

**SITE PLAN REVIEW  
Town of Cumberland**

**Appendix A  
Site Plan Application for Minor Staff Review**

Applicant's name \_\_\_\_\_

Applicant's address \_\_\_\_\_

Cell phone \_\_\_\_\_ Home phone \_\_\_\_\_ Office phone \_\_\_\_\_

Email Address \_\_\_\_\_

Project address \_\_\_\_\_

Project name \_\_\_\_\_

Describe project \_\_\_\_\_

Number of employees \_\_\_\_\_

Days and hours of operation \_\_\_\_\_

Project review and notice fee \_\_\_\_\_

What is your interest in the property?

Own \_\_\_\_\_ Lease \_\_\_\_\_ Purchase and sale agreement \_\_\_\_\_ (provide copy of document)

If you are not the owner, list owner's name, address and phone number \_\_\_\_\_

**Boundary Survey**

Submitted? Yes \_\_\_\_\_ No \_\_\_\_\_ If not, explain why and provide as much information as possible about the location of boundary lines.

Are there any deed restrictions or easements? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, provide information and show easement location on site plan.

**Building Information**

Are there existing buildings on the site? Yes \_\_\_\_\_ No \_\_\_\_\_

Will they be removed? Yes \_\_\_\_\_ No \_\_\_\_\_ (Note: A demolition permit is required 10 days prior to demolition.)

Will a new structure(s) be built on the site? Yes \_\_\_\_\_ No \_\_\_\_\_

Describe: \_\_\_\_\_

Number of new buildings \_\_\_\_\_

Square footage \_\_\_\_\_

Number of floor levels including basement \_\_\_\_\_

**Parking**

Number of existing parking spaces \_\_\_\_\_

Number of new parking spaces \_\_\_\_\_

Number of handicapped spaces \_\_\_\_\_

Will parking area be paved? \_\_\_\_ Yes \_\_\_\_ No

**Entrance**

Location: \_\_\_\_\_

Width \_\_\_\_\_ Length \_\_\_\_\_

Is it paved? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ If not, do you plan to pave it?

Where will snow storage for entrance and parking be located? Show on site plan.

**Utilities****Water:** Public water \_\_\_\_\_ Well \_\_\_\_\_ (Show location on site plan.)**Sewer/septic:** Public sewer \_\_\_\_\_ Private septic \_\_\_\_\_ Show location on site plan and submit HHE-200 septic design or location of passing test pit locations if new system is proposed. Also show any wells on abutting properties within 200 feet of the site.**Electric:** On site? Yes \_\_\_\_ No \_\_\_\_

Show location of existing utility lines on site plan and indicate if they are above or below ground.

**Signs**

Number: \_\_\_\_\_

Size: \_\_\_\_\_

Material: \_\_\_\_\_

Submit sign design and completed sign application.

Will the sign be lighted? \_\_\_\_ Submit information on type and wattage of lights.

Show location of sign(s) on the site plan.

**Natural Features**

Show location of any of the following on the site plan:

River \_\_\_\_\_ Stream \_\_\_\_\_ Wetland \_\_\_\_\_ Pond \_\_\_\_\_ Lake \_\_\_\_\_ Stone walls \_\_\_\_\_

Are there any other historic or natural features? \_\_\_\_\_

**Lighting**

Will there be any exterior lights? Yes \_\_\_\_ No \_\_\_\_ Show location on site plan (e.g., pole fixtures, wall packs on building) and provide fixture and lumen information.

**Trees**

Show location of existing trees on the site plan and indicate if any are to be removed.

**Landscaping**

Is there existing landscaping on the site? Yes \_\_\_\_ No \_\_\_\_ Show type and location on site plan.

Is new landscaping proposed? (Note: If property has frontage on Route 100, a twenty-five-foot landscape easement to the Town is required.)

**Buffering**

Show any existing or proposed buffering measures for adjacent properties, e.g., plantings, fences.

**Erosion Control**

Has an erosion and sedimentation control plan been submitted? Yes \_\_\_\_\_ No \_\_\_\_\_

**Stormwater Management Plan**

Provide stormwater information for both pre and post development of the site. Show location of any detention areas and/or culverts on the site plan.

**Fire Protection**

Location of nearest hydrant \_\_\_\_\_ Sprinklers? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you plan to have an alarm system? Yes \_\_\_\_\_ No \_\_\_\_\_ Please contact the Fire/EMS Department at 829-4573 to discuss any Town or state requirements.

**Trash**

Will trash be stored inside \_\_\_\_\_ outside \_\_\_\_\_. If outside, will a dumpster be used?

Yes \_\_\_\_\_ No \_\_\_\_\_. Show location on site plan and show type of screening proposed (e.g., fencing, plantings).

**Technical Capacity**

List and provide contact information for all consultants who worked on the project, for example: licensed land surveyor, licensed soils evaluator, professional engineer, attorney, etc.

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**Financial Capacity**

How do you intend to fund construction of the project? If obtaining a bank loan, provide a letter from the bank \_\_\_\_\_

***Note: There are several areas in Town that have design standards relating to building style, materials, signs, lighting and landscaping. Please discuss this with the Town Planner if your property has frontage on Route 1, Route 100 or upper Main Street.***

**STAFF TO COMPLETE**

- Zoning district: \_\_\_\_\_
- Minimum lot size: \_\_\_\_\_
- Classification of proposed use: \_\_\_\_\_
- Parcel size: \_\_\_\_\_
- Frontage: \_\_\_\_\_
- Setbacks: Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_
- Board of Appeals Required?
- Tax Map \_\_\_\_\_ Lot \_\_\_\_\_ Deed book \_\_\_\_\_ Deed page \_\_\_\_\_
- Floodplain map number \_\_\_\_\_ Designation \_\_\_\_\_
- Vernal pool identified \_\_\_\_\_
- Parcel in a subdivision? \_\_\_\_\_
- Outside agency permits required:  
MDEP Tier 1 \_\_\_\_\_ MDEP Tier 2 \_\_\_\_\_ Army Corps of Engineers \_\_\_\_\_  
MDEP general construction (stormwater) permit (for disturbance of \_\_\_\_\_ square feet)
- MDOT entrance permit \_\_\_\_\_
- MDOT traffic movement permit \_\_\_\_\_
- Traffic study required? \_\_\_\_\_
- Hydrogeologic evaluation? \_\_\_\_\_
- Market study? \_\_\_\_\_