

**SITE PLAN REVIEW
Town of Cumberland**

**Appendix C
Planning Board Site Plan Review Application**

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 _____

Name of representative _____

Contact information: Cell: _____ Office: _____

What is the applicant's 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 _____

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

Boundary Survey

Submitted? Yes _____ No _____

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 _____ Number: _____

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 and proposed utilities on the 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.

Financial Capacity

Please indicate how project will be financed. If obtaining a bank loan, provide a letter from the bank _____

-
- 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? _____
 - Is 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 1 acre or more)
 - MDOT entrance permit _____
 - MDOT traffic movement permit _____
 - Traffic study required _____
 - Hydrogeologic evaluation _____
 - Market study _____
 - Route 1 Design Guidelines? _____
 - Route 100, VMU or TCD Design Standards? _____

Applicant's signature _____

Submission date: _____

PLANNING BOARD SITE PLAN REVIEW **SUBMISSION CHECKLIST**

FOR ALL PROJECTS:

Submission Requirement	Provide Location in Application Packet (e.g., plan sheet number, binder section, narrative	If requesting a waiver, indicate below:
<i>Example: Erosion Control</i>	<i>Plan Sheet E-1</i>	
General Information:		
Completed Site Plan Application Form		
Names and addresses of all consultants		
Narrative describing existing conditions and the proposed project		
Evidence of right, title or interest (deed, option, etc.)		
Names and Addresses of all property owners within 200 feet		
Boundaries of all contiguous property under control of owner		
Tax map and lot numbers		
Area of the parcel		
FEMA Floodplain designation & map #		
Zoning classification		
Evidence of technical and financial capability to carry out the project		
Boundary survey		
List of waiver requests on separate sheet with reason for request.		
Proposed solid waste disposal plan		
Existing Conditions Plan showing:		
Name, registration number and seal of person who prepared plan		
North arrow, date, scale, legend		
Area of the parcel		
Setbacks and building envelope		
Utilities, including sewer & water, culverts & drains, on-site sewage		
Location of any septic systems		
Location, names, widths of existing public or private streets ROW's		

Location, dimension of ground floor elevation of all existing buildings		
Location, dimension of existing driveways, parking, loading, walkways		
Location of intersecting roads & driveways within 200 feet of the site		
Wetland areas		
Natural and historic features such as water bodies, stands of trees, streams, graveyards, stonewalls, floodplains		
Direction of existing surface water drainage across the site & off site		
Location, front view, dimensions and lighting of existing signs		
Location and dimensions of existing easements & copies of documents		
Location of nearest fire hydrant or water supply for fire protection		
Proposed Development Site Plan showing:		
Name of development		
Date		
North arrow		
Scale		
Legend		
Landscape plan		
Stormwater management		
Wetland delineation		
Current & proposed stands of trees		
Erosion control plan		
Landscape plan		
Lighting/photometric plan		
Location and dimensions of all proposed buildings		
Location and size of utilities, including sewer, water, culverts and drains		
Location and dimension of proposed on-site septic system; test pit locations and nitrate plumes		
Location of wells on subject property and within 200' of the site		
Location, names and widths of existing and proposed streets and ROW's		

Location and dimensions of all accessways and loading and unloading facilities		
Location and dimension of all existing and proposed pedestrian ways		
Location, dimension and # of spaces of proposed parking areas, including handicapped spaces		
Total floor area and ground coverage of each proposed building and structure		
Proposed sign location and sign lighting		
Proposed lighting location and details		
Covenants and deed restrictions proposed		
Snow storage location		
Solid waste storage location and fencing/buffering		
Location of all fire protection		
Location of all temporary & permanent monuments		
Street plans and profiles		

ADDITIONAL REQUIREMENTS FOR MAJOR SITE PLAN PROJECTS:

Submission Requirement	Provide Location in Application Packet (e.g., plan sheet number, binder section, narrative)	If requesting a waiver, indicate below:
High intensity soils survey		
Hydro geologic evaluation		
Traffic Study		
Market Study		
Location of proposed recreation areas (parks, playgrounds, other public areas)		
Location and type of outdoor furniture and features such as benches, fountains.		