

TOWN OF OLD ORCHARD BEACH

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Current Planning Services:
PLENARY SITE PLAN REVIEW

Fee: \$200 for first 1,000 square feet + \$100 per each additional 1,000 square feet of improvements

ARTICLE IV

Date Received:
Application Fee PAID: \$

Application and Submittal Requirements

This application and all accompanying submissions shall conform to the applicable provisions of the Old Orchard Beach Zoning Ordinance.

Parcel No. M: _____ B: _____ L: _____ Zoning Dist.: _____

Project Name: _____

Project Address or Location:

Record Owner: _____

Email: _____

Mailing Address:

Phone: _____

Fax: _____

*** Applicant/Agent:** _____

Email: _____

Mailing Address:

Phone: _____

Fax: _____

* If Applicant IS NOT the record owner, attach evidence of the applicant's interest in the property.

Existing Use of Property:

No application shall be accepted by OOB Town Staff without all information in the above section and without all items marked in the following pages.

OOB Planning Department

One Portland Avenue, Old Orchard Beach, ME 04064 Phone: 207-934-5714

Fax: 207-934-5911

Application Revised (August 2016)

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1. DESCRIBE PROPOSED PROJECT.

2. ATTACH A COPY OF THE PROPERTY DEED.

3. SIZE OF PROPERTY: _____ SF or _____ acres

4. IDENTIFY ANY AND ALL EASEMENTS ON THE PROPERTY. ATTACH COPIES OF EASEMENT DEEDS.

5. **FLOOR AREA:**

Existing Structures _____ SF Proposed Structure(s) _____ SF
Addition(s) _____ SF

6. **BUILDING:**

Height: existing _____ ft Proposed _____ ft
Number of Stories: existing _____ Proposed _____
Coverage: existing _____ % Proposed _____ %

Building Coverage is the total SF of all buildings and structures (including swimming pools), porches, decks, sheds, roof overhands, etc. divided by the total of the gross property area.

7. **LOT COVERAGE:**

Existing: _____ SF _____ %
Proposed: _____ SF _____ %

Lot coverage is the total of building coverage plus all other impervious surfaces including, but not limited to, walkways, sidewalks, parking lots, driveways, etc. divided by the gross lot area.

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8. Is any part of this property a historic or important natural site, or adjacent to such site?
Yes _____ No _____, If Yes, EXPLAIN:

9. PROPOSED UTILITIES:

Sewer: Public Sewer Estimated _____ gal/day

Existing Septic System

New Septic System (Attach a copy of site/soils evaluation.)

Water: Private Public (Provider) _____

On-site well

Electrical/Telephone/Public Cable:

Underground Overhead: Phase ____ 1; ____ 2; ____ 3

Other Utilities:

Natural Gas Propane

10. TRASH PICKUP

Private How often per week? _____

Public How often per week? _____

Other How often per week? _____

11. SITE LIGHTING

Proposed Fixtures _____

Location _____

Lamp Wattage _____

Attach catalog cut sheets of luminaries and photometric data from manufacturer(s). Show ALL existing and proposed lighting on the site plan.

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12. WASTE, EMISSIONS, NOISE AND MATERIAL'S STORAGE:

- a. Will the proposed new use or the expanded use generate waste and/or emissions such as grease, lubricants, odors or hazardous materials?
- b. Will hazardous materials such as inks, dyes, solvents, lubricants and petroleum products be stored on-site?

Describe Storage Method(s):

Describe the off-premises noise the proposed project will generate:

(Attach a separate sheet if necessary.)

13. OPERATION:

Days of Operation: _____

Hours of Operation: _____

14. LIST ANY LOCAL, STATE OR FEDERAL APPROVALS WHICH MAY BE REQUIRED:

ZBA (variance) EXPLAIN: _____

DEP:

Sand Dune Permit

NRPA Permit

Coastal Wetlands

Site Location of Development

Chapter 500 Stormwater Permit

Post-Construction Ord. Review (Ch. 71)

MCGP

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- Army Corp of Engineers
- State, Local or Federal Licenses: _____
- Design Review
- Historic District Review

15. TRIP GENERATION:

- a. Estimated number of vehicle trips entering and leaving the site on a daily basis: _____
- b. Estimated number of vehicles entering and leaving the site during the busiest A.M. hours: _____ (Busiest A.M. hours fall between _____ P.M. and _____ A.M.)
- c. Estimated number of vehicles entering and leaving the site during the busiest P.M. hours: _____ (Busiest P.M. hours fall between _____ P.M. and _____ P.M.)

16. PARKING:

Attach construction detail for parking areas or additional construction notes to plan. Include existing and proposed final grades and drainage plan.

- a. Number of **existing** parking spaces: _____
- b. Number of spaces **required** for proposed use: _____
- c. Number of **proposed** parking spaces: _____
- d. Size of spaces: _____ ft X _____ ft

17. CURB CUTS:

- a. Number of existing curb cuts: _____
- b. Proposed number of curb cuts: _____
- c. Distance between curb cuts: _____
- d. Width of travel lane: _____
- e. Width of entry/exist drives: _____
- f. Type of impervious surface: _____

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18. IS ANY PART OF THIS PROPERTY WITHIN A FLOOD HAZARD OR SUBJECT TO PERIODIC FLOODING? YES _____ NO _____

If yes, delineate the area(s) on the site plan and grading and drainage plan.

19. IS ANY PART OF THIS PROPERTY IN THE SHORELAND ZONE? YES _____ NO _____

If yes, delineate the area(s) on the site plan and grading and drainage plan.

Submit 13 copies of Applications, Checklists, Plans, etc. to OOB Planning Department.

VERIFY SUBMITTAL DEADLINES WITH THE PLANNING DEPARTMENT. LATE SUBMITTALS WILL NOT BE ACCEPTED.

20. PRIOR TO THE SIGNING OF FINAL PLANS BY THE PLANNING BOARD, THE APPLICANT SHALL MEET ALL CONDITIONS OF APPROVAL, SECURE PERFORMANCE ASSURANCES AND ESCROW AGREEMENTS (PURSUANT TO ARTICLE IV, SECTION 78-211) AND PAY ALL OUTSTANDING PEER REVIEW FEES. ALL CONDITIONS OF APPROVAL SHALL BE INCLUDED WITHIN AN APPROVAL BLOCK ON THE RECORD REPRODUCIBLE PLAN.

21. ATTACH A CHECK PAYABLE TO THE TOWN OF OLD ORCHARD BEACH FOR APPLICATION FEES.

22. ALL PLAN SHEETS MUST BE SUBMITTED IN BOTH HARDCOPY AND DIGITAL FORMAT TO THE PLANNING DEPARTMENT AND SHALL BE REFERENCED TO THE TOWN'S GEOGRAPHIC REFERENCE SYSTEM.

The Undersigned hereby makes application to the Town of Old Orchard Beach for approval of the attached plans and declares the foregoing document to be true and accurate to the best of his/her knowledge.

If not the owner, applicant and/or agent must provide a letter of authorization from the owner stating that they are authorized to represent the owner in all matters pertaining to this application.

Owner, Applicant or Agent

Date

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PLEASE CHECK THE FOLLOWING ITEMS UPON COMPLETION:

- 1. A fully executed and signed Site Plan Review Application.
- 2. Copy of property deed, option to purchase or other documentation to demonstrate the Applicant's right, title or interest in the property.
- 3. Proposed Site Plan, drawn at a scale not to exceed one inch equals forty feet (1" = 40) or at a scale otherwise specified by the Town Planner. Said plan shall be sealed by a Professional Engineer, Landscape Architect or a Surveyor licensed in the State of Maine AND containing the following information:
 - a. **Property Boundary Survey Class I:** signed and sealed by a Maine Licensed Land Surveyor, showing bearings and distances of the subject property boundary(s), topographic elevations at a contour level of no more than two (2) feet, location and elevation of all existing and proposed structures, site features, and site improvement.
 - b. **Information Block** containing location, address, Map/Block/Lot numbers of the subject property, as recorded in the Town Assessor's Office, name and address of the applicant(s) and owners(s) if different.
 - c. **Approval Block** providing space for the signatures of Planning Board members.
 - d. **Denote the zone in which the property is located.** In the event that the property is divided by a zone line, the line shall be delineated and labeled on the plan.
 - e. **Map scale, north arrow (True North), and date** Site Plan was prepared INCLUDING the date of any subsequent revisions made to the plan.
 - f. **Identification, location, & addressed envelopes of all ABUTTERS** (within 100 feet radius to the applicant's property. All envelopes must include postage or payment sufficient for postage.
 - g. The dimensions and layout of all building and zoning **setback lines**.
 - h. Delineation of all existing and proposed public and private **easements** on or directly adjacent to the property.

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- i. Location, dimensions, and layout of all existing and proposed built elements; including buildings and structures, parking areas, driveways, Town/State Roads, sidewalks, fences, walls, steps, piers and docks, patios, swimming pools, and signage.
- j. Location of existing site features located on the property, including but not limited to existing streams, wetlands, drainage swales, tree lines, identification and location of specimen trees greater than eight inches (8") caliper, location of existing rock outcrops and boundary of the 100-year Flood Zone as defined by the FEMA Flood Insurance Rate Map for the Town of Old Orchard Beach.
- k. Location of existing and proposed utilities including overhead telephone poles and/or underground cables, public sewer and water lines, gate valves, fire hydrants, dumpsters or waste receptacles, private septic systems and water supply wells.
- l. Landscape Plan: Specification, layout and quantity of proposed landscaping plant materials.
- m. Grading & Drainage Plan: Location, layout and dimensions of all existing and proposed drainage facilities, accompanied by detailed drainage calculations, and site grading signed and sealed by a Professional Engineer licensed in the State of Maine.
- n. Lighting Plan: location, specification, height, and photometric data of existing and proposed exterior lighting.
- o. Soil Erosion Control Plan showing location, quantity and specifications of erosion control devices and strategies to be implemented to minimize on and off-site sedimentations
- 4. Cost estimates for all proposed site improvements.
- 5. Building Plans of all proposed structures including interior layout, side, and front elevations drawn to a scale not less than ¼ inch to 1 foot.
- 6. Schematic elevation of proposed signs, drawn to a scale of not less than ¾ inches to 1 foot, and illustrating sign layout, lettering, graphics and logos, materials, color, and proposed illumination.
- 7. Additional Submittals: In addition, the Planning Board may require any one or all of the additional impact studies and information to be submitted as part of the Plenary Major

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Site Plan Review Application:

- p. Fiscal Impact Assessment: Analyzing the projected fiscal impacts to the municipal service delivery system.
- q. Traffic Impact Assessment: Analyzing the potential trip generation created by the proposed project and its cumulative impact upon traffic capacity of servicing public streets and level of service performance at off-site intersections.
- r. Visual/Cultural Impact Assessment: Analyzing the impacts of the project upon prevailing visual quality, architectural fabric, and cultural character.
- s. Groundwater Study: Analyzing the individual and cumulative impacts of the proposed project upon existing groundwater quality.
- t. Adaptive Reuse Study: Investigating the potential reuse of major facilities in the event that the proposed use fails.
- u. Market Study: Prepared by a qualified market research firm, and indicating the potential feasibility and projected success of a proposed use.
- 8. Any other information requested by the Planning Board deemed necessary to make a reasonable and informed decision about the proposed project.

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