

# Town of Searsport Site Plan Permit Application

**PLEASE PRINT**

## **A. APPLICANT**

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

2. Company Name \_\_\_\_\_

3. Address \_\_\_\_\_

## **B. PROPERTY OWNER**

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

2. Company Name \_\_\_\_\_

3. Address \_\_\_\_\_

## **C. CONTRACTOR**

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

3. Company Name \_\_\_\_\_

4. Address \_\_\_\_\_

## **D. PROPERTY LOCATION**

1. Map# \_\_\_\_\_ Lot# \_\_\_\_\_ Street location/address \_\_\_\_\_

2. Date lot created: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Current Use: \_\_\_\_\_

**E. ABUTTERS (If more space is needed please use separate sheet and check here)**

**PLEASE PRINT**

Name	Mailing Address			Map#	Lot#
	Town	State	Zip		

**F. PROPOSED USE OF PROPERTY**

1. Multi-family  # of Units \_\_\_\_\_ Commercial  Industrial  Institutional  Government
2. Home Occupation  Other  Is this a New Building  Alteration/additions to existing building
3. Pier, Dock, Wharf, etc.
4. Hours of Operation \_\_\_\_\_

**G. WHAT ARE YOU PLANNING TO DO ON THIS PROPERTY?**

(Please use separate sheet of paper if needed)

**H. STRUCTURE & PROPERTY (Attach building plans, including front and side elevation and a copy of Page 4 Site Plan Drawing filled out)**

1. Dimensions \_\_\_\_\_ Height \_\_\_\_\_ Number of stories \_\_\_\_\_ Other \_\_\_\_\_
2. Total square feet of all structures on the property \_\_\_\_\_ Setback from side lot lines \_\_\_\_\_ / \_\_\_\_\_
3. Setback from rear lot line \_\_\_\_\_ Setback from edge of road \_\_\_\_\_ Type of Construction \_\_\_\_\_
4. Lot area: Square feet \_\_\_\_\_ or acreage \_\_\_\_\_ Frontage on road \_\_\_\_\_
5. Square footage of home area to be used for business (**Home occupation business only**) \_\_\_\_\_ sq. ft.
6. Estimated Cost \_\_\_\_\_ Type of foundation: Full basement  Frost wall  Slab   
Other  If Other Describe \_\_\_\_\_
7. Heating: Hot Air  Hot Water  Electric Baseboard  Electric Heat Pump   
Geothermal Heat Pump  Other   
If Other Describe \_\_\_\_\_

**I. PLUMBING (If private please attach a copy of the approved plumbing permit)**

1. Sewage Disposal: Existing: Public  Private  Proposed: Public  Private       2. Water Supply: Existing: Public  Private  Proposed: Public  Private

**J. OTHER INFORMATION**

1. Is Property part of a subdivision? Yes  No       Is property in the Shoreland Zone? Yes  No   
 2. Are any wetlands or tributary steams involved? If yes, locate them on your site plan. Yes  No   
 3. Are there any restricting deeds or covenants? If yes explain below. Yes  No   
 Explain: \_\_\_\_\_

4. Please provide a copy of any other permit or permits required for your project. If new construction or an addition, a building permit is required from Searsport's Code Enforcement Officer. **Mercantile license forms** are available from the Searsport CEO.  
 5. Please attach a parking plan sketch.  
 6. Please attach a sketch of any sign or signs, including all sign dimensions. Include on your site plan setback from edge of road, location on the property, type of fixture, direction of output, and light output of any sign lighting fixture or area lighting fixtures.  
 7. Please attach a written erosion control plan.  
 8. Please attach a copy of your deed, legal right or interest.  
 9. Please read the attached excerpts from the site plan review ordinance and include the requested items per the ordinance. Be prepared to explain to the board how your project will confirm to the 18 review standards.  
 10. If you have questions about this process, this form, or require special accommodations based on disability or language barriers please call the Code Enforcement Officer or Planning Board Chairman.

**ALL COMPLETE APPLICATIONS MUST BE RECEIVED AT THE SEARSPORT TOWN OFFICE AT LEAST 10 DAYS PRIOR TO THE PLANNING BOARD MEETING. REGULAR PLANNING BOARD MEETINGS ARE SCHUDLED FOR THE SECOND MONDAY OF EACH MONTH.**

The undersigned owner or authorized agent hereby applies for a permit in accordance with all statues, laws, codes, and ordinances of the state of Maine and the Town of Searsport. The applicant certifies that all information and attachments submitted are true and correct and agrees to future inspections by the Town's Code Enforcement Officer at reasonable hours.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF AGENT (IF APPLICABLE) DATE

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**SITE PLAN DRAWING**

**PLEASE INCLUDE LOT LINES, STRUCTURE LOCATIONS, SIGN LOCATION, OUTSIDE  
LIGHTING, AND DIMENSIONS FOR ALL  
(PLEASE USE ADDITIONAL PAPER IF NEEDED)**



**The Site Plan of Development Application for all except home occupation, shall include the following items. The Planning Board may waive items not applicable to the development or may require information not specified below but which is pertinent to the development:**

**1. A map or maps prepared at a scale of not less than one (1) inch to 50 feet and shall include:**

- a. Name and address of the applicant or his/her authorized agent, name of the proposed development and identification of any land within 500 feet of the proposed development in which the applicant has title or interest.
- b. Boundaries of the tract of land certified by a registered land surveyor.
- c. Existing soil conditions as described by a registered soil scientist, geologist or engineer.
- d. Copies of pertinent municipal tax maps with lot numbers and names of abutting property owners.
- e. Location of existing and proposed buildings and other structures, including use and proposed use thereof.
- f. Location, size and elevation of buildings on abutting properties or within 200 feet of the property line of the proposed development.
- g. Location of existing public streets.
- h. Location and design of proposed access drives to the lot from public streets.
- i. Location, design and arrangement of proposed off-street parking and loading areas and their appurtenant drives and maneuvering areas.
- j. Location of existing and proposed pedestrian walkways.
- k. Location of existing and proposed utilities and easements including sanitary sewage, water, electricity and public rights-of-way. If the site is not to be served by a public sewer system, then an on-site soils investigation report by a Department of Human Services licensed site-evaluator shall be provided.
- l. Location of existing natural drainage ways and proposed storm drainage facilities including dimensions of culverts, pipes, etc.
- m. Location, intensity, type, size and direction of all outdoor lighting.
- n. Location and size of signs and all permanent outdoor fixtures.
- o. Landscape plan showing location, type and approximate size of plantings and location and dimension of all fencing and screening.
- p. Contour lines at appropriate intervals to show the effect on the land of existing and proposed grades.
- q. Location of any affected groundwater aquifers and aquifer re-charge areas.
- r. An Architectural rendering of all proposed buildings

**2. A written statement by the applicant that shall consist of:**

- a. Evidence by the applicant of his title and interest in the property, or evidence that the applicant has entered into a binding purchase and sales agreement in the property, for which the application covers.
- b. A description of proposed uses of the site.
- c. Total floor area and ground coverage of each proposed building and structure and the percentage of lot covered by each building or structure.
- d. Description of existing and proposed easements, restrictions and covenants placed on the property.
- e. Method of solid waste disposal.
- f. Erosion and sedimentation control plan.
- g. Where the proposed development site includes, or is within 100 feet of the shoreline of tidal waters, a determination of whether this shoreline is currently eroding. If the shoreline is determined to be eroding, the following information shall be provided: An evaluation of the current rate of erosion; a projection of the location of the shoreline in fifty years; and an evaluation of the effect, if any, of the proposed project on shoreline stability.

- h. Copies of letters to the abutting property owners, Selectmen, Town Manager, Public Works Director, Fire Chief, Police Chief, MSAD #56 School Superintendent, and Searsport Water and Sewer District Superintendent notifying them of the proposed development. **These letters are the responsibility of the town not the applicant.**
- i. Statement of financial capacity which should include the names and sources of the financial parties, including banks, government agencies, private corporations, partnerships and limited partnerships, and whether these sources of financing are for construction loans or long term mortgages, or both.
- j. List all applicable local, state and federal ordinances, statutes, laws, codes and regulations and permits/licenses pertaining to the development of the site.
- k. The applicant's evaluation of the availability and suitability of off-site public facilities, including sewer, water, streets, parking, solid waste and schools.
- l. A statement from the Fire Chief as to the availability of fire hydrants and/or fire ponds, or other provisions for fire protection services. **This is the responsibility of the town not the applicant.**
- m. If public water is to be used, a statement from the water district as to the availability of public water. **This is the responsibility of the town not the applicant.**
- n. If public sewer is to be used, a statement from the sewer district as to the availability of public sewer. **This is the responsibility of the town not the applicant.**
- o. A statement from the Public Works director that the proposed road or street construction will meet town specifications. **This is the responsibility of the town not the applicant.**
- p. An estimate of the date when construction will start and development will be completed.

**The Site Plan of Development Application for home occupation** shall include the following items. The Planning Board may waive items not applicable to the development or may require information not specified below but which is pertinent to the development:

**1. A map, or maps prepared, at a scale of not less than one (1) inch to 50 feet and shall include:**

- a. Name and address of the applicant.
- b. Boundaries of the tract of land as indicated on the property deeds and Town of Searsport tax maps, indicating thereon the tax map and lot numbers, and the names of abutting property owners.
- c. Location of existing and proposed buildings and other structures including use and proposed use thereof.
- d. Location of existing public streets.
- e. Location and design of proposed access drives, if any, to the lot from public streets.
- f. Location and design of any proposed off-street parking.
- g. Location of existing and proposed utilities and easements, including sewage, water, electricity, and public/private rights-of-way. If the site is not served by a public sewer system and if the proposal requires additional septage discharge facilities, then an on-site soils investigation report by a Department of Human Services licensed site evaluator shall be provided.
- h. Location, intensity, type, size and direction of additional outdoor lighting,
- i. Location and size of signs and all permanent outdoor fixtures,
- j. Location and dimension of any additional fencing and screening

**2. A written statement by the applicant that shall consist of:**

- a. Evidence by the applicant of his/her title and interest in the property for which the application is submitted.
- b. A description of the proposed uses of the site.
- c. Total floor area involved in the proposal if included within the original structure or building.
- d. Total floor area and ground coverage of each additional proposed building and structure, and the percentage of lot to be covered by each additional building and structure.

- e. Description of existing and proposed easements, restrictions and covenants placed on the property.
- f. Where the proposed site includes or is within 100 feet of the shoreline of tidal waters, a determination of whether this shoreline is currently eroding. If the shoreline is determined to be eroding, the following information shall be provided: An evaluation of the present rate of erosion; a projection of the location of the shoreline in fifty years, and an evaluation of the effect if any, of the proposed project on shoreline stability.
- g. Copies of letters to abutting property owners, Selectmen, and if needed, Searsport Water District, and Town Wastewater Division, notifying them of the proposed plan. **These letters are the responsibility of the town not the applicant.**
- h. An estimate of the date when construction will start and when the development will be completed.

**The following standards are to be used by the Planning Board in judging applications for site plan review and shall serve as minimum requirements for approval of the site plan. The site plan shall be approved, unless in the judgment of the Planning Board, the applicant is not able to reasonably meet one or more of the following standards. In all instances the burden of proof shall be on the property owner and shall include the production of evidence necessary to complete the application.**

**1. Preserve and Enhance the Landscape:** The landscape shall be preserved in its natural state insofar as is practicable by minimizing tree removal, disturbance of soil, and by retaining existing vegetation during construction. After construction is completed, landscaping shall be designed and planted that will define, soften or screen the appearance of off-street parking areas from public walks, public rights-of-way, and abutting properties and/or structures, in order to enhance the physical design of the building(s) or site, and to minimize the encroachment of the proposed use on neighboring lands and uses. For commercial and industrial subdivisions, due consideration shall also be given the location of building(s), parking areas and other structures, within those areas of the property to be subdivided, that are most suitable for such uses. Areas deemed unsuitable for development, or possessing important natural or scenic values shall be maintained in a natural condition. In this regard, particular consideration shall be given Shoreland and marine resources.

**2. Relationship of Proposed Buildings to Environment:** Proposed building(s) or structure(s) shall be related harmoniously with the surrounding terrain and to existing buildings within the vicinity which have a visual relationship to the proposed building(s) or structure(s). Special attention shall be paid to the bulk, location, height, and siding of the building(s) or structure(s) and to such natural features as slope, soil type, drainage ways, and important wildlife habitats.

**3. Vehicle Access:** The proposed site layout shall provide for safe access and egress from existing or proposed public and private roads. The layout shall indicate the location(s), number(s), and any on-site control(s) of these access/egress points, as well as any turning lanes and traffic signs or signals when required by existing or projected traffic flow on the existing or proposed public and private roads.

**4. Parking and Circulation:** The layout and design of all means of vehicular and pedestrian circulation, including walkways, interior drives and parking areas shall provide for safe general interior circulation, separation of pedestrian and vehicular traffic, service traffic, loading areas, and arrangement and use of parking areas.

**5. Surface Water Drainage:** Adequate provision shall be made for surface drainage so that the removal of surface waters will not adversely affect neighboring properties, downstream water quality, soil erosion, slope stability or public storm drainage systems. Whenever possible, on-site absorption of run-off surface waters shall be utilized as a means of minimizing discharge from the site and to retain the natural drainage patterns.

**6. Existing Utilities:** The development shall not impose an unreasonable adverse effect on sewers, sanitary and storm drains, water lines or other public utilities.

**7. Advertising Features:** The size, location, design, lighting and materials for all exterior signs and outdoor advertising structure(s) or features shall not detract from the design of the proposed building(s) and structure(s) and the surrounding properties.

**8. Special Features of the Development:** Exposed storage areas, exposed machinery installation, service areas, truck loading areas, utility buildings and similar structure(s) shall have sufficient setbacks and screening so as to provide an audio/visual buffer sufficient to minimize their unreasonable adverse effect on other land uses within the development area and surrounding properties, and on recreational uses of public waters.

**9. Exterior Lighting:** All exterior lighting shall be designed so as to minimize unreasonable adverse effect upon neighboring properties.

**10. Emergency Vehicle Access:** Provisions shall be made for providing and maintaining convenient and safe emergency vehicle access to all buildings and structures at all times.

**11. Municipal Services:** The development will not have an unreasonable adverse effect on the municipal services, including municipal road systems, fire departments, police department, solid waste program, sewage treatment plant, schools, open spaces, recreational programs and facilities, and other municipal services and facilities.

**12. Water Pollution:** Adequate provision shall be made to prevent an unreasonable adverse effect upon the quality of water. In addressing this matter, the layout plan shall indicate consideration of land elevation above sea level and its relationship to the flood plains, as well as the nature of soils and sub-soils and their ability to adequately support waste disposal. The layout plan shall also show consideration of the general slope of the land, and the slope's effect on effluents, any aquifer and aquifer re-charge areas; availability of streams or brooks for surface water runoff; the effect of project surface water runoff on Shoreland and marine resources; and applicable federal, state and local laws, ordinances, codes and regulations.

**13. On Site Water Supply:** The layout site plan shall indicate that sufficient water supply is available for reasonably foreseeable needs of the development without causing an unreasonable adverse effect on an existing water supply.

**14. Soil Erosion:** The development shall not cause unreasonable soil erosion nor a reduction in the capacity of the land to retain surface water, resulting in a dangerous or unhealthy condition.

**15. Septage Disposal:** The layout plan shall provide for adequate septage waste disposal in conformance with pertinent state and federal laws.

**16. Adverse Effects:** The development shall not have unreasonable adverse effects upon the scenic or natural beauty of the area, historic sites, important wildlife habitats or rare and irreplaceable natural areas or property values.

**17. Financial Capacity:** The applicant shall demonstrate adequate financial and technical capacity to meet above standards.

**18. Air Quality:** the development shall not significantly add to the existing air pollution.

# CHECKSHEET FOR SITE PLAN REVIEW APPLICATION

**Applicant Name** \_\_\_\_\_ **Map#** \_\_\_\_\_ **Lot#** \_\_\_\_\_

The Site Plan of Development Application shall include the following items. The Planning Board may, upon request from the applicant or on its own initiative, waive items not applicable to the development or **may require information not specified below but which is pertinent to the development. If the following items are neither submitted nor requested to be waived the application will be judged as incomplete.**

Please return this checksheet with your application

	SITE PLAN REGULATIONS	To Be Filled Out By Applicant			Planning Board Use	
		Submitted by Applicant	Not Applicable	Applicant Requests to be Waived *	Received by Planning Board	Waived by Planning Board
5.A.1	<b>A map or maps prepared at a scale</b>					
5.A.1.a	Name and address of the applicant					
5.A.1.b	Boundaries of the tract of land					
5.A.1.c	Existing soil conditions					
5.A.1.d	Copies of pertinent municipal tax maps					
5.A.1.e	Location of existing and proposed buildings					
5.A.1.f	Location, size and elevation of buildings					
5.A.1.g	Location of existing public streets					
5.A.1.h	Location and design of proposed access drives					
5.A.1.i	Location, design and arrangement of proposed off-street parking					
5.A.1.j	Location of existing and proposed pedestrian walkways					
5.A.1.k	Location of existing and proposed utilities					
5.A.1.l	Location of existing natural drainage ways					
5.A.1.m	Location, intensity, type, size and direction of all outdoor lighting					
5.A.1.n	Location and size of signs					
5.A.1.o	Landscape plan showing location					
5.A.1.p	Contour lines at appropriate intervals					
5.A.1.q	Location of any affected groundwater aquifers					
5.A.1.r	An Architectural Rendering of all proposed buildings					
5.A.2	<b>A written statement by the applicant</b>					
5.A.2.a	Evidence by the applicant of his title					
5.A.2.b	A description of proposed uses of the site					
5.A.2.c	Total floor area and ground coverage					
5.A.2.d	Description of existing and proposed easements					

	<b>SITE PLAN REGULATIONS</b>	<b>Submitted by Applicant</b>	<b>Not Applicable</b>	<b>Applicant Requests to be Waived*</b>	<b>Received by Planning Board</b>	<b>Waived by Planning Board</b>
5.A.2.e	Method of solid waste disposal					
5.A.2.f	Erosion and sedimentation control plan					
5.A.2.g	Within 100 feet of the shoreline of tidal waters, a determination of whether this shoreline is currently eroding					
5.A.2.h	Statement of financial capacity					
5.A.2.i	List all required local, state and federal permits/licenses					
5.A.2.j	Evaluation of the need, availability and suitability of off-site public facilities					
5.A.2.k	Estimate of the date when construction will start and development will be completed					
	<b>OTHER ITEMS REQUESTED BY THE BOARD</b>					

**\*Please attach a separate sheet with your reason for the waiver.**

Changes to Approved Plans: Substantial enlargements, alterations or changes of use from the original approved plan require Planning Board review and approval in accordance with this Ordinance, except that the Planning Board may waive submission requirements and review criteria related to elements of a development that will remain unchanged or that will not be impacted by the change of use or substantial enlargement.