

Town of Arundel Site Plan Review Application Checklist

Project Name Greenhouse Installation

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. 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	✓				
	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"> 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:		✓			
• Planting Schedule indicating plant species, variety, common name quantity, size and installation specifications;		✓			
• 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.					Greenhouse purchased for \$15,000

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. 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	✓				
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. 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.		✓			
• 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 		✓			
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		✓			
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	✓				