

Submission Requirements: Site Plan Review.

1. Site Inventory and Analysis Submission Requirements for Site Plan Review
 - Purpose of the Site Inventory and Analysis: The Site Inventory and Analysis is intended to provide both the applicant and the Planning Board and staff with a better understanding of the site and the opportunities and constraints imposed on its use by both the natural and built environment. It is anticipated that this analysis will result in a development plan that reflects the conditions of the lot and that the areas most suitable for the proposed use will be utilized while those that are not suitable or present significant constraints will be avoided to the maximum extent possible. Therefore, the submission requirements provide that the applicant submit basic information about the lot and an analysis of that information.
2. Contents of the Site Inventory : The Site Inventory must contain, at a minimum, the following information in addition to the general information required by Section 5.3.6.4:
 - a. Four (4) copies of an accurate scale inventory plan of the lot or the portion of the lot proposed for use or development at a scale of not more than one hundred (100) feet to the inch showing as a minimum.
 - b. The name of the development, north arrow, date and scale.
 - c. The boundaries of the lot.
 - d. The relationship of the lot to the surrounding area.
 - e. The topography of the lot at an appropriate contour interval depending on the nature of the use and character of the lot (in many instances, submittal of the U.S.G.S. 10' contours will be adequate).
 - f. The major natural features of the lot and within one thousand (1,000) feet of the lot, including wetlands, streams, ponds, floodplains, groundwater aquifers, farmland, significant wildlife habitats and fisheries or other important natural features (if none, so state). This information may be based on available, published sources unless the Planning Board determines that field determination is needed to allow review of the opportunities and constraints of the lot.
 - g. Existing buildings, structures, or other improvements on the lot (if none, so state).
 - h. Existing restrictions or easements on the lot (if none, so state).
 - i. The location and size of existing utilities or improvements servicing the lot (if none, so state).
 - j. A class B high intensity soil survey if any portion of the lot is located in a resource protection district or mapped wetland, otherwise a class D medium intensity soil survey.
3. Contents of the Analysis Submission: must contain, at a minimum, the following information in addition to the general information required by Section 5.3.6.4:
 - a. Four (4) copies of a site analysis plan at the same scale as the inventory plan (see above) highlighting the opportunities and constraints of the site. This plan should enable the Planning Board to determine: which portions of the lot are unsuitable for development or use; which portions of the lot are unsuitable for on-site sewage disposal if public sewerage is not available; which areas of the lot have development limitations (steep slopes, flat, soil constraints, wetlands, aquifers, wildlife habitat, farmland, fisheries, scenic vistas, floodplains, drainage, etc.) which must be addressed in the development plan; which areas may be subject to off-site conflicts or concerns (i.e., noise, lighting, access, traffic, etc.); and which areas are well suited to the proposed use.
 - b. Ten (10) copies of 11" x 17" reductions of the site inventory plan required by Section 5.4.5.2.2.1 and site analysis plan required by Section 5.4.5.2.2.2 and a narrative describing the existing conditions of

the lot, the proposed use and the constraints or opportunities created by the site. This submission should include any traffic studies, utility studies, market studies or other preliminary work that will assist the Planning Board in understanding the site and the proposed use.

- c. Any requests for waivers from the submission requirements for the formal Site Plan Review application.

Application Submission Requirements for Site Plan Review

All applications for Minor Development Review or Site Plan 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:

1. 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.
2. The names and addresses of all abutters.
3. 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.
4. 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.
5. The following information about the existing conditions on the lot or portion of the lot proposed for use or development:
 - a. 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.
6. 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.
7. The location of all required building setbacks, yards, and buffers.
8. 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.
9. The location, names, and present widths of existing public and/or private roads and rights-of-way within or adjacent to the proposed development.
10. 6 The location, dimensions, and ground floor elevation of all existing buildings on the lot.
11. The location and dimensions of existing driveways, parking and loading areas, walkways, and sidewalks on or immediately adjacent to the lot.
12. The location of intersecting roads or driveways within two hundred (200) feet of the lot.

13. 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.
14. The direction of existing surface water drainage across the site.
15. The location, front view, dimensions, and means of lighting of existing signs.
16. The location and dimensions of any existing easements and copies of existing covenants or deed restrictions.
17. 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”.

Additional Submission Requirements for Applications for Site Plan Review

In addition to the information required for all applications as set forth in Section 5.4.5.3, an application for Site Plan Review must contain the following additional information:

1. A narrative and/or plan describing how the proposed development plan relates to the site inventory and analysis.
2. A grading plan showing the existing and proposed topography of the lot at two (2) foot contour intervals or such other interval as the Planning Board may determine.
3. A stormwater drainage plan and erosion control plan/program documenting conformance with the stormwater management and erosion control performance standards of Sections 9.3 and 9.4.
4. A utility plan showing, in addition to provisions for water supply and wastewater disposal, the location and nature of electrical, communication, and any other utility services to be installed on the lot.
5. A planting schedule keyed to the site plan indicating the general varieties and sizes of trees, shrubs, and other vegetation to be planted on the lot, as well as information pertaining to provisions that will be made to retain and protect existing trees, shrubs, and other vegetation.
6. A traffic impact analysis demonstrating the impact of the proposed project on the capacity, level of service and safety of adjacent streets if the project will generate more than fifty (50) peak hour trip ends or have an Average Annual Daily Traffic (AADT) of 200 trips.
7. Written statements from the Boothbay Region Water District as to the adequacy of the water supply in terms of quantity and pressure for both domestic and fire flows, and the Boothbay Harbor Sewer District as to the capacity of the sewer system to accommodate additional wastewater if public water or sewerage will be utilized.