

Town of Orland
Application For A Permit
Site Plan Review Ordinance

Note to applicants: The Orland Planning Board recommends a Preliminary Review and a site plan sketch so that the Board may assist the applicant in preparing the final site plan. The preliminary review is also an opportunity for the Planning Board to inform the applicant of any additional information that may be required based on the complexity of the application, and to determine the need for a site visit by Planning Board members.

Section A - Application General Information

A1. Purpose for permit.

In your own words, please briefly describe the general nature of the business, project, etc. for which you are seeking this permit
--

A2. Project name.

If this business, project, etc. is to have a name, please provide it in the space below.

A3. Applicant

[See Site Plan Review Ordinance (SPRO) Section 8.1.1]

Name				
Address				
Telephone	Primary		Secondary	

A4. Owner (if different from Applicant)

[See SPRO Section 8.1.1]

Name				
Address				
Telephone	Primary		Secondary	

A5. Property/Tax Map

[See SPRO Section 8.1.6]

Map/Lot		Map/Lot		Map/Lot		Map/Lot	
---------	--	---------	--	---------	--	---------	--

a. **Attachment A5:** Attach a list of property map and lot numbers if more space is needed.

A6. Property Location/Reduced Tax Map

[See SPRO Section 8.1.4]

a. Attachment A6: Attach a reduced copy of the tax map or other small scale map showing the property in relation to the surrounding area.
--

A7. Verification of ownership

[See SPRO Section 8.1.7]

a. Attachment A7: Attach a copy of the Deed, Option to Purchase or other documents showing your right, title or interest in this property.

A8. Abutting property owner information

[See SPRO Section 8.1.3]

a. Attachment A8-1: Attach a list of all property owners, names and addresses whose property immediately abuts the property to be developed
--

b. **Attachment A8-2:** Attach a list of all property owners, names and addresses whose property is within 500 feet of the property to be developed.

A9. Technical and financial capability

[See SPRO Section 8.1.9]

a. **Attachment A9:** Attach document(s) showing your technical and financial ability to carry out the proposed project.

Section B - Existing Property Conditions

Note to applicants: Information in this section may be submitted on site sketch or site plan unless otherwise specified.

B1. What is the existing use of this property? (Check all that apply.)

Undeveloped	<input type="checkbox"/>	Residential	<input type="checkbox"/>	Commercial	<input type="checkbox"/>
Agricultural	<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Other	<input type="checkbox"/>
If Other, describe here:					

B2. Site sketch/site plan preparer

[See SPRO Section 8.1.8]

a. **Site Plan:** Show the name of person preparing this plan. If professional, include registration number and seal.

B3. Contiguous Property

[See SPRO Section 8.1.5]

a. **Site Plan:** Show the boundaries of all contiguous property under ownership or total control or partial control of the owner/applicant.

B4. Property Line Information

[See SPRO Section 8.2.2]

a. **Site Plan:** Show length and bearing of all property lines.

B5. Easements

[See SPRO Section 8.2.11]

a. **Site Plan:** Show the location and dimensions of all existing easements.

b. **Attachment B5:** Attach copies of existing easements and covenants and deed restrictions.

B6. Street Information

[See SPRO Section 8.2.4]

a. **Site Plan:** Show the location, names, and widths of all existing public and private streets and rights-of-way.

B7. Intersections

[See SPRO Section 8.2.7]

a. **Site Plan:** Show the locations of all intersecting roads and driveways within two hundred (200) feet of the project site.

B8. On site vehicle and pedestrian traffic.

[See SPRO Section 8.2.6]

a. **Site Plan:** Show the locations and dimensions of all existing onsite driveways, parking and loading areas, walkways and sidewalks.

B9. Existing Buildings

[See SPRO Section 8.2.5]

a. **Site Plan:** Show the locations, dimensions and ground floor elevations of all existing on site buildings.

B10. Existing Signs

[See SPRO Section 8.2.10]

a. **Site Plan:** Show the location, of all existing on site signs and advertising.

b. **Attachment B10:** Attach drawings/photos showing front view, dimensions, height and lighting of all existing on site signs and advertising.

B11. Zoning Classification

[See SPRO Section 8.2.1]

a. **Site Plan:** Show the zoning classification (district) including overlay and/or sub-districts and boundaries.

B12. Underground Utilities

[See SPRO Section 8.2.3]

a. **Site Plan:** Show the location of all underground utilities, wells, drains.

b. **Attachment B12:** Describe the type, size, capacity and adequacy of all underground utilities, wells, drains, etc.

Note: This information may be shown on the site plan if it is legible.

B13. Topography and Site features

[See SPRO Section 8.2.8]

a. **Site Plan:** Show the location of open drainage courses, wetlands, forested areas, stonewalls, fences. Also show unique features such as graveyards, historical or archeological areas, etc.

B14. Surface water flow

[See SPRO Section 8.2.9]

a. **Site Plan:** Show the direction of all surface water flow and drainage across the site.

b. **Attachment B14:** Attach a copy of existing surface water and/or storm water pollution prevention plans.

B15. Fire Protection

[See SPRO Section 8.2.12]

a. **Site Plan:** Show the location of nearest fire hydrant, dry hydrant or other water supply for fire protection.

B16. Aquifers

[See SPRO Section 8.2.13]

a. **Site Plan:** Show the location of any/all aquifer recharge areas, if available.

Section C - Proposed Development Information

Note to applicants: Information in this section may be submitted on site sketch or site plan unless otherwise specified.

C1. What is the proposed use of this property? (Check all that apply.)

[See SPRO Section 8.3.10]

Residential		Commercial		Agricultural	
Industrial		Other (Describe)			

C2. Proposed Structures

[See SPRO Section 8.3.6]

a. **Site Plan:** Show the location of all proposed buildings, structures, expansions, walls and fences.

b. **Attachment C2:** Attach a list of all proposed buildings, structures, expansions, walls and fences including types, dimensions, heights, front views, and elevations, number of stories, total floor area (all floors/stories), building materials, color.

C3. Proposed Signs

[See SPRO Section 8.3.3]

a. **Site Plan:** Show the location, of all proposed on site signs and advertising.

b. **Attachment C3:** Attach drawings/photos showing front view, dimensions, height and lighting of all proposed on site signs and advertising.

C4. Exterior Lighting

[See SPRO Section 8.3.8]

a. **Site Plan:** Show location and direction of all proposed exterior lighting.

b. **Attachment C4:** Attach a list of proposed exterior lighting including type, intensity, hours of operation.

C5. Proposed vehicle and pedestrian traffic

[See SPRO Section 8.3.4]

a. Site Plan: Show the locations and dimensions of all existing onsite driveways, parking and loading areas, walkways and sidewalks.
b. Attachment C5-1: Attach a list of all proposed vehicle and pedestrian traffic areas including dimensions and construction materials.
c. Attachment C5-2: If development will change or impact off site traffic flow, attach statement(s) from the Orland Road Commissioner, Orland Board of Selectmen and/or Maine Department of Transportation as appropriate.

C6. Traffic Volume

[See SPRO Section 8.3.11]

Anticipated daily traffic volume		Anticipated peak traffic hours	
----------------------------------	--	--------------------------------	--

C7. Landscaping and Buffers

[See SPRO Section 8.3.5]

a. Site Plan: Show location of proposed landscaping areas and visual and noise buffers.
b. Attachment C7: Attach a list of materials to be used for visual and noise buffers or barriers.

C8. Proposed Utilities

[See SPRO Section 8.3.9]

a. Site Plan: Show the location of all proposed utilities and/or utility extensions, fire protection systems.
--

C9. Sewer and Water

[See SPRO Section 8.3.1]

a. Site Plan: Show the location of sewage disposal system(s) and water supply.
b. Attachment C9-1: Attach (as appropriate) copies of sewage disposal system design, internal plumbing permits or a statement from the Orland Plumbing Inspector that proposed development meets the State Plumbing Code.
c. Attachment C9-2: Attach an estimated demand for water supply and evidence that demand can be met.

C10. Surface Drainage

[See SPRO Section 8.3.2]

a. Site Plan: Show location and direction of proposed surface water drainage.
b. Attachment C10: Attach surface water impact assessment.

C11. Storm Water

[See SPRO Section 8.3.12]

a. Attachment C11: Attach a storm water calculation together with a storm water pollution prevention plan, describing proposed sedimentation and erosion measures.

C12. Solid and Special Waste

[See SPRO Section 8.3.3]

Types of anticipated wastes (check all that apply)	Solid		Special		Hazardous	
a. Attachment C12-1: Attach a list of all proposed solid, special and hazardous wastes. Include type of waste, origin, properties, anticipated quantities, and methods of disposal for each type.						
b. Attachment C12-2: Attach disposal contracts, letters of agreement and/or documentation from waste disposal companies.						

C13. Snow Storage (Major Developments)

[See SPRO Section 8.3.13]

a. Site Plan: Show proposed snow storage areas.
--

C14. Construction start and completion

Estimated Start Date		Estimated Completion Date	
----------------------	--	---------------------------	--

Section D - Acknowledgments and Signatures

The undersigned applies for a permit for the above use(s) and understand any permit to be issued shall be based on the information contained within this application. The applicant hereby certifies that all information and attachments to this application are true and correct.

The undersigned also understands that in addition to the Orland Planning Board issuing a permit under this application, there may be other Local, State and/or Federal permits required to undertake the development described herein.

Application Date	
Owner(s)/Applicant(s) Signature(s)	