

Town of Skowhegan
Application For Development Review

Return to: Skowhegan Planning Office
225 Water St., Skowhegan, ME 04976
(207) 474-6904
skowcodesec@skowhegan.org

<i>To be filled in by Staff:</i>	
Project Name: _____	Date Received: _____
Application Number : _____	
Major ___ Minor ___	Paid: Application Fee \$ _____ Technical Review Fee \$ _____

Applicant Information

1. Proposed Name of Development: _____

2. Name of Property Owner: _____
Address: _____

3. Name of Applicant: _____
Address: _____
Telephone: _____ Email: _____

4. Name of applicant's authorized agent: None (Representing Self)

Address: _____
Telephone: _____ Email: _____

5. Person to which all correspondence regarding this application should be sent:

6. What legal interest does the applicant have in the property to be developed:
(ownership, option, purchase and sales contract, etc.)? *(Must include documentation of
interest with this application)* _____

Land Information

7. Location of the property being developed:
(From County Registry of Deeds) Book _____ Page _____
(From Skowhegan tax maps) Map _____ Lot(s) _____

9. Street(s) on which the project is located or will access:

10. Total acreage of the parcel: _____ Acreage to be developed: _____
11. Is any portion of the property within a shoreland zone, as depicted on Town of Skowhegan Shoreland Zoning Maps? Yes No
12. Is any portion of the property within a special flood hazard area, as depicted on FEMA Flood Insurance Rate Maps? Yes No
13. Is the property to be developed located within 500 feet of a municipal boundary?
 Yes No If yes, which municipality? _____

Development Information

14. Provide a short description of the Development (proposed use, size and number of structures, etc.) _____

15. Does this development propose extension or expansion of any of the following public infrastructure? (check all applicable)
- | | |
|-------------------|--------------------|
| _____ Roads | _____ Storm Drains |
| _____ Sidewalks | _____ Water Lines |
| _____ Sewer Lines | _____ Other _____ |
16. Identify method of water supply to the proposed development.
 _____ Individual well
 _____ Connection to public water system
 _____ Other, please state _____
17. Identify method of sewage disposal for the proposed development.
 _____ Individual septic system
 _____ Central on site disposal
 _____ Connection to public sewer system
 _____ Other, please state _____
18. Describe measures for security and fire protection for the proposed development.

19. Describe method of disposal for solid waste, whether any hazardous, special, or universal wastes will be generated, and how they will be disposed of: _____

20. Will the proposed development require permits from any other governmental body?

Maine Department of Transportation Yes No permit type: _____

Maine State Fire Marshal Yes No permit type: _____

Maine Department of Environmental Protection Yes No
permit type (s): _____

US Army Corps of Engineers Yes No permit type: _____

Other: Yes No permit type: _____

21. Estimated peak hour vehicle trips: _____

22. Describe off-street parking to be provided for the development:

23. Are any waivers of the application requirements under Section II.E.3 being requested with this submission? Yes No

If yes, please list them and elaborate on separate page:

24. Application Fee and Technical Review Fee required to be submitted with this Subdivision application:

Total Attached \$ _____

PLEASE READ AND SIGN:

To the best of my knowledge, the information submitted in this application is correct. I understand that before this application can be determined to be complete by the Town of Skowhegan, all requested information must be submitted.

(Signature of Applicant)

(Date)

Submit this form and attachments to the Town of Skowhegan Planning Office. Attachments may be submitted in electronic form. Contact the planning office for submission instructions.

Town of Skowhegan Site Plan Review Application

Submission Checklist

The following items are required for an application to be determined to be complete, unless a waiver has been requested and granted. This checklist is not part of the application form, and may be retained by the applicant.

GENERAL REQUIREMENTS: All applications shall include sufficient and legible copies for technical and administrative review. These shall include:

- Eight (8) copies of the application form, attachments, and plan drawings reduced to fit on 11 x 17 pages. *Except that* reports, plans, or third party permitting materials may be submitted in electronic form.
- Three (3) copies of site plan drawings at a size of 24 x 36 inches. Design plans for streets, water and sewer facilities, and other infrastructure shall include plans, profiles, and cross-sections, as appropriate.

SITE PLAN DRAWING: Items to be shown on the drawing(s) shall include:

- * Proposed name of the Project, together with assessor's map and lot number(s) and street address if available.
- * Name and addresses of the applicant, his/her agent, and the person(s) who prepared the application.
- * The date the Plan was prepared, magnetic north point, declination, and graphic map scale.
- * The boundary lines of the parcel and of any subparcels.
- * The boundaries of all water bodies, wetlands or significant vernal pools located on the tract, and location of any shoreland zoning boundaries affecting the tract.
- * If any portion of the parcel is in a flood-prone area, the boundaries of any flood hazard areas and the 100-year flood elevation.
- * The location, dimensions, and ground floor elevation of all existing and proposed structures on the parcel to be developed.
- * Contour lines at the interval specified at the pre-application or Site Inventory meeting, showing elevations in relation to Mean Sea Level. Include post-development contours.

- * The approximate alignment and dimensions of any road(s), driveways, sidewalks, and parking area(s) proposed to be constructed or improved. Include a detailed cross-section of construction.
- * Location, size and type of vegetation proposed as landscaping or buffer areas and other landscaping elements.
- * The size, type, and location of water lines, sewer lines, hydrants, fire ponds, drainage facilities, exterior lighting, electric and telephone lines and other utilities designed to service the development.
- * The location of any signs to be placed on the property. Include a scaled profile (“face-on”) view of proposed signs.
- * A location map insert showing an outline of the project area and any remaining portion of the owner’s property at a scale sufficient to show adjacent roads, water bodies, municipal boundaries and other significant features in the vicinity.

ATTACHMENTS: The following items shall be included in the application package. Some of the items need only be included upon the conditions stated. Reports and other supplementary material may be submitted in electronic form to skowcodesec@skowhegan.org.

- * Verification of right, title, or interest in the property by means of a deed, lease, signed purchase and sales agreement or similar document.
- * Indication of the type of sewage disposal to be used.

When sewage disposal is to be accomplished by subsurface sewage disposal system, test pit analysis, prepared by a Licensed Site Evaluator shall be provided. (e.g. Form HHE 200 – Page 2 of 3) A map showing the location of all test pits on the site shall be submitted.

When sewage disposal will be through the municipal sewer system, include a letter from the Skowhegan Pollution Control Supervisor confirming that the volume proposed to be produced will be within the capacity of existing lines to serve it. If the project proposes to extend or expand sewer lines, include plans and specifications for the new infrastructure.

- * Indication of the type of water supply system(s) to be used.

When water is to be supplied by public water supply, include a written statement from the water company indicating that the company has capacity to provide sufficient pressure and volume to the development.

When water is to be supplied by a private well, include evidence of adequate ground water supply and quality in the form of test wells or a written statement from either a well driller or a geologist familiar with the area.

- * A description of security and fire protection measures to be installed. Proposed sources of water not associated with the public water supply system must be approved by the fire chief prior to submittal of the application. If required under state law, include a copy of permit from the Office of the State Fire Marshal.
- * A description of any solid waste to be generated, including hazardous, special, or universal waste. A description of the proposed means of disposing of all wastes.
- * The names and addresses of owners of record of property within 500 feet of the parcel to be developed. Check with the planning office first to see if the Town can generate the list from assessing records.
- * A medium intensity soil survey of the parcel area to be developed. *When the medium intensity soil survey shows soils which are generally unsuitable for the uses proposed*, the applicant shall provide a high intensity soil survey or a report by a Registered Soil Scientist or Registered Professional Engineer experienced in geotechnics, indicating the suitability of soil conditions for those uses.
- * Identification of any historical or archeological assets, critical natural areas, or areas of endangered or threatened species of plants or animals contained in the Maine Natural Areas Program *Beginning with Habitat* database. *If identified*, a description of measures to be taken to protect the resource shall be included.
- * An estimate of the amount and type of vehicle trips to be generated on a daily basis and at peak hours. If required by state law, include a DOT Driveway or Entrance Permit. *For projects requiring a MDOT Traffic Movement Permit*, a Traffic Impact Analysis, prepared by a Registered Professional Engineer with experience in traffic planning, shall be submitted to the Town. The Traffic Impact Analysis shall indicate improvements necessary to maintain the desired level of service on affected streets in the vicinity.
- * For Major Development, a Stormwater Management Plan.
- * A description and specifications for exterior lighting fixtures. For Major Development, include a lighting plan.
- * An estimate of the costs of any improvements to public infrastructure and a proposed form of Performance Guarantee.
- * If a waiver to a submission requirement has been approved, note the item waived.