

SMITHFIELD COMMERCIAL/INDUSTRIAL SITE REVIEW APPLICATION

926 VILLAGE ROAD
SMITHFIELD, ME 04978
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Planning Board

Erik Rasmussen, Chair
Jo-Anne Bushey, member
Ed Glasheen, member

David Merry Jr., member
David Kincaid, member

Michelle Taylor, Alternate
Jodie Mosher Towle, Alternate

Next Meeting Date: *Wednesday's* _____ @ _____ *pm*

November thru April 6:00 pm and May thru October 7:00 pm

Application due *two weeks prior to meeting date:* _____

FEE FOR APPLICATION IS: \$250.00 full/\$125.00 Revisions

ATTENTION APPLICANTS' IMPORTANT INFORMATION:

- The Planning Board meets the second Wednesday of each month to review completed written applications for permits for construction in the Shore Land Zones and for all Commercial Businesses, Mobile Home Parks, and/or Subdivision Developments. Applications must be submitted two weeks prior to meeting date.
- Due to limited time, the Planning Board will not review or discuss additional applications or unexpected inquiries after the agenda has been established. These requests will be deferred until the next meeting.
- No verbal inquiries are accepted. Applicants should review the Smithfield Ordinances to assure that their plans conform to all applicable requirements. Copies are available at the Town Office for purchase.
- The Administrative Assistant is available to assist in completing the forms on a limited basis as her schedule allows. Applicants should call ahead for an appointment.
- Lot Owners should be present during the Planning Board meeting to answer any questions pertaining to this application. If owners or their representatives are not present and the board is unable to make a clear determination, the application may be tabled until the next regular meeting.
- Commercial Site Plan Review pertains to new construction, additions, or alterations to any existing structure, the resumption of any use on a continual commercial basis which has been discontinued for at least two (2) years or to any substantial increase or expansion in the volume or intensity of usage. In all cases where alterations will not significantly change the nature of the intensity of the use, or the exterior dimensions of any existing building, the Planning Board may pass upon the review procedure and waive the Site Plan requirements in order that the project may be expedited. Once approved, no changes shall be made on the Commercial Site Plan without approval from the Planning Board.

The undersigned applies for a permit for the following use. Said permit to be issued based on the following information contained within this application. The applicant hereby certifies that all information and attachments to this application are true and correct.

1. **APPLICANT**

Name _____

Address _____

Telephone (Day) _____ (Eve) _____

E-Mail (Optional) _____

2. **OWNER (If Different from Applicant)**

Name _____

Address _____

Telephone (Day) _____ (Eve) _____

E-Mail (Optional) _____

3. Address and Description of Property

Book _____ Page _____ (Town Office or Registry of Deeds)

Map _____ Lot _____ (Town Office)

Physical Location _____

4. Engineer, Architect, Land Surveyors

Name _____

Address _____

Telephone _____

5. Address to which all correspondence from the Planning Board should be sent.

Applicant or Owner? _____

6. What interest does Applicant have in the parcel to be developed (option, land purchase contract, record ownership, etc.)?

_____ **ATTACH DOCUMENTATION OF THIS INTEREST**

7. Use of Property:

a. Existing:

b. Proposed: _____

8. Property is zoned as (if in a Shoreland zoned area) _____
9. Is property part of a subdivision? Yes _____ No _____
10. Type of sewage disposal
(Existing) _____
(Proposed) _____
11. Lot width _____ Lot Depth _____
Lot area _____
12. Percentage of lot to be occupied by structures _____
13. Structures-exterior dimensions _____
14. A soils report, identifying soil types and locations of soil test areas. Based on soil test results, certain modifications of preliminary plan may be required (attach copy of soils report to application). There shall be at least one soil test per lot.
- a. An application for a Subsurface Wastewater Disposal Permit (HHE-200) may be required.
15. Indicate the nature of any restrictive covenants that have been placed on the deed.
(ATTACH A COPY OF COVENANTS)
- _____
- _____

DATA REQUIREMENTS

Site Plan Drawing. An application shall consist of a drawing or set of drawings and attachments. The drawing(s) shall consist of one (1) copy at a size of 24 x 36, in ink and suitable for signatures, and ten (10) reduced-size copies. Drawing(s) shall include:

1. An approval block, with appropriate place for the signatures of the planning board.
2. A date, scale, and arrow showing both true and magnetic north.
3. The shoreland zoning district where the premise in question is located, if applicable.
4. A perimeter survey conducted by a professional surveyor or engineer registered in the State of Maine.
5. The scaled locations of all existing and proposed buildings, with dimensions.
6. All landscaped areas, fencing, and size and type of plant material to be placed upon the premises in question.
7. All proposed signs and their size, location, and method of illumination.
8. Elevation drawings of any proposed structures more than two stories (20 feet), to show their height and bulk.
9. All existing contours and proposed finished grade elevations of the entire site, and the system of drainage proposed to be constructed.
10. The location, type, and size of all existing and proposed catch basins, storm drainage facilities, streams, and watercourses.
11. The location of all existing and proposed utilities, both above and belowground, including water supply wells, subsurface wastewater disposal systems, electric power, fire hydrants or other fire protection systems.
12. An erosion control plan showing erosion control installation designed in compliance with Maine Erosion and Sediment Control BMP's (Maine DEP, 2003 or as revised).
13. The scaled location, type, and size of all pedestrian ways, streets, driveways, retaining walls, parking areas, and other site improvements.

14. All existing or proposed rights-of-way, easements, and other encumbrances which may affect the premises in question.
15. Plans and cross-sections of any streets, driveways, or parking areas proposed to be built or improved on the property.
16. The location of adjoining streets and property lines of all abutting properties, including those across the street, together with the names and addresses of the owners as disclosed on the tax maps on file in the town office as of the date of the Site Plan Review Application.

Application Attachments. The attachments package shall consist of ten (10) copies, except that certain studies and analyses may be provided as a single copy or electronically, as provided below. Attachments to the application shall include:

1. The Town of Smithfield Site Review Application Form.
2. Indication of the right of the applicant to develop the property, in the form of a deed, lease agreement, purchase and sales contract, option, or other form of exclusive interest.
3. A narrative summary of how the project is designed to meet the approval criteria listed in Section 3 of this ordinance.
4. An evaluation of the adequacy of water supply for the proposed use, including fire protection needs.
5. An estimate of wastewater disposal needs, together with a report signed by a licensed soils evaluator (e.g., HHE-200).
6. A summary of the status of all local, state, and federal permits required. Single copies of permit approvals themselves are required before final approval may be granted.
7. A cost estimate and proposal for performance guarantee for all public improvements, to include roads, parking areas, landscaping, area lighting, and storm water management structures.
8. If any road is proposed to be conveyed to the Town, a detailed design prepared by a professional engineer registered in the State of Maine is required.
9. If a storm water management plan is required by the State of Maine, a copy of the plan must be submitted with the application.
10. If the development will be in an area of critical wildlife habitat, as identified by the State of Maine Beginning with Habitat Program a single or electronic copy of an evaluation of wildlife impacts prepared by a professional biologist, is required.
11. If the development will be in an area previously identified as containing important historic or archeological resources, a single or electronic copy of a professional evaluation is required.

12. If the development will require a traffic movement permit from the Maine Department of Transportation, a single or electronic copy of a traffic analysis prepared by a Maine registered professional engineer experienced in traffic analysis, is required.

To the best of my knowledge, all information submitted on this application is true and correct. All proposed uses will be in conformance with the application

OWNER (S) SIGNATURE: _____

Owners Printed Name: _____

DATE: _____

THE FOLLOWING REVIEW CRITERIA CHECK LIST IS FOR PLANNING BOARD USE ONLY:

An applicant for a Site Review Permit shall demonstrate the proposed use or project meets the review criteria listed below. The Planning Board shall not approve an application unless it makes written findings these criteria have been met.

Additional information regarding these criteria is found in the General Development Standards section of the Commercial- Industrial Site Plan Review Ordinance.

1. Yes – No – N/A

The proposal conforms to all the applicable provisions of the Commercial-Industrial Site Plan Review Ordinance.

Comments: _____

2. Yes – No – N/A

The proposed activity will not cause adverse soil erosion or a reduction in the land's capacity to hold water so that an unsound or unhealthy condition results, (See: Landscape pg. 10, Storm water Management pg. 11, and Erosion Control pg. 12).

Comments: _____

3. Yes – No – N/A

The proposed activity will not have an adverse impact on wetlands.

Comments: _____

4. Yes – No – N/A

The proposed activity will not have an adverse impact upon any waterbody such as a lake, pond, or stream.

Comments: _____

5. **Yes – No – N/A**

The proposed activity will provide for adequate storm water management, (See: Storm water Management pg. 11).

Comments: _____

6. **Yes – No – N/A**

The proposed activity will provide for adequate sewage disposal, (See: Public Utilities pg. 11).

Comments: _____

7. **Yes – No – N/A**

The proposed activity will not adversely impact any floodplain areas and will conform to the applicable requirements of the Town of Smithfield Floodplain Management Ordinance, as applicable.

Comments: _____

8. **Yes – No – N/A**

The proposed activity has sufficient water available for the current and foreseeable needs of the development, (See: Public Utilities pg. 11).

Comments: _____

9. **Yes – No – N/A**

The proposed activities will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of groundwater, (See: Public Utilities pg. 11).

Comments: _____

10. **Yes – No – N/A**

The proposed activity will dispose of all solid waste in conformance with all local regulations and that the type and quantity of waste proposed to be sent to Town facilities will not exceed their capacity, (See: Public Utilities pg. 11).

Comments: _____

11. **Yes – No – N/A**

The proposed activity will not have a significant detrimental effect on adjacent land uses or other properties, which might be affected by waste, noise, glare, fumes, smoke, dust, odors, or their effects, (See: Air Quality pg. 10, Glare pg. 11, Noise pg. 12).

Comments: _____

12. **Yes – No – N/A**

The proposed activity will not cause unreasonable highway or public road congestion or unsafe conditions with respect to the use of existing or proposed highways or roads, (See: Traffic Access pg. 9).

Comments: _____

13. **Yes – No – N/A**

The proposed activity to the maximum extent possible will not have an adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Department of Inland Fisheries and Wildlife or the Town of Smithfield, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline.

Comments: _____

14. **Yes – No – N/A**

The proposed activity shall conform to all the applicable requirements of the Town’s Shoreland Zoning Ordinance and all other local Ordinances.

Comments: _____

15. **Yes – No – N/A**

The Town has the capacity to provide fire and rescue services to the development.

Comments: _____

16. **Yes – No – N/A**

Provisions shall be made for providing and maintaining convenient and safe emergency vehicle access to all buildings and structures, (See Traffic Access pg. 9).

Comments: _____

(For official use only - maintain as a permanent record)

Date Received _____ Fee Paid _____

Date of Action on Application _____ Approved _____ Denied _____

If application denied, reason for denial _____

If approved, the following conditions and safeguards were prescribed:

Code Enforcement Officer

Signature & Date (if applicable) _____

Planning Board Members

Date: _____

Signatures
