



# Office of Planning & Codes

## TOWN OF WISCASSET SITE PLAN REVIEW APPLICATION

### 1. Property Data:

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Deed Book: \_\_\_\_\_ Page: \_\_\_\_\_

### 2. Applicant Data:

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### 3. Design Consultants: Surveyor Engineer Architect Planner

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_

### 4. Proposal Address: \_\_\_\_\_

### 5. Proposal Description: \_\_\_\_\_

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### 5. Work Type: New Construction Addition Change in Use Alteration

### 6. Current (insert "c") / Proposed (insert "p") use of property: Commercial Office

Industrial  Business  Assembly  1-Family  2-Family  Multi-Family

Other: \_\_\_\_\_

### 7. Describe any covenants, restrictions, easements to be attached to the property (proposed/existing): \_\_\_\_\_

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**8. Describe Infrastructure:**

Water: \_\_\_\_\_  
Sewage Disposal: \_\_\_\_\_  
Road/Street/Driveway: \_\_\_\_\_  
Electric: \_\_\_\_\_  
Solid Waste: \_\_\_\_\_  
Other: \_\_\_\_\_

I certify that the information contained in this application is correct to the best of my knowledge.

Signature (applicant) : \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Attach the following:**

- Deed or other document representing right, title or interest in the property.
- A tax map showing location of project.
- A sketch plan showing proposed location, size, general characteristics or proposed structures; access from roads, existing sidewalks, onsite parking, and other notable features of the property including but not limited to waterbodies, wetlands, etc.
- If asking for a waiver, please submit request on a separate sheet indicating what specific waivers are being requested and an explanation.

**SITE PLAN REVIEW PERFORMANCE STANDARDS (ARTICLE VIII, SECTION 9):**

The following standards are to be used by the Planning Board and/or Town Planner in judging applications for site plan review and shall serve as minimum requirements for approval of the site plan. The site plan shall be approved unless in the judgment of the Planning Board and/or Town Planner the applicant is not able to reasonably meet one or more of these standards. In all instances the burden of proof shall be on the applicant and such burden of proof shall include the production of evidence necessary to complete the application. Please review the description of each site plan review standard. The standard is represented in parenthesis and is attached to this application.

A. Utilization of site (9.A): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Traffic Access (9.B): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Parking Layout and Design (9.C): \_\_\_\_\_

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D. Pedestrian Access (9.D): \_\_\_\_\_

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E. Buildings (9.E): \_\_\_\_\_

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F. Storage of Materials (9.F): \_\_\_\_\_

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G. Water Supply (9.G): \_\_\_\_\_

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H. Sewage Disposal (9.H): \_\_\_\_\_

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I. Utilities (9.I): \_\_\_\_\_

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J. Natural Features (9.J): \_\_\_\_\_

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K. Water Quality Protection (9.K): \_\_\_\_\_

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L. Hazardous, Special and Radioactive Material (9.L): \_\_\_\_\_

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M. Shoreland Relationship (9.M): \_\_\_\_\_

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N. Capacity of the Applicant (9.N): \_\_\_\_\_

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O. Solid Waste Management (9.O): \_\_\_\_\_

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P. Historic & Archaeological Resources (9.P): \_\_\_\_\_

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Q. Floodplain Management (9.Q): \_\_\_\_\_

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R. Off-Site Improvements (9.R): \_\_\_\_\_

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S. Groundwater Protection (9.S): \_\_\_\_\_

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T. Erosion Control (9.T): \_\_\_\_\_

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U. Buffering (9.U): \_\_\_\_\_

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V. Additional Route 1 Design Standards (9.V): \_\_\_\_\_

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## SITE PLAN REVIEW CHECKLIST

**YES NO N/A**

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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ten executed and signed copies of the application form   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Evidence of right, title and interest in the property.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fees in the amounts specified by Section 6.A(2).         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ten copies of written materials, maps or drawings.       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plans drawn at a scale of 50 feet, or less, to the inch. |

### General information.

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|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The name and address of the property owner, applicant and the name of the proposed development.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The property lines as shown on the Tax Maps on file in the Town office of all abutting and neighboring properties within 250 feet of the proposed development.                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sketch map showing general location of the site within the town.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location map showing the boundaries of all contiguous property under the control of the owner or applicant regardless of whether all or part is being developed at this time. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The name(s), registration number(s) and seal(s) of the appropriate professionals assisting with the preparation of the plan.  |

### Information regarding existing conditions.

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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Zoning classifications(s) of the property  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The bearings and distances   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location and size of any existing sewer and water mains and culverts   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location, names and present widths of existing streets and rights-of-way   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The location, dimensions, setbacks and ground floor elevations of all existing buildings on the site.                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The location of buildings on abutting properties and within 100 feet of the property line of the proposed development. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The location and dimensions of existing driveways, parking and loading areas and walkways on the site.                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of intersecting roads or driveways within 250 feet of the site.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Topography of the site at an appropriate contour interval  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Major natural features on the site and within 250 feet of the boundaries   |

- The location and results of tests to ascertain subsurface soil conditions and depths to maximum ground water level shall be submitted if a private sewage disposal system is proposed.
- Location of existing natural drainageways, storm drainage facilities, including dimensions of culverts, pipes, etc., open drainage courses, wetlands, significant stands of trees and other important natural features, fences and hedges with a description of such features to be retained.
- The direction of existing surface water drainage flow across the site.
- The location and dimensions of existing signs unless such signs are not to be used for the proposed development.
- The location and type of all existing exterior lighting unless such lighting is not to be used for the proposed development.
- A copy of such covenants or deed restrictions, if any, as are intended to cover all or part of the tract. Such covenants or deed restrictions shall be referenced on the plan.
- The location of any floodplain as shown on the FEMA Flood Insurance Rate Maps.
- The location of the Shoreland Zone and the 75-foot or 100-foot Shoreland Zone setback, as appropriate

Information regarding proposed development activity.

- All proposed contours and proposed finished grade elevations of the developed site and the system of drainage proposed to be constructed.
- The location, name and widths of all proposed streets within the premises
- All proposed rights-of-way, easements and other legal restrictions which may affect the premises in question.
- The location of all proposed building setbacks and buffers required by the Town of Wiscasset ordinances.
- The location, dimensions, including heights, building elevations and ground floor elevations of all proposed buildings on the site and proposed use thereof.
- The location and dimensions and materials to be used in the construction of proposed access drives and curb cuts to the lot from public streets.
- Location, dimensions and materials to be used in the construction of proposed pedestrian walkways.
- Location and arrangement of proposed off-street parking and loading areas and their appurtenant drives and maneuvering areas.
- Location, inverts (if applicable) and dimensions of all proposed utilities and easements, including sanitary sewerage, water, electricity and fire protection systems.

- 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.
- 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.
- The size, location and direction and intensity of illumination of all major outdoor lighting apparatus and signs.
- Location, front view, dimensions, materials and size of all proposed signs, together with the material for securing the signs, and all permanent outdoor fixtures.
- The location, type and size of all existing and proposed catch basins, storm drainage facilities, streams and watercourses.
- All landscaped areas and features
- A schedule of construction, including anticipated beginning and completion dates.
- The type, size and location of all incineration devices.
- The type, size and location of all machinery or equipment likely to generate appreciable noise at the lot lines except machinery
- The amount and type of any raw, finished or waste materials to be stored outside of roofed buildings
- An estimate of the amount and type of vehicular traffic to be generated on a daily basis and at peak hours and the sight distances for each driveway that intersects an existing or proposed public or private road.
- Approval block. Space shall be provided on the plan drawing for the signatures of the Wiscasset Planning Board and date, together with the words, "Approved Town of Wiscasset Planning Board."
- Block for conditions of approval, if any.
- A stormwater management plan as described in Article VII, Section 3.B(3)(b)(4).
- An erosion and sediment control plan as described in Article VII, Section 3.B(3)(b)(5).
- A hydrogeologic assessment as described in described in Article VII, Section 5.A(14) for projects involving common on-site water supply or sewage disposal facilities with a capacity of 2,000 gallons or more per day.
- A phosphorus control plan as described in Article VII, Section 5.A(15) if any portion of the development is within the watershed of a great pond.
- A utility plan showing, in addition to provisions for water supply and wastewater disposal, the location and nature of electrical, telephone and any other utility services to be installed on the site.
- A planting plan and schedule keyed to the site plan
- A traffic impact analysis as described in Article VII, Section 3.C(2)(b)(26).

- A written statement from the Wiscasset Water District as to the adequacy of the water supply in terms of quantity and pressure for domestic flows, if public water supply is to be utilized, and a plan for ensuring adequate on-site water supply for fire suppression as described in Article VII, Section 3.B(3)(b)(7).
- The location, width, typical cross-section, grades and profiles of all proposed streets and sidewalks in conformance with Article IX, Section 8.
- Construction drawings for streets, sanitary sewers, water and storm drainage systems, designed and prepared by an appropriate qualified professional.
- The location of any pedestrian ways, lots, easements, open spaces and other areas to be reserved for or dedicated to public use and/or ownership.
- Written offers of dedication or conveyance to the municipality, in a form satisfactory to the Town Attorney, of all land included in the streets, highways, easements, parks or other open space dedicated for public use and copies of agreements or other documents showing the manner in which spaces, title to which is reserved by the developer, are to be maintained.
- Cost of the proposed development and evidence of financial and technical capacity to complete it as described in Article VII, Section.5.A(17).
- An assessment of the impact of the development on wetlands, streams, ponds, floodplains, archaeological resources and significant wildlife habitats, including review letters from appropriate state officials.