

Submission Requirements: Minor Development Review

1. All applications for Minor Development Review must contain the following exhibits and information in addition to the general information set out in Section 5.3.6.4, unless specifically waived by the Planning Board:
 - a. Four (4) sets of one or more maps or drawings and ten (10) copies of written materials containing the information listed below. The maps or drawings must be at a scale sufficient to allow review of the items listed under approval criteria, but in no case shall they be more than one hundred (100) feet to the inch for that portion of the tract of land being proposed for development. The written materials together with 11" x 17" reductions of all maps must be contained in a bound or stapled report.
 - b. The names and addresses of all abutters.
 - c. A sketch map showing general location of the lot within the Town based upon a reduction of the tax maps, including the name of the road on which the lot is located.
 - d. The boundaries of all contiguous property under the total or partial control of the owner and/or applicant regardless of whether all or part is being developed at this time.

The following information about the existing conditions on the lot or portion of the lot proposed for use or development:

1. Zoning classification(s), including overlay districts, of the property and the location of zoning district boundaries if the property is located in two (2) or more zoning districts or abuts a different district.
2. The bearings and length of all property lines of the property to be developed and the source of this information. The Planning Board may waive this requirement for a boundary survey when sufficient information is available to establish, on the ground, all property boundaries.
3. The location of all required building setbacks, yards, and buffers.
4. The location and size of any existing sewer and water mains, culverts and drains, on-site sewage disposal systems, wells, underground tanks or installations, and power and telephone lines and poles on the property to be developed and on abutting roads or land that may serve the development and an assessment of their adequacy and condition to meet the needs of the proposed use. Appropriate elevations must be provided as necessary to determine the direction of surface water flow.
5. The location, names, and present widths of existing public and/or private roads and rights-of-way within or adjacent to the proposed development.
6. The location, dimensions, and ground floor elevation of all existing buildings on the lot.
7. The location and dimensions of existing driveways, parking and loading areas, walkways, and sidewalks on or immediately adjacent to the lot.
8. The location of intersecting roads or driveways within two hundred (200) feet of the lot.
9. The location of open water, drainage courses, wetlands, significant vernal pools, stonewalls, graveyards, fences, stands of trees, farmland, and other important or unique natural areas and site features, including, but not limited to, floodplains, deer wintering areas, significant wildlife habitats, fisheries, habitat for rare and endangered plants and animals, unique natural communities and natural areas, sand and gravel aquifers, and historic and/or archaeological resources, together with a description of such features. This information may be based on available, published sources unless the Planning Board determines that field determination is needed to allow review of the proposal.
10. The direction of existing surface water drainage across the site.
11. The location, front view, dimensions, and means of lighting of existing signs.

12. The location and dimensions of any existing easements and copies of existing covenants or deed restrictions.
13. The location of the nearest fire hydrant, dry hydrant or other water supply for fire protection.

The following information about the proposed use and development activity:

1. The location, dimensions, and ground floor elevation of all proposed buildings or building expansion proposed on the lot.
2. Estimated demand for water supply and sewage disposal, together with the location and dimensions of all provisions for water supply and wastewater disposal, and evidence of their adequacy for the proposed use, including soils test pit data if on-site sewage disposal is proposed.
3. The direction of proposed surface water drainage across the site, and from the site, with an assessment of impacts on downstream properties.
4. Provisions for handling all solid wastes, including hazardous and special wastes, and the location and proposed screening of any on- site collection or storage facilities.
5. The location, dimensions, and materials to be used in the construction of proposed driveways, parking and loading areas, and walkways and any changes in traffic flow onto or off-site.
6. Proposed landscaping and buffering.
7. The location, front view, materials, and dimensions of proposed signs.
8. The location and type of exterior lighting.
9. The location of all utilities, including fire protection systems.
10. An estimate of the peak hour and daily traffic to be generated by the project.
11. Stormwater calculations, erosion and sedimentation control measures, and water quality and/or phosphorous export management provisions, if the project requires a stormwater permit from the Maine Department of Environmental Protection or if the Planning Board determines that such information is necessary based upon the scale of the project or the existing conditions in the vicinity of the project. If the Planning Board requires any of this information, it shall conform to the requirements for Site Plan Review.

Approval Block:

1. Space must be provided on the plan drawing for the signatures of the Planning Board and the date, together with the following words, "Approved: Town of Boothbay Planning Board".