

# Town of Arundel, Maine

## CONDITIONAL USE/SITE PLAN REVIEW

### PREAPPLICATION FORM

Application Type:  Conditional Use or  Site Plan

Review Authority:  Staff Review Committee or  Planning Board  
(As Determined by the Town Planner)

#### APPLICANT INFORMATION

1. Project Name: Private Basketball Training Court
2. Property Owner Name: Matthew Reid  
Mail Address: 4 Deer Run Circle  
Town, State, ZIP Code Arundel, ME 04096  
Telephone #: 207-590-2390  
Email matthewreid@gmail.com
3. Applicant Name (if different): \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
Town, State, ZIP Code \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email \_\_\_\_\_

#### GENERAL INFORMATION

4. Project Location: 19 Heavy Hammer Lane, Previously 9 Heavy Hammer.  
Arundel Tax Map 004 Lot 335
5. Land Use District: Alfred Road Business District

#### SITE INFORMATION

6. Please describe the existing use of the property to be developed and neighboring properties.  
Please see attachment #1
7. Please describe the proposed use of the property.  
Please see attachment #1

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8. Total Acreage of Site: 1.55 Proposed Development Area: Interior - 2,000 sqft  
Proposed Road/driveway Length: AS IS Area of parking lot 24,474 SF  
Total Impervious Area: 5,000 SQFT
9. Proposed Infrastructure Improvements (List Facility Type & Public/Private Ownership)  
Sewer: N/A Water: N/A  
Road: N/A Utilities: N/A

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

Neil  
Applicant's Signature

2/11/2026  
Date

**Fee: \$100.00**

**Plenary CU/ Site Plan Review 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.

**Administrative CU/Site Plan Review 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.

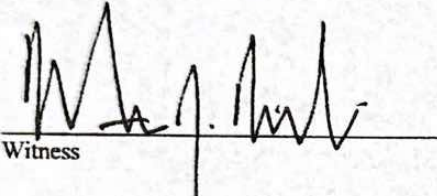
**WARRANTY DEED**  
(Maine Statutory Short Form)


KNOW ALL BY THESE PRESENTS, that **BDF HOLDINGS LLC, a/k/a BDF HOLDINGS, LLC** a Maine limited liability company and having a place of business in Kennebunk, County of York, and State of Maine, for consideration paid, GRANTS to **MATTHEW REID**, an individual whose mailing address is 4 Deer Run Circle, Arundel, Maine 04046, with WARRANTY COVENANTS, certain real estate located in Arundel, County of York, and State of Maine, which is more particularly described in Exhibit A attached hereto and made a part hereof.

This conveyance is made SUBJECT, HOWEVER, to real estate taxes which are not yet due and payable, which, by acceptance hereof, Grantee assumes and agrees to pay.

IN WITNESS WHEREOF, the **BDF HOLDINGS LLC** has caused this instrument to be executed on its behalf by its duly authorized undersigned representative, this 29<sup>th</sup> day of April, 2022.

Maine R.E. Transfer Tax Paid


  
\_\_\_\_\_  
Witness

**BDF HOLDINGS LLC**  
By:   
\_\_\_\_\_  
Printed Name: Benjamin Fitzpatrick  
Its: Manager

STATE OF MAINE  
County of York, SS.

April 29, 2022

Then personally appeared the above-named Benjamin Fitzpatrick, Manager of **BDF HOLDINGS LLC** and acknowledged the foregoing instrument to be his free act and deed in his said capacity, and the free act and deed of said **BDF HOLDINGS LLC**.

**MATTHEW J. WILLIAMS**  
 Maine Notary Public  
Commission Expires  
November 20, 2023

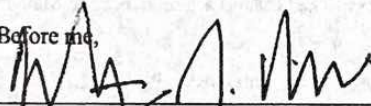
Before me,  
  
\_\_\_\_\_  
Notary Public/Maine Attorney-at-Law  
Printed Name: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

Exhibit A  
Legal Description

A certain parcel of land, with the improvements thereon, in Arundel, County of York, State of Maine, said land being situated on the southerly side of Alfred Road, and being more particularly described as follows:

BEGINNING at a set iron rod on the southerly sideline of Alfred Road, said iron rod marking the northwesterly corner of land conveyed to John L. Golembiewski and Caroline J. Wilmot by deed dated February 15, 2019, and recorded in the York County Registry of Deeds in Book 17898, Page 253;

THENCE N81°30'44"W along the apparent southerly sideline of said Road a distance of 100.50 feet to an iron rod to be set;

THENCE S32°10'21"W along the easterly sideline of Heavy Hammer Lane a distance of 211.53 feet to an iron rod to be set as shown on plan entitled "Final Subdivision Plan for BDF Holdings" recorded in said Registry in Plan Book 411 Pages 30 and 31;

THENCE N57°49'39"W a distance of 10.00 feet to an iron rod to be set;

THENCE S32°04'54"W continuing along the easterly sideline of said Lane a distance of 183.10 feet to an iron rod to be set;

THENCE continuing along the northerly sideline of said Lane with a curve deflecting to the left a distance of 58.02 feet to a point, said curve having a radius of 275.00 feet a chord bearing of S56°40'38"E and chord distance of 57.91 feet;

THENCE S62°43'16"E continuing along the northerly sideline of said Lane a distance of 70.63 feet to an iron rod to be set at the southwesterly corner of Lot 3 as shown on said Plan;

THENCE N74°53'25"E along the westerly sideline of said Lot 3 a distance of 94.48 feet to and iron rod to be set;

THENCE N27°50'28"E continuing along the westerly sideline of said Lot 3 a distance of 219.40 feet to set iron rod marking the southwesterly corner of said Golembiewski and Wilmot land;

THENCE N04°37'05"E along the westerly sideline of said Golembiewski and Wilmot land a distance of 160.11 feet to the point of beginning.

The above-described parcel containing 1.547 acres, more or less. The bearings are referenced to Maine State Plane – West Zone.

Meaning and intending to convey Lot 2 as shown on plan entitled "Final Subdivision Plan for BDF Holdings" recorded in said Registry in Plan Book 411 Pages 30 and 31.

BEING a portion of the premises conveyed to this grantor from Wayne Dillard by deed dated March 26, 2016, and recorded in said Registry in Book 17208, Page 28, and a portion of the premises conveyed

from Sheila Dillard by deed dated March 28, 2016, and recorded in said Registry in Book 17208, Page 24.

SUBJECT TO a drainage easement more particularly described as follows:

BEGINNING at a set iron rod on the southerly sideline of Alfred Road, said iron rod marking the northwesterly corner of land conveyed to John L. Golembiewski and Caroline J. Wilmot by deed dated February 15, 2019, and recorded in the York County Registry of Deeds in Book 17898, Page 253;

THENCE N81°30'44"W along the apparent southerly sideline of said Road a distance of 100.50 feet to an iron rod to be set;

THENCE S32°10'21"W along the easterly sideline of Heavy Hammer Lane a distance of 211.53 feet to an iron rod to be set as shown on plan entitled "Final Subdivision Plan for BDF Holdings" recorded in said Registry in Plan Book 411 Pages 30 and 31;

THENCE N57°49'39"W a distance of 10.00 feet to an iron rod to be set;

THENCE S32°04'54"W continuing along the easterly sideline of said Lane a distance of 183.10 feet to an iron rod to be set;

THENCE continuing along the northerly sideline of said Lane with a curve deflecting to the left a distance of 15.08 feet to a point, said curve having a radius of 275.00 feet;

THENCE N32°04'54"E a distance of 282.98 feet to a point;

THENCE S81°30'44"E a distance of 148.62 feet to a point located on the westerly sideline of said Golembiewski and Wilmot land;

THENCE N04°37'05"E along the westerly sideline of said Golembiewski and Wilmot land a distance of 105.75 feet to the point of beginning.

TOGETHER WITH an access, utility, drainage, and maintenance easement being more particularly described as follows:

A certain parcel of land in Arundel, County of York, State of Maine, said land being situated on the southerly side of Alfred Road, and being more particularly described as follows:

BEGINNING at a found iron pipe located on the southerly sideline of Alfred Road, said iron pipe marking the northeasterly corner of Lot #1 as shown on plan entitled "Ledgewood Meadows" recorded in the York County Registry of Deeds in Plan Book 381, Page 1.

THENCE S25°07'31"W along the easterly sideline of said Lot #1 a distance of 141.94 feet to a found iron pipe;

THENCE S34°39'06"W continuing along the easterly sideline of said Lot #1 and partially along Lot #2 as shown on said Plan a distance of 277.29 feet to an iron rod to be set;

THENCE S42°59'25"E along remaining land of grantor a distance of 51.19 feet to an iron rod to be set;

THENCE N47°00'35"E continuing along remaining land of grantor a distance of 36.46 feet to an iron rod to be set;

THENCE along a curve deflection to the right a distance of 30.21 feet to an iron rod to be set, said curve having a radius of 20.00 feet;

THENCE continuing along remaining land of grantor with a curve deflecting to the left a distance of 92.28 feet to an iron rod to be set, said curve having a radius of 325.00 feet;

THENCE S62°43'16"E continuing along remaining land of grantor a distance of 221.43 feet to an iron rod to be set;

THENCE N27°16'44"E continuing along remaining land of grantor a distance of 50.00 feet to an iron rod to be set;

THENCE N62°43'16"W continuing along remaining land of grantor a distance of 150.80 feet to an iron rod to be set;

THENCE N62°43'16"W continuing along remaining land of grantor a distance of 70.63 feet to an iron rod to be set;

THENCE along a curve deflecting to the right a distance of 58.02 feet, said curve having a radius of 275.00 feet to an iron rod to be set;

THENCE N32°04'54"E continuing along remaining land of grantor a distance of 183.10 feet to an iron rod to be set;

THENCE S57°49'39"E continuing along remaining land of grantor a distance of 10.00 feet to an iron rod to be set;

THENCE N32°10'21"E continuing along remaining land of grantor a distance of 211.53 feet to an iron rod to be set on the southerly sideline of said Road;

THENCE N81°30'44"W along the southerly sideline of said road a distance of 86.72 feet to a point;

THENCE N84°56'21"W continuing along the southerly sideline of said road a distance of 53.31 feet to the found iron pipe marking the point of beginning.

**Town of Arundel**  
**Arundel Planning Board**  
**FINDINGS OF FACT AND MOTION FOR APPROVAL**  
**BDF Holdings, LLC**

**WHEREAS** on October 12, 2017 the Arundel Planning Board received Plenary Site Plan Pre-application from *BDF Holdings, LLC* to construct a 50' x 100' metal structure for commercial uses on a 32-acre parcel located at 715 Alfred Road, Tax Map 4, Lot 23 in the AR Business District.

**WHEREAS**, on October 21, 2017, the Arundel Planning Board conducted a public site walk of the project.

**WHEREAS**, the applicant advised the Board that they had partnered with the owners of Ledgecliff Meadows Subdivision to produce a joint project, and would await the approval of the revised Ledgecliff Meadows project.

**WHEREAS**, on September 27, 2018 BDF LLC advised the Planning Board that they would pursue an independent permit for their proposed project and submitted Plenary Site Plan application for consideration.

**WHEREAS**, on September 27., 2018, the Planning Board determined the Plenary Site Plan application complete in compliance with LUO § 10.6.3.2;

**WHEREAS**, on October 11, 2018 the Planning Board conducted a Public Hearing in compliance with LUO § 10.6.3.3;

**AND WHEREAS** the Arundel Planning Board has determined the following Findings of Fact and Notice of Decision:

**FINDINGS OF FACT**

1. The owners of the property and the applicants are BDF Holdings, LLC.
2. The property is located at 715 Alfred Road, Map 4, Lot 23 in the AR Business District.
3. The property is approximately 32 acres in size.
4. The property currently is undeveloped.
5. The applicant proposes to construct a 50' x 100' metal structure housing a single commercial use, served by a 585'-long and 24-foot wide gravel road emanating from Alfred Road and terminating in a 10-vehicle parking lot and backup space located to the rear of the proposed building. The proposed parking area also will serve as a back up and assembly area for the proposed business.
6. The proposed commercial use as metal building sales and installation operation is in compliance with permitted uses in the AR District. The proposed site plan is in conformance with all the minimum dimensional standards of the AR district.
7. The proposed driveway/road is aligned and the crosssection designed to serve a future commercial expansion and subdivision of the 32-acre parcel.
8. The applicant proposes to fill approximately 950 sf of non-Shoreland designated forested wetland in the northeastern corner of the property, in association with fill designed.

9. The proposed driveway has received a Highway/Driveway Entrance Permit waiver from the Maine Department of Transportation onto Route 111 (Alfred Road), dated August 15, 2018.
10. An HHE -200 form has been prepared by Joseph W. Noel LSE #221 for the construction of an on-site septic system has been designed to be located at the east of the proposed building
11. On-site well is proposed to be installed at the west end of the proposed building.
12. All electrical, telephone, and cable utilities will be provided above-ground from Route 111.
13. On -site lighting will consist six (6) wallpac type LED shielded downlights.
14. The proposed project is located within ½ mile of an established fire suppression water supply located on Route 111 , thereby meeting the fire safety requirements of LUO § 5.7.3.1.
15. The applicant proposes to maintain the existing stand of vegetation located along Route 111 thereby meeting the requirements of LUO §6.7.7.1 and 3.
16. The Stormwater Management Plan shows that there will be no net increase in peak runoff generated by the project in a 25-year storm.
17. Engineering documentation submitted in support of this application consists of a 4-page plan set entitled Site Plan of BDF Holdings LLC, prepared by Paul Gadbois, PE and dated September 12, 2018, and Stormwater Management Plan for BDF Holdings LLC prepared by Paul Gadbois, PE and dated September 13, 2018.

#### **CONFORMANCE WITH SITE PLAN APPROVAL CRITERIA**

After due review and consideration, the Arundel Planning Board has determined the application to be in conformance with the criteria of Section 10.6.4 of the Arundel Land Use Ordinance as follows:

1. The proposed project conforms to all standards of the zoning district and meets or exceeds performance standards specified in Sections 5 and 10.6 of this Ordinance;
2. The proposed project is exempt from all Maine DEP Stormwater and NRPA permits.
3. The proposed project does not unreasonably impact public safety and fire protection, and will not create a financial burden for the Town of Arundel in the provision of emergency services and law enforcement to the project site and the neighborhood;
4. The proposed project will not have an adverse impact upon the quality of surface or groundwater resources;
5. The project provides adequate stormwater management facilities to produce no additional peak runoff from the site during a 25-year storm event and will not have an undue impact on municipal stormwater facilities or downstream properties;
6. The proposed project will not have an adverse on-site and off-site impact upon existing vehicular and pedestrian circulation systems within the community or neighborhood;
7. The proposed project will not have an adverse impact upon environmental quality, critical wildlife habitats, marine resources, or important cultural resources. The proposed project could have a deleterious impact upon the visual quality of adjacent residential properties, but this impact will be mitigated by the proposed buffering plan.

8. The proposed project will not produce undue noise, odors, dust, debris, glare, solar obstruction or other nuisances that will adversely impact the quality of life of surrounding parcels.
9. The proposed project will have a positive fiscal impact on municipal government.

**THEREFORE, BE IT RESOLVED** that based on the above findings and conclusions the Arundel Planning Board hereby approves the Plenary Site Plan application of *BDF Holdings, LLC* to construct a 50' x 100' metal structure for commercial uses on a 32-acre parcel located at 715 Alfred Road, Tax Map 4, Lot 23 in the AR Business District, subject to the following conditions:

1. Any subdivision of the proposed building or the existing land cannot proceed without first securing a Subdivision approval from the Arundel Planning Board.
2. The driveway and parking lot shall be maintained to ensure that no sedimentation or siltation of adjacent wetlands and waterways occurs.
3. Two street trees selected from the Arundel List of Recommended Street Trees shall be installed in a location approved by the Town Planner on the west side of the proposed driveway entrance once MDOT completes its improvements to Route 111.
4. In accordance with LUO § 10.7.2, the applicant shall submit a performance surety in the amount of \$130,000 to the Town Planner to insure all work is completed in accordance with the approved plans.

SO APPROVED by the Arundel Planning Board this 11th day of October 2018:

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## Description of Proposed Change of Use

The applicant is proposing a change of use for approximately **2,000 square feet** of an existing **5,000 square feet** commercial building. The space is currently unused / used for storage and will be converted to a **small indoor recreational basketball training facility**. No exterior changes to the building are proposed as part of this change of use. The footprint of the building will remain unchanged, and there will be no expansion of impervious surface, utilities, lighting, or site access.

The proposed change represents a **low-impact reuse of existing interior space** and does not involve retail sales, food service, large gatherings, or spectator events. The intent of the project is to utilize existing commercial space in a manner that generates minimal traffic and minimal site impact.

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## Description of Intended Use

The 2,000-square-foot space will be used as a **private, membership-based indoor recreational basketball training facility** focused on individual skill development. The use is designed for **one participant at a time**, occasionally accompanied by a parent or guardian. The facility is **not intended for team practices, leagues, tournaments, group classes, or public events**.

Use of the space will occur primarily during after-school hours and limited weekend hours. Typical occupancy at any given time will be **one participant and one accompanying adult**, with rare overlap during transitions. There will be no amplified music, spectator seating, or event programming.

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## Septic Impact Statement

Current septic design is for 12 employees with showers. Since these are individual hour blocks of time, 99% of people won't use the bathroom and a shower will never happen. I am the only person that is ever there that uses the bathroom and I don't shower there. It's my opinion the current septic design is sufficient for the proposed use.

## Parking Impact Statement

The property currently provides **10 existing off-street parking spaces**. While the applicable parking standard for a recreational facility would typically require a higher number of spaces based on floor area, the **actual operational parking demand for this use will be substantially lower** than what is anticipated by the ordinance standard and lower than what is already approved for the existing building.

Because the facility is **membership-only** and limited to **one participant at a time**, the expected parking demand is **one to two vehicles at any given time**. There will be no peak parking periods, no overlapping group sessions, and no event-based surges in demand. The proposed use is functionally similar to a small personal training studio or private instructional space rather than a traditional gym or recreational center.

Based on the limited occupancy, controlled scheduling, and absence of group activities, the existing on-site parking is **more than sufficient to accommodate the actual demand generated by the proposed use**, and the project is not expected to create parking congestion or spillover impacts on surrounding properties or roadways

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## Parking Waiver Request

The applicant respectfully requests a waiver from the minimum off-street parking requirements. The proposed use is a **low-intensity, appointment-based recreational training facility** serving one participant at a time, occasionally accompanied by a parent or guardian. The maximum anticipated parking demand is **no more than two vehicles at any given time**, with scheduling structured to avoid overlap. The site currently provides **10 on-site parking spaces**, which is more than sufficient to meet actual demand. Granting this waiver will not result in overflow parking, traffic congestion, or adverse impacts to neighboring properties.

## **Waiver Request – Section 10.5.2, Subsections 3(a) through 7(d)**

The applicant respectfully requests waivers from the requirements of **Section 10.5.2, Subsections 3(a) through 7(d)** of the Conditional Use/Site Plan Review standards. The proposed change of use occurs **entirely within an existing building, with no exterior alterations, site expansion, or increase in intensity of use**. The operational characteristics of the use—limited occupancy, appointment-only scheduling, and minimal traffic generation—do not necessitate full compliance with the referenced subsections. Granting these waivers will maintain the intent of the ordinance while allowing reasonable use of the property without creating undue burden or impact on public health, safety, or welfare.

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This proposed use represents a low-intensity, appointment-based activity that will not adversely affect traffic, parking demand, noise levels, or surrounding properties and is consistent with the intent and purpose of the zoning ordinance.

100 FT

MAN DOOR

MAN DOOR

BATHROOM

OFFICE

← WALL

STORAGE

STORAGE

BASKETBALL COURT

COURT

2100 SQ FT

2000 SQ FT

900  
SQ FT

MAN DOOR

MAN DOOR

14' GARAGE DOOR

MAN DOOR

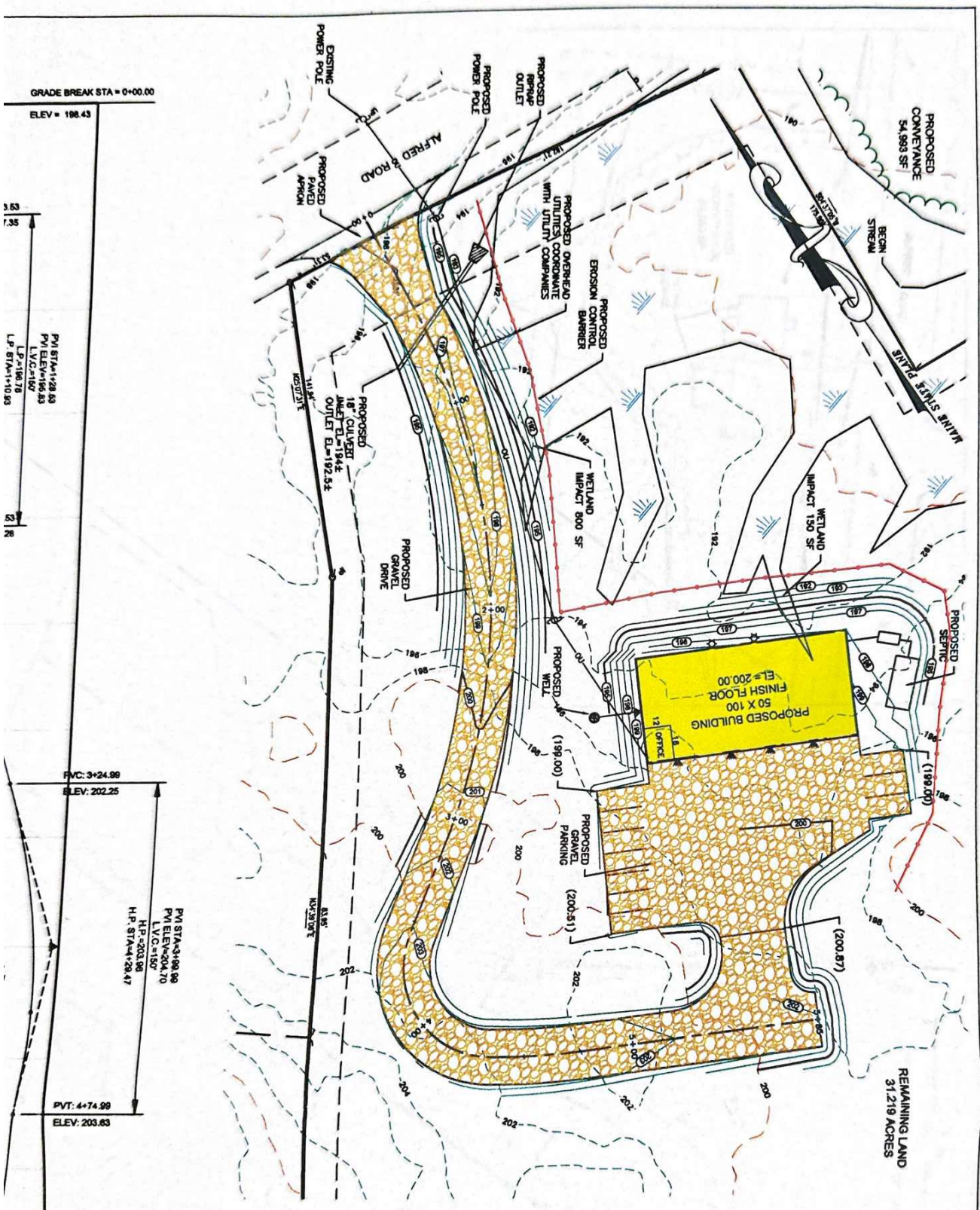
12' GARAGE DOOR

MAN DOOR

12' GARAGE DOOR

MAN DOOR

12' GARAGE DOOR



GRADE BREAK STA = 0+00.00  
ELEV = 198.43

PVI STA=1+28.83  
PVI ELEV=196.83  
L.V.C.=100  
L.P.=196.78  
L.P. STA=1+10.93

FVC: 3+24.99  
ELEV: 202.25

PVI STA=3+98.99  
PVI ELEV=204.70  
L.V.C.=100  
H.P.=203.98  
H.P. STA=4+28.47

PVT: 4+74.99  
ELEV: 203.63

GRADE BREAK STA = 5+08.02  
ELEV = 202.02

PROPOSED CONVEYANCE 54,993 SF

REMAINING LAND 31,219 ACRES

- LIGHTING:**
1. NO LIGHTING FIXTURE SHALL EXCEED THE HEIGHT OF THE FRONT YARD OR TWENTY (20) FEET, WHICHEVER MORE THAN TWENTY-FIVE (25) FEET IN THE REAR. ALL LIGHTING SHALL BE NON-RESIDENTIAL USE SHALL BE FOOT-CANDLES ONTO SURROUNDING NON-RESIDENTIAL POINT SOURCE GLARE.
  2. ALL OUTDOOR LIGHTING FIXTURES SHALL BE FULLY SHIELDED TO PREVENT LIGHT POLLUTION.
  3. FLOODLIGHTS SHALL BE ANGLED NO LESS THAN 45 DEGREES FROM THE BUILDING FACADE.
  4. ALL OUTDOOR LIGHTING SHALL HAVE A COLOR RENDERING INDEX (CRI) OF 90 OR HIGHER AND NO MORE THAN 100 IN THE FRONT YARD AREA AND NO MORE THAN 150 IN THE REAR YARD.

**ZONE REQUIREMENTS:**

Zone	Min. lot size	Max. lot coverage	Max. building height	Front yard setback	Side yard setback	Rear yard setback	Residential building setback from adjacent	Min. lot frontage	Arterial / Collector	Local Board	Min. lot frontage	Min. lot frontage on a cul-de-sac
NON RESIDENTIAL	1 ACRE	70%	50 FEET	40 FEET	15 FEET	25 FEET	75 FEET	100 FEET	100 FEET	100 FEET	75 FEET	

.. Add feet for every story over 2 sto

## Town of Arundel Conditional Use/Site Plan Review Application Checklist

Project Name Just Hoop Maine - Private Basketball Training

This checklist has been prepared to assist applicants develop their applications. It should be used as a guide. The checklist does not substitute for following the requirements of Section 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. <b>Property Boundary Survey</b> 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.		✓			Building is existing Town has the information
2. <b>Proposed Site Plan</b> , 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:		✓			Building and lot are existing Town has the 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		✓			
	Submitted	Does	Applicant	Received	

SITE PLAN REQUIREMENTS	by Applicant	Not Apply	Requests to be Waived	by Town Planner	Comments
<ul style="list-style-type: none"> <li>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.</li> </ul>		✓			
<ul style="list-style-type: none"> <li>Location, layout, and dimensions of all existing and proposed drainage facilities, accompanied by detailed drainage calculations signed and sealed by a Professional Engineer licensed in the State of Maine;</li> </ul>		✓			
<ul style="list-style-type: none"> <li>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.</li> </ul>		✓			
<ul style="list-style-type: none"> <li>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.</li> </ul>			✓		No site improvements
<ul style="list-style-type: none"> <li>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;</li> </ul>	✓				
<ul style="list-style-type: none"> <li>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;</li> </ul>		✓			Existing building completed w/ initial build.
<ul style="list-style-type: none"> <li>Location, type, size of incineration devices noise sources such as machinery.</li> </ul>		✓			
<ul style="list-style-type: none"> <li>Location and inventory of outdoor materials storage</li> </ul>		✓			
<ul style="list-style-type: none"> <li>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</li> </ul>			✓		On site already and documented with the town
<p>3. <b>Detail Sheet</b> showing construction details of proposed streets, drives, roads, sidewalks, retaining walls, lighting fixtures, fences, and all similar proposed site improvements.</p>		✓			
<p>4. <b>Outdoor Lighting Plan</b> consisting of:</p>		✓			
<ul style="list-style-type: none"> <li>The location of all existing and proposed exterior lighting fixtures.</li> </ul>					None proposed
<ul style="list-style-type: none"> <li>Specifications for all proposed lighting fixtures</li> </ul>					
<ul style="list-style-type: none"> <li>Proposed mounting height of all exterior lighting fixtures</li> </ul>					
<ul style="list-style-type: none"> <li>Analyses and illuminance level diagrams.</li> </ul>					
<ul style="list-style-type: none"> <li>Drawings of all relevant building elevations showing fixtures, portions of walls to be illuminated, illuminance levels, and the aiming points for remote light fixtures.</li> </ul>					

SITE PLAN REQUIREMENTS	Submitted by Applicant	Does Not Apply	Applicant Requests to be Waived	Received by Town Planner	Comments
5. <b>Landscape Plan</b> 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:		✓			
• Planting Schedule indicating plant species, variety, common name, quantity, size, and installation specifications;					
• Planting details for shrubs and trees					
6. <b>Building Plans</b> 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.			✓		Plans are on file.
7. <b>Schematic elevation of proposed signs</b> , 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.		✓			No signage
8. <b>Detailed Cost Estimates</b> of all proposed site improvements including quantity and unit costs of materials and 10% contingencies.			✓		No site improvements Only flooring and a bucket of heat.

WRITTEN SUBMISSION REQUIREMENTS	Submitted by Applicant	Does Not Apply	Applicant Requests to be Waived	Received by Town Planner	Comments
1. Complete Site Plan Review Application Form (10 copies) 2 copies of site plan 24" x 36' and 8 copies @ 11" x 17"	✓				
2. Plenary or Administrative Site Plan application fee 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. Include \$2.00/abutter along with application fee.			✓		
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	✓		MTR		
5. On-site soil investigation report by a Licensed Site Evaluator.		✓			Existing building
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. Digital copy of the entire application package in an Adobe PDF format, including maps and drawings	✓				
9. Other Studies:					
• Traffic Impact study, prepared and sealed by a Maine licensed Traffic Engineer.			✓		less traffic than is allowed.
• 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"> <li>Market Study: Prepared by a qualified market research firm, and indicating the potential feasibility and projected success of a proposed use.</li> </ul>			✓		
<ul style="list-style-type: none"> <li>Fiscal Impact Assessment: Analyzing the projected fiscal impacts to the municipal service delivery system</li> </ul>			✓		Existing building
10. 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.		✓			
11. Letter of Compliance from the Arundel Fire Chief			✓		will obtain if needed.
12. Letter of Compliance from the Arundel Public Works Director (only if accessed from Town road)		✓			
13. Other information required by the Planning Board or Staff Review Committee		✓			