that you should not have to submit any of the required information, you should submit a *waiver request* stating why it should not be necessary for you to submit certain information to the Board.

After the Town Planner has determined your application is complete and you have presented it to the Planning Board, the Board may schedule your application for a Public Hearing within 45 days. The Board will approve your application, with or without conditions, or deny your application usually within 30 days of the Public Hearing or receipt of the complete application, if no hearing is required.

Arundel Planning Board

Richard Ganong, *Chair*

Susan Roth, *Vice Chair*

Tom McGinn, *Secretary*

Paul Green

Marty Cain

James Lowery

Susan Sinnott

Arundel Staff Review Board

James Nagle, *Code Enforcement Officer*

Andrew Stevenson, *Fire Chief*

Beth Newcombe, *Town Assessor*

Lee Jay Feldman, *Planner*

Terry Merrill, *Public Works Director*

Town of Arundel, Maine

CONDITIONAL USE APPLICATION

APPLICANT INFORMATION

1. **Project Name:** _____
2. **Owner Name:** _____
Mail Address: _____
Town, State, ZIP Code _____
Telephone #: _____
Email: _____
3. **Applicant Name** (if different): _____
Mail Address: _____
Town, State, ZIP Code _____
Telephone #: _____
Email: _____
4. **Authorized Agent** (person(s) who will be responsible for all communication with the Planning Board):
Name: _____
Mail Address: _____
Town, State, ZIP Code _____
Telephone #: _____
Email: _____
5. **Design Consultants** (Architect, Surveyor, Engineer, Planner)
Name: _____
Mail Address: _____
Town, State, ZIP Code _____
Telephone #: _____
Email: _____

GENERAL INFORMATION

6. **Project Location:** _____ Arundel Tax Map ____ Lot ____
7. **Land Use District(s):** (*refer to Land Use and Shoreland Zoning Map*)

8. Is the application for the establishment of a new business? Yes No If yes, complete the attached business registration form.

SITE INFORMATION

9. Please describe the existing use of the property to be developed and neighboring properties.

Please describe the proposed use of the property.

10. Total Acreage of Site: _____ Proposed Development Area: _____
Proposed Road/driveway Length: _____ Area of parking lot _____
Total Impervious Area: Square Feet _____ Percent of Total Lot Area _____

11. Proposed Infrastructure Improvements (*List Facility Type & Public/Private Ownership*)

Sewer: _____ Water: _____
Road: _____ Utilities: _____

12. Application Fee: \$300 Minor / \$750 Major - for new applications: plus applicable review fee
 \$250 for revisions; plus all applicable 3rd Party Review Fees to be paid by applicant.
Application fee is doubled if work has started or business has been established prior to application.

13. Mailing Fee: \$2.00 per abutter

14. Waiver Requests? (Submit in writing) Yes No

15. Please complete the attached Conditional Use Checklist to assure your application and site plan are complete.

To the best of my knowledge, all of the above stated information is true and correct.

Applicant's Signature

Date

Major Conditional Use Application: Submit ten (10) copies of this application, application checklist, and building and site plans showing or accompanied by the information required by Section 9.7.D. If plans are larger than 11" x 17", you may provide 2 full-sized sets and 8 copies reduced to 11" x 17". Applications will not be placed upon a Planning Board Agenda until the Town Planner receives all the plans, fees, written submissions or waiver requests to be considered complete. After receipt of all the necessary information, the Town Planner shall place the application on the next available agenda.

Minor Conditional Use Applications: Submit five (5) copies of this application, application checklist, and any site plan sketches indicating the general site layout and location of the proposed conditional use, drawn at a scale not to exceed 1" =60' to the Town Planner. Please include written requests and justifications for any requested waivers from the application requirements.

Collation of Submissions and Folding of Maps: All paper submissions shall be collated and all maps folded in a format no greater than 11" x 14". *Uncollated submissions and unfolded maps will be returned to the applicant.*

Digital Copy of Application Package : Please submit a digital copy (in an Adobe PDF format) of your entire application package including all maps, the application, deeds, and all supporting documents. This digital copy may be submitted on an USB (Universal serial bus) thumb drive or may be emailed to the Town Planner at townplanner@arundelmaine.org

Arundel Conditional Use Review Application Checklist

Project Name _____

This checklist has been prepared to assist applicants develop their applications. It should be used as a guide in meeting the submission requirements of Sections 9.2.4 and 10.5.2 of the Arundel Land Use Ordinance. The Town Planner will also be using the checklist to make sure your application is complete. Indicate in the first and third columns if the information has been submitted or if you request it to be waived. If you feel the information is not applicable to your project, please indicate so in the second column.

SITE PLAN REQUIREMENTS	Submitted by Applicant	Does Not Apply	Applicant Requests to be Waived	Received by Town Planner	Comments
1. Property Boundary Survey signed & sealed by a Maine Licensed Land Surveyor, showing bearings and distances of the subject property boundary(s), and containing North arrow, graphic scale, acreage, property corners, date of survey, and location of adjacent lots and owner's names.					
2. Proposed Site Plan , drawn at a scale not to exceed one inch equals forty feet (1" = 40') or at a scale otherwise required by the Town Planner and showing both existing conditions and proposed improvements on the site; sealed by a Professional Engineer, Landscape Architect, or a Surveyor licensed in the State of Maine, and containing the following information:					
• Existing & proposed lot setback lines.					
• Existing & proposed rights of way, easements & other legal restrictions					
• Topographic survey showing existing and proposed site and building elevations at a contour interval of no more than two (2) feet, location and elevation of all existing and proposed structures, site features and site improvements.					
• Information Block containing location, address, Map-Lot number(s) of the subject property, as recorded in the Town Assessor's Office, name and address of the applicant(s), and owner(s) if different;					
• Approval Block providing space for the signatures of Planning Board members or the Staff Review Committee					
• Location of all on-site streams, watercourses, wetlands, waterbodies, drainage facilities and structures, 100-year floodplains, roads, driveways, parking lots,					
• Delineation of all existing and proposed public and private easements on or directly adjacent to the property;					
• Location, dimensions, and layout of all existing and proposed built elements, including buildings and structures, parking areas, driveways, curbing, Town/State roads, sidewalks, fences, walls, steps, piers and docks, patios, swimming pools, and signage					
• Location of existing site features located on the property, including but not limited to existing streams, wetlands, drainage swales, tree lines, identification and location of specimen trees greater than eight inches (8") caliper, location of existing rock outcrops, and boundary of 100-year Flood Zone as defined by the FEMA Flood Insurance Rate Map for the Town of Arundel					

SITE PLAN REQUIREMENTS	Submitted by Applicant	Does Not Apply	Applicant Requests to be Waived	Received by Town Planner	Comments
<ul style="list-style-type: none"> Location of existing and proposed utilities including overhead telephone poles and/or underground cables, public water lines, gate valves, fire hydrants, dumpsters or waste receptacles, private septic systems and water supply wells. 					
<ul style="list-style-type: none"> Location, layout, and dimensions of all existing and proposed drainage facilities, accompanied by detailed drainage calculations signed and sealed by an Professional Engineer licensed in the State of Maine; 					
<ul style="list-style-type: none"> Identification and location of all on-site soils derived from a medium intensity soil survey. The Planning Board or Staff Review Committee may at their discretion, require a high-intensity soil survey sealed by a Maine Licensed Soil Scientist. 					
<ul style="list-style-type: none"> Site Data Summary detailing the total area of all existing and proposed site improvements, the amount of impervious surface, lot area, lot coverage, street frontage, building area, wetlands area, and stream areas, and compliance with the space and bulk requirements of the governing zoning district. 					
<ul style="list-style-type: none"> The existing zone in which the property is located. In the event the property is divided by a zone line, the line shall be delineated and labeled on the Site Plan; 					
<ul style="list-style-type: none"> Sight distances delineated for all driveway and street openings and all easements required to maintain such sight distances in perpetuity shall also be delineated on the plan; 					
<ul style="list-style-type: none"> Location, type, size of incineration devices noise sources such as machinery. 					
<ul style="list-style-type: none"> Location and inventory of outdoor materials storage 					
<ul style="list-style-type: none"> Existing and proposed fire protection and fire suppression resources including location, size, flow rates and, capacity construction details and specifications, of cisterns, dry hydrants, wet hydrants, fire ponds, booster pumps, building fire department connections, external sprinkler system cisterns 					
<p>3. Detail Sheet showing construction details of proposed streets, drives, roads, sidewalks, retaining walls, lighting fixtures, fences, and all similar proposed site improvements.</p>					
<p>4. Outdoor Lighting Plan <i>consisting of:</i></p>					
<ul style="list-style-type: none"> The location of all existing and proposed exterior lighting fixtures. 					
<ul style="list-style-type: none"> Specifications for all proposed lighting fixtures 					
<ul style="list-style-type: none"> Proposed mounting height of all exterior lighting fixtures 					
<ul style="list-style-type: none"> Analyses and illuminance level diagrams. 					
<ul style="list-style-type: none"> Drawings of all relevant building elevations showing fixtures, portions of walls to be illuminated, illuminance levels, and the aiming points for remote light fixtures. 					

SITE PLAN REQUIREMENTS	Submitted by Applicant	Does Not Apply	Applicant Requests to be Waived	Received by Town Planner	Comments
5. Landscape Plan showing location, layout, and quantity of all ornamental plant material and ground cover to be installed on the site. Plan should include s of all proposed plant material and ground cover and including:					
<ul style="list-style-type: none"> • Planting Schedule indicating plant species, variety, common name quantity, size and installation specifications; 					
<ul style="list-style-type: none"> • Planting details for shrubs and trees 					
6. Building Plans of all proposed structure(s) including interior layout, side, and front elevations drawn to a scale of not less than 1/4 inch to 1 foot.					
7. Schematic elevation of proposed signs , drawn to a scale of not less than 3/4 inches to 1 foot, and illustrating sign layout, lettering, graphics and logos, materials, color, and proposed illumination.					
8. Detailed Cost Estimates of all proposed site improvements including quantity and unit costs of materials and 10% contingencies.					

WRITTEN SUBMISSION REQUIREMENTS	Submitted by Applicant	Does Not Apply	Applicant Requests to be Waived	Received by Town Planner	Comments
1. Complete Conditional Use Application Form					
2. Conditional Use application fee for either a Minor or Major Development Project and Peer Review fee					
3. Name, mailing addresses, and Map/Lot number of all abutters within 200 feet of the subject property printed on Avery 5160 labels					
4. Evidence of applicant's right, title or interest (deed, lease agreement, purchase & sale, or letter of authorization) in the property and any deed restrictions or easements on the property					
5. On-site soil investigation report by a Licensed Site Evaluator.					
6. Copies of final Association Covenants and Condominium documents, rights-of-ways, utility, construction, and sight distance easements, Road Maintenance Agreements and other pertinent legal documents.					
7. Stormwater Drainage Calculations, prepared and sealed by a Maine licensed civil engineer.					
8. Narrative Detailing how the proposed conditional use meets each of the eight (8) approval criteria specified in Section 9.2.9 of the Arundel Land Use Ordinance.					
9. Digital copy of the entire application package in an Adobe PDF format, including maps and drawings					
10. Other Studies:					
<ul style="list-style-type: none"> Traffic Impact study, prepared and sealed by a Maine licensed Traffic Engineer. 					
<ul style="list-style-type: none"> Groundwater Study: Analyzing the individual and cumulative impacts of the proposed project upon existing groundwater quality. 					

WRITTEN SUBMISSION REQUIREMENTS	Submitted by Applicant	Does Not Apply	Applicant Requests to be Waived	Received by Town Planner	Comments
<ul style="list-style-type: none"> Market Study: Prepared by a qualified market research firm, and indicating the potential feasibility and projected success of a proposed use. 					
<ul style="list-style-type: none"> Fiscal Impact Assessment: Analyzing the projected fiscal impacts to the municipal service delivery system 					
11. Written copies of all required state and federal approvals. Relevant state and federal laws include, but are not limited to Stormwater, Site Location, Natural Resources Protection Act, and Sec. 404 Clean Water Act (federal), and MDOT permits for road and driveway openings on Route 1 and Route 111.					
12. Letter of Compliance from the Arundel Fire Chief					
13. Letter of Compliance from the Arundel Public Works Director					

14. Letter of Compliance from Arundel Contract Deputy					
15. Other information required by the Planning Board or Staff Review Committee	To be determined by the Planning Board				