



P L A N N I N G   D E P A R T M E N T  
T O W N   O F   C U M B E R L A N D ,   M A I N E

Dear Site Plan Applicant:

It is the sincere goal of the Town of Cumberland and its Planning Department to provide a fair, thorough and timely review of all applications. To this end, I would like to provide you with a quick overview of the process and a copy of a checklist that lists the information that will be required for the review.

I encourage you to call me to set up an appointment to discuss your project. I will arrange for our Code Enforcement Officer, Bill Longley to join us. Bill's presence will help ensure that the land use requirements for lot size, frontage, setbacks and uses are correct. Sometimes a proposal will need to secure Board of Appeals approval prior to coming to the Planning Board; Bill staffs that Board and can help you with that process. At this initial meeting, I will classify your project as either a minor or major site plan. Requirements vary based on that classification.

Sketch plan presentations to the Board are encouraged for site plans, particularly major site plans. By meeting with the Board prior to the detailed engineering work being done, both time and money could be saved.

The Cumberland Planning Board meets once a month on the third Tuesday of the month at 7:00 p.m. in the Town Council Chambers at Town Hall. The meetings are televised on Channel 2 and replayed throughout the month.

Please note that the deadline for applications is 21 days prior to the next scheduled Planning Board meeting. Incomplete applications will not be brought to the Board for initial review.

The Town contracts with a peer review engineer of the Town's choice for each project. The fees for this review are paid by the applicant. An initial review fee is collected at the time of application and any additional fees must be paid by the applicant prior to the issuance of a building permit.

If you have any questions, please do not hesitate to call me at 829-2206 or email me at [cnixon@cumberlandmaine.com](mailto:cnixon@cumberlandmaine.com). Pam Bosarge is the administrative assistant to me and the Planning Board. Please contact her if I am not available and she will assist you.

I look forward to working with you.

Sincerely,

Carla Nixon  
Cumberland Planning Director

**APPENDIX 'A'**  
**Town of Cumberland**  
**Planning Board Application**

Map: \_\_\_\_\_  
Lot: \_\_\_\_\_

**1. APPLICANT:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Interest in Property: \_\_\_\_\_  
Interest in Abutting Properties, if any: \_\_\_\_\_

**2. OWNER:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**3. APPLICANT'S ARCHITECT, LANDSCAPE ARCHITECT, ENGINEER, PLANNER OR SURVEYOR:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(If more than one, please attach name and contact information for each.)

Telephone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**4. PROJECT:**

Name of Project: \_\_\_\_\_  
Address of Site: \_\_\_\_\_

Project Data:	Book: _____	Map: _____
	Page: _____	Lot: _____
	Zoning District: _____	No. of Dwellings: _____
	Overlay District: _____	No. of Buildings: _____
	Size of Site: _____	No. of Lots: _____
	Minor Subdivision _____	Minor Site Plan _____
	Major Subdivision _____	Major Site Plan _____
	Other: _____	_____

**5. OTHER INFORMATION:**

a) Is Board of Appeals Approval Required? \_\_\_\_\_

b) Are Any Ordinance Waivers Requested? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If 'Yes' attach a list of waivers and reasons for their request.)

c) Application Fee per Town Ordinance: \_\_\_\_\_

d) This application form and all accompanying materials must be submitted to the Town Planner *at least 21 days prior* to the meeting at which it is to be considered by the Planning Board.

The undersigned, being the applicant, owner or legally authorized representatives, states that all information contained in this application is true and correct to the best of his/her knowledge and hereby does submit the information for review by the Town and in accordance with applicable ordinances, statutes and regulations of the Town, State and Federal governments.

\_\_\_\_\_  
Signature of Applicant/Owner/Representative

\_\_\_\_\_  
Date

# **SUBDIVISION AND SITE PLAN PROCESSES**

***NOTE: Planning Board meetings are held on the third Tuesday of each month. All submission materials MUST be delivered to the Planning Office by 5:00 p.m. no later than 21 days prior to the meeting date. Any submission requirements not included in application must either be listed as requested waivers with justification or else the application will not be placed on the next meeting agenda.***

## **Minor Site Plan Process**

1. Application Completeness determined by Planner.
2. Optional site walk
3. Public hearing and reviews for as many months as needed.
4. Outside agency permits on file
5. Public hearing: Final Approval

## **Major Site Plan Process**

1. Inventory and Analysis to Planning Board
2. Optional site walk
3. Application Completeness determined by Planner
4. Public hearing and reviews for as many months as needed.
5. Outside agency permits on file
6. Public hearing: Final Approval

## **Minor Subdivision**

1. Sketch Plan Review Preferred
2. Site walk
3. Application Completeness determined by Planner
4. Public hearing and reviews for as many months as needed.
5. Outside Agency permits on file.
6. Public hearing: Final Approval

## **Major Subdivision**

1. Sketch Plan Review
2. Site walk
3. Application Completeness determined by Planner
4. Public hearing and reviews for as many months as needed.
5. Preliminary Approval with Findings of Fact
6. Outside Agency permits on file.
7. Public hearing: Final Approval

**Town of Cumberland**  
**Section 206 – Site Plan Checklist**

Site Plan Name \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Date \_\_\_\_\_

The following is intended to provide a summary of the submission requirements for site plan review in the Town of Cumberland. For precise requirements, please refer to the Town of Cumberland Zoning Ordinance Section 206.7

Per Section 206.4 Classification of Project, Please note: The Town Planner will first determine if the project will be classified as a major or minor site plan. Classification will determine submission requirements

Major Site Plan \_\_\_\_\_ Minor Site Plan \_\_\_\_\_

**SECTION 206.7.1 Site Inventory and Analysis Submission Requirements**  
***REQUIRED FOR MAJOR SITE PLANS ONLY***

1.	names, address & phone of record owner and applicant	
2.	names & address of all consultants	
3.	evidence of right, title or interest	How?
4.	evidence of payment of the site inventory & analysis fee	Amount?
5.	15 copies of a plan showing:	
	a. name of development, north arrow, date & scale	
	b. boundaries of the parcel	
	c. relationship of site to surrounding areas	
	d. topography	
	e. major natural features within 200 feet	
	f. existing buildings, structures or other improvements	
	g. existing restrictions or easements	
	h. location and size of existing utilities or improvements	
	i. class D medium intensity soil survey	
	j. if private sewage disposal system, a suitable location	
6.	15 copies of narrative describing existing conditions, proposed use, etc.	
	a. traffic study	
	b. utility study	
	c. market studies	
	d. other	
7.	Request for waivers	

**SECTION 206.7.2 Site Plan Review Application Submission Requirements  
REQUIRED FOR MAJOR AND MINOR SITE PLANS**

1.	Site Plan Application Form Completed	
	1. Signed Application	
	2. location of all setbacks, yards and buffers	
	3. name and address of all property owners w/I 200 feet	
	4. location map showing location of project	
	5. boundaries of all contiguous property under control of owner	
	6. tax map and lot numbers	
	7. deed, option to purchase or documentation of right, title or interest	
	8. name, registration number and seal of person who prepared plan	
	9. evidence of technical and financial capability to carry out project	

**SECTION 206.7.3 Existing Conditions  
REQUIRED FOR MAJOR AND MINOR SITE PLANS**

1.	zoning	
2.	Boundary survey	
3.	utilities, including sewer & water, culverts & drains, on-site sewage	
4.	location, names, widths of existing public or private streets/ROW's	
5.	location, dimension of ground floor elevation of all existing buildings	
6.	location, dimension of existing driveways, parking, loading, walkways	
7.	location of intersecting roads & driveways within 200 feet of the site	
8.	location of drainage courses, wetlands, stone walls, graveyards, fences, stands of trees, important or unique features, etc	
9.	direction of existing surface water drainage across the site & off site	
10.	location, front view, dimensions and lighting of existing signs	
11.	location and dimensions of existing easements & copies of documents	
12.	location of nearest fire hydrant or water supply for fire protection	

**SECTION 206.7.4 Proposed Development Activity  
REQUIRED FOR MAJOR AND MINOR SITE PLANS**

1.	estimated demand for water & sewage disposal/location/dimensions, etc	
2.	surface water drainage and impact assessment on downstream properties	
3.	handling solid waste, haz & special waste/including screening on-site	
4.	driveway, parking & loading areas, location/dimension & materials along with changes in traffic flow onto or off site	
5.	landscape plan	
6.	location, dimension and ground floor elevation of buildings	
7.	signs/location and method of securing	
8.	location and type of exterior lighting	
9.	location of all utilities including fire protection systems	
10.	general description of proposed use or activity	
11.	traffic/peak hour and daily traffic generated by project	
12.	stormwater calculations/erosion & sedimentation control plan, etc.	

**SECTION 206.7.5 Major Developments  
REQUIRED FOR MAJOR SITE PLANS**

1.	narrative/how plan relates to the site inventory & analysis	
2.	grading plan at 1 foot contours	
3.	stormwater drainage & erosion control plan, etc.	
4.	groundwater impact analysis prepared by groundwater hydrologist	
5.	name, number, seal of architect, engineer, LA, etc.	
6.	utility plans	
	Water	
	Wastewater	
	Electrical	
	Telephone	
	Cable TV	
	Other	
7.	landscape Plan	
8.	traffic analysis	
9.	written Statement from utility RE: Adequate Service	
10.	cost & evidence of applicant's financial capacity	

Note: Section 206.7.6 states that the Planning Board may waive any of the submission requirements based upon a written request by the applicant. A waiver may be granted only if the Board finds that the information is not required to determine compliance with the standards and criteria.