

TOWN OF DRESDEN

SITE PLAN REVIEW APPLICATION PACKET

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TOWN OF DRESDEN

OVERVIEW OF THE SITE PLAN REVIEW PROCESS

Who must go through the Site Plan Review Process?

Any person or entity who proposes a development activity or an amendment to an existing Planning Board Permit in Dresden, which requires either a conditional use or Special Exception Permit from the Planning Board (see Table 1, Table of Permissible Uses in the Land Use and Development Ordinance) must go through the Site Plan Review Process. The submission requirements and procedures for Site Plan Review vary depending upon the classification of the proposed project and the type of permit needed, in accordance with the following.

What is the purpose of Site Plan Review? The

purposes of Site Plan Review are to:

- A. Provide a level of municipal review that would not otherwise occur for projects that could adversely impact the surrounding Community as a Whole;
- B. Maintain/protect the Town's rural character and natural resources, including scenic and historic resources, by requiring that structures, signs and other alterations on, or to the land, are sited and developed in accordance with certain standards.
- C. Promote and protect the health, safety and welfare of the

Townpeople. How are projects in Dresden classified?

Projects subject to Site Plan Review are divided into two (2) classes: minor developments and major developments.

Minor developments shall include:

- A. projects involving the construction, addition or conversion of less than five-thousand (5,000) square feet of gross floor area;
- B. projects involving the construction or installation of less than five-thousand (5,000) square feet of impervious surfaces; or
- C. projects involving the construction or establishment of less than five (5) lots or dwelling units,

Except for any of the above projects which are deemed by the Planning Board to require review as a major development in order to protect the health, safety and welfare of the citizens of Dresden.

Major developments shall include all other projects or uses requiring Site Plan Review.

What is the Site Plan Review Process?

A. Pre-Application.

1. The intent of the pre-application process is for the Planning Board to gain an understanding of the proposed project and for the applicant to gain an understanding of the review process and submissions requirements.
- 2 Applicants are required to schedule a meeting with the Planning Board, prior to a formal submission of the application so as to discuss their plans and gain an understanding of the review procedures, requirements and standards.
3. During this pre-application meeting, the Planning Board will determine the appropriate procedural and administrative process for the proposed development. In addition, the Planning Board may waive specific application requirements or portions of fees, when an Applicant can show that such requirements are not relevant to the proposed. project. Full scaled or detailed project drawings are not required at this time.
4. Prior to submitting an application for a major development, the Applicant shall submit a Site Inventory and Environmental Assessment to the Planning Board (see Appendix A for contents). The purpose of the Site Inventory and Environmental Assessment is to provide both the Applicant and the Planning Board with an understanding of the site and the opportunities and constraints on its potential use.

B. Applications.

All applications for Site Plan Review shall be made in writing to the Code Enforcement Officer on the attached forms accompanied by the appropriate exhibits, maps and application fee. Applications shall be made by the owner of the property, or his agent, if so authorized in writing by the owner.

The Code Enforcement Officer shall make an initial determination of the completeness of the application, which shall then be subject to the determination of the Planning Board. If an application is not complete, it shall be held by the CEO and returned to the Applicant to inform the Applicant in writing the additional information required. When an application is determined to be complete, the Planning Board, at its next regular meeting shall issue a dated receipt to the Applicant. Unless the Applicant and Board agree to an extension, the Board shall within sixty days of the dated receipt) act to approve or disapprove.

For major development activities, applications for Site Plan Review shall not be submitted until a Site Inventory and Environmental Assessment is first submitted to the Code Enforcement Officer and reviewed by the Planning Board. The Planning Board shall act on the completeness of the Site Inventory and Environmental Assessment within thirty (30) days of its receipt.

C. Notice to Abutters.

Upon receipt of a completed application, the Planning Board shall mail all property owners within five-hundred (500) feet of the lot notice of a pending application for Site Plan Review. This notice shall indicate the time, date, and place of any Public Hearing or Planning Board consideration of the application.

D. Independent Review and Advice.

Professional Services. The Planning Board may require that an attorney or consultant review one or more aspects of an application for compliance, or noncompliance with this Ordinance and to advise the Board. The attorney or consultant shall first estimate the cost of such review and the Applicant shall deposit, with the Town, the full estimated cost, which the Town shall place in an escrow account. The Town shall pay the attorney or consultant from the escrow account and reimburse the Applicant if funds remain after payment.

Additional Studies. The Planning Board may require the Applicant to undertake any study which it deems reasonable and necessary to demonstrate and ensure that the requirements of the Ordinance are met. The costs of such studies shall be borne by the Applicant.

E. Public Hearing. Prior to taking final action on any Site Plan Review Application, the Planning Board may hold a hearing to afford the public and opportunity to comment on the application.

F. Financial Guarantee. Prior to final approval of any plan, the Planning Board may require the Applicant to provide a financial guarantee, in such amount as is reasonably necessary, to ensure completion of all improvements in accordance with Section 9 of this Article.

G. Conditions. The Planning Board may attach reasonable conditions to Conditional Use or Special Exception Permits to ensure compliance with the standards and criteria of this Article.

H. Expiration of Permits. All permits issued by the Planning Board shall expire within one year of the date of issuance, unless work thereunder is commenced within that year. If work is not completed according to the schedule, if any, set forth in the approval, a new or amended application must be filed with the Board.

SITE PLAN REVIEW APPLICATION REQUIREMENTS

The complete application form, required fees, and the required plans and related information shall be submitted to the Code Enforcement Officer, who shall make a record of its receipt and forward the application to the Chairman of the Planning Board.

The submission shall contain at least the following exhibits and information:

1. Two (2) copies of the completed and signed application form (with any attachments) and two (2) sets of maps or drawings, all of which shall contain the information listed below, unless additional copies are requested by the Board.
2. One (1) original of all maps and drawings on durable, permanent, transparency material. The maps or drawings shall be at a scale sufficient to allow review of the items listed under approved criteria, but in no case shall be more than fifty (50) feet to the inch for that portion of the tract of land being proposed for development.
3. Demonstration of any applicable State applications, or permits which have been or may be issued.
4. The name, registration number and seal of the land surveyor, architect, engineer and/or similar professional who prepared any plan.

FOR OFFICE USE ONLY:
 Date Received: _____
 Date Completed: _____
 Public Hearing: _____
 Final Decision: _____

FOR OFFICE USE ONLY:
 Permit Number: _____
 Issue Date: _____
 Fee Amount: _____

TOWN OF DRESDEN
 SITE PLAN REVIEW APPLICATION

Type of Permit Requested	
Conditional Use	_____
Special Exception	_____
Project Classification	
Minor	_____
Major	_____

GENERAL INFORMATION

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone #: _____

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone #: _____

Location/Address of Project: _____

Tax Map/Lot Number: _____

Land Use District: _____

Name of Proposed Development: _____

Short Description of Proposed Development:

Schedule of Construction (including anticipated beginning and completion dates)

Please Attach:

Demonstration of Right, Title or Interest in the Property

Names and addresses of all abutters within five-hundred feet of the proposed development

Map showing boundaries of all contiguous property under the control of Owner/Applicant

ADDITIONAL APPLICATION SUBMISSION REQUIREMENTS FOR MAJOR DEVELOPMENT

1. Existing and proposed topography of the site at two (2) foot contour intervals, or such other intervals as the Planning Board determines
2. A storm water drainage and erosion control program showing:
 - a. The existing and proposed method of handling storm-water run-offs
 - b. The direction of flow of the run-off
 - c. The location, elevation and size of all catch basins, drywells, drainage, ditches, swales, retention basins and storm sewers
 - d. Engineering calculations used to determine drainage requirements based the 25-year, 24-hour storm frequency, but only if the project will significantly alter the existing drainage pattern, due to such factors as increased impervious surfaces from paving and building
 - e. Methods of controlling erosion/sedimentation during and after construction
3. A groundwater impact analysis from a groundwater hydrologist for project located within the Aquifer Management Overlay District, or involving common on-site water supply or sewage disposal facilities with a capacity of two-thousand (2,000) gallons per day
4. A utility plan showing the location and nature of electrical, telephone and any other utility services to be installed on the site
5. A planting schedule, keyed to the Site Plan, indicating the varieties and sizes of trees, shrubs and other plants to be planted
6. Analysis of the solid or hazardous waste to be generated and a plan for its recycling and disposal, along with evidence of disposal arrangements
7. A traffic impact analysis demonstrating the impact of the proposed project on the capacity, level of service and safety of adjacent streets
8. Construction drawings for streets, sanitary sewers, water and storm drainage systems, which are designed and prepared by a professional engineer who is registered in the State of Maine
9. The location of any pedestrian ways, lots, easements, open spaces and other areas to be reserved for, or dedicated to, common or public use and/or ownership. For any proposed easement, the developer shall submit the proposed easement language with a signed statement certifying that the easement will be executed upon approval of the development. The location, width, typical cross-section, grades and profiles of all proposed streets and sidewalks

10. A copy of any covenants or deed restrictions intended to cover all or part of the property. Such covenants or deed restrictions shall be referenced on the plan

11. If any legal interest in land is to be dedicated to the Town for public use then a copy of a written offer of dedication or conveyance to the Town in a form satisfactory to the Town Attorney for all such land shall be included

12. Evidence of adequate provision for maintenance of the development

13. Cost estimates of the proposed development and evidence of financial capacity to complete it. This evidence should include a letter from a bank, or other source of financing indicated the name of the project, amount of financing proposed and the means of financing the project

14. A narrative and/or plan describing how the proposed development scheme related to the Site Inventory and Environmental Assessment

15. Other requirements of the Planning Board following review of the Site Inventory and Environmental Assessment

**SITE INVENTORY AND ENVIRONMENTAL ASSESSMENT
FOR MAJOR DEVELOPMENT ACTIVITIES**

The Planning Board shall review the Site Inventory and Environmental Assessment to determine if it provides a clear statement of the opportunities and constraints of the site for the proposed use. If additional information or analysis is required, the Planning Board shall advise the applicant in writing.

Based on its review of a complete Site Inventory and Environmental Assessment, the Board shall advise the applicant in writing of the issues and constraints that must be addressed in the formal Site Plan Review Application.

1. Name, address and phone of applicant and owner
2. Name address and phone of all consultants
3. Accurate: map of the parcel (at a scale of 1" = 100) showing:
 - A. name of development
 - B. north arrow
 - C. date and scale
 - D. boundaries of parcel
 - E. topography of the site at an appropriate contour interval (2 to 5')
 - F. manmade and natural features of the site, and within 1,000 feet of the site (to include: dwellings, farms, roads, wetlands, streams, ponds, flood plains, groundwater aquifers, scenic resources, and significant wildlife habitats)
 - G. any legal restrictions or benefits attached to the site
 - H. location and size of existing utilities or improvements servicing the site
 - I. if on-site sewage disposal is proposed, soils information to identify those portions of the site which are suitable and those which are unsuitable for on-site disposal systems
 - J. areas of potential off-site conflicts or concerns (e.g. noise, lighting, traffic).
4. A narrative describing the existing conditions of the site and surrounding area, including: traffic studies, utility studies, market studies or other preliminary work that will assist the Planning Board in understanding the site and surrounding area and the proposed use.
5. If a subdivision, submit two preliminary sketch plans to include a clustered development approach, as well as a conventional subdivision, both indicating the appropriate common open space and significant natural features:

ADDITIONAL SUBMISSION REQUIREMENTS FOR SPECIAL EXCEPTION PERMIT

In addition to the foregoing requirements, applications for Special Exception Permits shall include the following documents, the scope of which will be determined by the Planning Board following pre-application review.

1. An Alternative Sites Analysis identifying and analyzing other reasonable alternative sites and justification of how the proposed site is the most suitable; and
2. A Neighborhood Environmental Impact Report evaluating the potential impacts on neighboring properties and environs and presenting mitigation measures that alleviate adverse effects.