Town of Chebeague Island
Planning Board Application

Map: __________
Lot: __________

1. APPLICANT
Name: ____________________________
Address: __________________________

Telephone: __________
Cell: __________
Fax: __________
Email: __________

2. OWNER
Name: ____________________________
Address: __________________________

Telephone: __________
Cell: __________
Fax: __________
Email: __________

3. APPLICANT'S ARCHITECT, LANDSCAPE ARCHITECT, ENGINEER OR SURVEYOR
Name: ____________________________
Address: __________________________

Telephone: __________
Cell: __________
Fax: __________
Email: __________

4. PROJECT
Name of Project: ____________________________
Address of Site: ____________________________

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

Minor Site Plan: __________
Major Site Plan: __________

5. OTHER INFORMATION:
a. Is Board of Appeals approval required? No __________ Yes __________

b. Are any ordinance waivers requested? Yes __________ No __________
(If "yes" attach a list of waivers and reasons for their request.)

c. Application fee under Town Ordinance: __________________________

d. This application form and all accompanying materials must be submitted to the Town Administrator 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 the 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 or representative __________________________
Date __________
Town of Chebeague Island
Site Plan Checklist

The Town Administrator will first determine if the project will be classified as a major or a minor site plan (Zoning Ordinance Section 206.4). Classification will determine submission requirements. You must review the proposed plan with the Town Administrator before submitting the application in order to receive the appropriate classification.

Major Site Plan: __________________________ Minor Site Plan: __________________________

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The following list is intended to provide a summary of the submission requirements for site plan review for the Town of Chebeague Island. Eleven (11) copies of all application materials must be provided. For precise requirements, please refer to the Town of Chebeague Island Zoning Ordinance, Section 206.7.

A. Site Inventory and Analysis, Section 206.7.A (Required for Major Site Plans only)
1. Names, address and phone of record owner and applicant
2. Names and addresses of all consultants
3. Evidence of right, title and interest (deed, option, etc.)
4. Evidence of payment of the site inventory and analysis fee
5. A plan showing
   a. name of development, north arrow, date and 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
   k. tax map and lot number(s)
6. A narrative describing the existing conditions and proposed use, etc.
   a. traffic study
   b. utility study
   c. market studies
   d. other
7. A map showing the location of the development
8. Request for waivers
   (list the section number and reason for the request on a separate sheet.)
Note: Section 206.7.B.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.

B. Additional General Submission Requirements for both Major and Minor Site Plans
(Section 206.7.B)
1. Completed and signed site plan application form
2. Location map showing location of the project.
3. Evidence of right, title or interest (e.g., deed or option)
4. A plan showing
   a. location of all setbacks, yards and buffers
   b. boundaries of all contiguous property under control of owner.
   c. tax map and lot number of the parcel(s)
5. Names and addresses of all property owners within 500 feet
6. Evidence of payment of the application and technical review fees
7. Name, registration number and seal of person who prepared the plan.
8. Evidence of technical and financial capability to carry out the project.

C. Documentation of Existing Conditions (Section 206.7.B.3) (Required for both
Major and Minor Site Plans)
1. Zoning
2. Boundary survey
3. On the plan (above):
   a. utilities, including culverts, well and on-site sewage.
   b. location, names, widths of existing public or private streets/ROW(s)
   c. location, dimension of ground floor elevation of all existing buildings.
   d. location, dimension of existing driveways, parking, loading, walkways
   e. location of intersecting roads and driveways within 200 feet of the site
   f. location of drainage courses, wetlands, stone walls, graveyards, fences, stands of trees, important or unique features, etc.
   g. direction of existing surface water drainage across the site and off site
   h. location, front view, dimensions and lighting of existing signs
   i. location and dimensions of existing easements and copies of documents
4. Location of nearest water supply for fire protection

D. Proposed Development Activity (Section 206.7.B.4) (Required for Both Major and Minor Site Plans)

1. A narrative describing the proposed project
2. Estimated demand for water supply and sewage disposal
3. Direction of proposed surface water drainage across the site after development, including impacts on downstream properties
4. Provisions for handling solid wastes
5. The location, dimensions and materials for driveways, parking and loading areas and walkways
6. Proposed landscaping and buffering
7. The location, dimensions and ground floor elevation of proposed buildings or expansions
8. Location of proposed signs.
9. Location and type of exterior lighting
10. Location of all utilities including fire protection systems
11. An estimate of the peak hour and daily traffic generated.
12. Stormwater calculations and erosion and sedimentation control measures

E. Additional Submission Requirements for Major Site Plans Only (Section 206.7.B.5)

1. A narrative and plan describing how the proposed development plan relates to the site inventory and analysis
2. A grading plan showing existing and proposed topography at 2 foot intervals
3. A stormwater drainage and erosion control program showing:
   a. the existing and proposed method of handling stormwater runoff
   b. the direction of flow of the runoff, using arrows
   c. location, elevation and size of all catch basins, dry wells, drainage ditches, swales, retention basins and storm sewers
   d. engineering calculations for 25-year storm
   e. methods of controlling erosion during and after construction
4. A groundwater impact analysis
5. The name, registration number and seal of the architect, engineer, landscape architect or similar professional who prepared the plan
6. A utility plan – water, sewage, electrical, telephone etc.
7. A planting schedule for the landscape plan
8. A traffic impact analysis
9. The cost of the proposed development and evidence of the applicant’s financial capacity to complete it.
Zoning Ordinance: Site Plan Review Criteria

206.1 Purpose
The site plan review provisions set forth in this section are intended to protect the public health and safety, promote the general welfare of the community, and conserve the environment by assuring that non-residential construction is designed and developed in a manner which assures that adequate provisions are made for traffic safety and access; emergency access; water supply; sewage disposal; management of stormwater; erosion; and sedimentation; protection of the groundwater; protection of the environment; wildlife habitat; fisheries; and unique natural areas; protection of historic and archaeological resources; minimizing the adverse impacts on adjacent properties; and fitting the project harmoniously into the fabric of the community.

206.8 Approval Standards And Criteria
The following criteria shall be used by the Planning Board in reviewing applications for site plan review and shall serve as minimum requirements for approval of the application. The application shall be approved unless the Planning Board determines that the applicant has failed to meet one or more of these standards. In all instances, the burden of proof shall be on the applicant who must produce evidence sufficient to warrant a finding that all applicable criteria have been met.

A. Utilization of the Site

Utilization of the Site - The plan for the development, including buildings, lots, and support facilities, must reflect the natural capabilities of the site to support development. Environmentally sensitive areas, including but not limited to, wetlands, steep slopes, floodplains, significant wildlife habitats, fisheries, scenic areas, habitat for rare and endangered plants and animals, unique natural communities and natural areas, and sand and gravel aquifers must be maintained and preserved to the maximum extent. The development must include appropriate measures for protecting these resources, including but not limited to, modification of the proposed design of the site, timing of construction, and limiting the extent of excavation.

B. Traffic Access and Parking

Vehicular access to and from the development must be safe and convenient.

1. Any driveway or proposed street must be designed so as to provide the minimum sight distance according to the Maine Department of Transportation standards, to the maximum extent possible.
2. Points of access and egress must be located to avoid hazardous conflicts with existing turning movements and traffic flows.

3. The grade of any proposed drive or street must be not more than +3% for a minimum of two (2) car lengths, or forty (40) feet, from the intersection.

4. The intersection of any access/egress drive or proposed street must function: (a) at a Level of Service D, or better, following development if the project will generate one thousand (1,000) or more vehicle trips per twenty-four (24) hour period; or (b) at a level which will allow safe access into and out of the project if less than one thousand (1,000) trips are generated.

5. Where a lot has frontage on two (2) or more streets, the primary access to and egress from the lot must be provided from the street where there is less potential for traffic congestion and for traffic and pedestrians hazards. Access from other streets may be allowed if it is safe and does not promote short cutting through the site.

6. Where it is necessary to safeguard against hazards to traffic and pedestrians and/or to avoid traffic congestion, the applicant shall be responsible for providing turning lanes, traffic directional islands, and traffic controls within public streets.

7. Accessways must be designed and have sufficient capacity to avoid queuing of entering vehicles on any public street.

8. The following criteria must be used to limit the number of driveways serving a proposed project:

   a) No use which generates less than one hundred (100) vehicle trips per day shall have more than one (1) two-way driveway onto a single roadway. Such driveway must be no greater than thirty (30) feet wide.

   b) No use which generates one hundred (100) or more vehicle trips per day shall have more than two (2) points of entry from and two (2) points of egress to a single roadway. The combined width of all accessways must not exceed sixty (60) feet.

C. Accessway Location and Spacing

Accessways must meet the following standards:
1. Private entrance / exits must be located at least fifty (50) feet from the closest unsignalized intersection and one hundred fifty (150) feet from the closest signalized intersection, as measured from the point of tangency for the corner to the point of tangency for the accessway. This requirement may be reduced if the shape of the site does not allow conformance with this standard.

2. Private accessways in or out of a development must be separated by a minimum of seventy-five (75) feet where possible.

D. Internal Vehicular Circulation
The layout of the site must provide for the safe movement of passenger, service, and emergency vehicles through the site.

1. Projects that will be served by delivery vehicles must provide a clear route for such vehicles with appropriate geometric design to allow turning and backing.

2. Clear routes of access must be provided and maintained for emergency vehicles to and around buildings and must be posted with appropriate signage (fire lane - no parking).

3. The layout and design of parking areas must provide for safe and convenient circulation of vehicles throughout the lot.

4. All roadways must be designed to harmonize with the topographic and natural features of the site insofar as practical by minimizing filling, grading, excavation, or other similar activities which result in unstable soil conditions and soil erosion, by fitting the development to the natural contour of the land and avoiding substantial areas of excessive grade and tree removal, and by retaining existing vegetation during construction. The road network must provide for vehicular, pedestrian, and cyclist safety, all season emergency access, snow storage, and delivery and collection services.

E. Parking Layout and Design
Off street parking must conform to the following standards:

1. Parking areas with more than two (2) parking spaces must be arranged so that it is not necessary for vehicles to back into the street.

2. All parking spaces, access drives, and impervious surfaces must be located at least fifteen (15) feet from any side or rear lot line, except where standards for buffer yards require a greater distance.
No parking spaces or asphalt type surface shall be located within fifteen (15) feet of the front property line. Parking lots on adjoining lots may be connected by accessways not exceeding twenty-four (24) feet in width.

3. Parking stalls and aisle layout must conform to the following standards:

<table>
<thead>
<tr>
<th>Parking Angle</th>
<th>Stall Width</th>
<th>Skew Width</th>
<th>Stall Depth</th>
<th>Aisle Width</th>
</tr>
</thead>
<tbody>
<tr>
<td>90°</td>
<td>9'-0&quot;</td>
<td>18'-0&quot;</td>
<td></td>
<td>24'-0&quot; 2-way</td>
</tr>
<tr>
<td>60°</td>
<td>8'-6&quot;</td>
<td>10'-6&quot;</td>
<td>18'-0&quot;</td>
<td>16'-0&quot; 1-way</td>
</tr>
<tr>
<td>45°</td>
<td>8'-6&quot;</td>
<td>12'-9&quot;</td>
<td>17'-6&quot;</td>
<td>12'-0&quot; 1-way</td>
</tr>
<tr>
<td>30°</td>
<td>8'-6&quot;</td>
<td>17'-0&quot;</td>
<td>17'-0&quot;</td>
<td>12'-0&quot; 1 way</td>
</tr>
</tbody>
</table>

4. In lots utilizing diagonal parking, the direction of proper traffic flow must be indicated by signs, pavement markings or other permanent indications and maintained as necessary.

5. Parking areas must be designed to permit each motor vehicle to proceed to and from the parking space provided for it without requiring the moving of any other motor vehicles.

6. Provisions must be made to restrict the "overhang" of parked vehicles when it might restrict traffic flow on adjacent through roads, restrict pedestrian or bicycle movement on adjacent walkways, or damage landscape materials.

F. Pedestrian Circulation
The site plan must provide for a system of pedestrian ways within the development appropriate to the type and scale of development. This system must connect the major building entrances/ exits with parking areas and with existing sidewalks, if they exist or are planned in the vicinity of the project. The pedestrian network may be located either in the street right-of-way or outside of the right-of-way in open space or recreation areas. The system must be designed to link the project with residential, recreational, and commercial facilities, schools, bus stops, and existing sidewalks in the neighborhood or, when appropriate, to connect the amenities such as parks or open space on or adjacent to the site.

G. Stormwater Management
Adequate provisions must be made for the collection and disposal of all stormwater that runs off proposed streets, parking areas, roofs, and other surfaces, through a stormwater drainage system and maintenance
plan, which must not have adverse impacts on abutting or downstream properties.

1. To the extent possible, the plan must retain stormwater on the site using the natural features of the site.

2. Unless the discharge is directly to the ocean, stormwater runoff systems must detain or retain water such that the rate of flow from the site after development does not exceed the predevelopment rate.

3. The applicant must demonstrate that on- and off-site downstream channel or system capacity is sufficient to carry the flow without adverse effects, including but not limited to, flooding and erosion of shoreland areas, or that he/she will be responsible for whatever improvements are needed to provide the required increase in capacity and/or mitigation.

4. All natural drainage ways must be preserved at their natural gradients and must not be filled or converted to a closed system unless approved as part of the site plan review.

5. The design of the stormwater drainage system must provide for the disposal of stormwater without damage to streets, adjacent properties, downstream properties, soils, and vegetation.

6. The design of the storm drainage systems must be fully cognizant of upstream runoff which must pass over or through the site to be developed and provide for this movement.

7. The biological and chemical properties of the receiving waters must not be degraded by the stormwater runoff from the development site. The use of oil and grease traps in manholes, the use of on-site vegetated waterways, and vegetated buffer strips along waterways and drainage swales, and the reduction in use of deicing salts and fertilizers may be required, especially where the development stormwater discharges into a gravel aquifer area or other water supply source, or a great pond.

H. Erosion Control

1. All building, site, and roadway designs and layouts must harmonize with existing topography and conserve desirable natural surroundings to the fullest extent possible, such that filling, excavation and earth moving activity must be kept to a minimum. Parking lots on sloped sites must be terraced to avoid undue cut
and fill, and / or the need for retaining walls. Natural vegetation must be preserved and protected wherever possible.


The development must be provided with a system of water supply that provides each use with an adequate supply of water. If the project is to be served by a multi-house water supply, the applicant must secure and submit a written statement from the supplier that the proposed water supply system conforms with its design and construction standards, will not result in an undue burden on the source of distribution system, and will be installed in a manner adequate to provide needed domestic flows.

I. Sewage Disposal Provisions
The development must be provided with a method of disposing of sewage which is in compliance with the State Plumbing Code. Proposed on-site waste disposal systems must conform to the Subsurface Wastewater Disposal Rules.

J. Utilities
The development must be provided with electrical, telephone, and telecommunication service adequate to meet the anticipated use of the project. New utility lines and facilities must be screened from view to the extent feasible. If the service in the street or on adjoining lots is underground, the new service must be placed underground.

K. Groundwater Protection
The proposed site development and use must not adversely impact either the quality or quantity of groundwater available to abutting properties or to the public water supply systems. Applicants whose projects involve on-site water supply or sewage disposal systems with a capacity of two thousand (2,000) gallons per day or greater must demonstrate that the groundwater at the property line will comply, following development, with the standards for safe drinking water as established by the State of Maine.

L. Water Quality Protection
All aspects of the project must be designed so that:
1. No person shall locate, store, discharge, or permit the discharge of any treated, untreated, or inadequately treated liquid, gaseous, or solid materials of such nature, quantity, obnoxious, toxicity, or temperature that may run off, seep, percolate, or wash into surface or groundwater so as to contaminate, pollute, or harm such waters or cause nuisances, such as objectionable shore deposits, floating or submerged debris, oil or scum, color, odor, taste, or unsightliness or be harmful to human, animal, plant, or aquatic life.

2. All storage facilities for fuel, chemicals, chemical or industrial wastes, and biodegradable raw materials, must meet the standards of the Maine Department of Environmental Protection and the State Fire Marshall's Office.

M. Capacity of the Applicant
The applicant must demonstrate that he/she has the financial and technical capacity to carry out the project in accordance with this ordinance and the approved plan.

N. Historic and Archaeological Resources
If any portion of the site has been identified as containing historic or archaeological resources, the development must include appropriate measures for protecting these resources, including but not limited to, modification of the proposed design of the site, timing of construction, and limiting the extent of excavation.

O. Floodplain Management
If any portion of the site is located within a special flood hazard area as identified by the Federal Emergency Management Agency (see Appendix C), all use and development of that portion of the site must be consistent with the Town's Floodplain Management Ordinance.

P. Exterior Lighting
The proposed development must have adequate exterior lighting to provide for its safe use during nighttime hours, if such use is contemplated. All exterior lighting must be designed and shielded to avoid undue glare, adverse impact on neighboring properties and rights of way, and the unnecessary lighting of the night sky.

Q. Buffering of Adjacent Uses
The development must provide for the buffering of adjacent uses where there is a transition from one type of use to another and for the screening of mechanical equipment and service and storage areas. The buffer may be provided by distance, landscaping, fencing, changes in grade, and/or a combination of these or other techniques.
R. Noise
The development must control noise levels such that it will not create a nuisance for neighboring properties.

S. Storage of Materials

1. Exposed nonresidential storage areas, exposed machinery, and areas used for the storage or collection of discarded automobiles, auto parts, metals or other articles of salvage or refuse must have sufficient setbacks and screening (such as a stockade fence or a dense evergreen hedge) to provide a visual buffer sufficient to minimize their impact on abutting residential uses and users of public streets.

2. All dumpsters or similar large collection receptacles for trash or other wastes must be located on level surfaces which are paved or graveled. Where the dumpster or receptacle is located in a yard which abuts a residential or institutional use or a public street, it must be screened by fencing or landscaping.

3. Where a potential safety hazard to children is likely to arise, physical screening sufficient to deter small children from entering the premises must be provided and maintained in good condition.

T. Landscaping
Landscaping must be provided as part of site design. The landscape plan for the entire site must use landscape materials to integrate the various elements on site, preserve and enhance the particular identity of the site, and create a pleasing site character. The landscaping should define street edges, break up parking areas, soften the appearance of the development, and protect abutting properties.

U. Building and Parking Placement

1. The site design should avoid creating a building surrounded by a parking lot. Parking should be to the side and preferably in the back. In rural, uncongested areas buildings should be set well back from the road so as to conform with the rural character of the area. If the parking is in front, a generous, landscaped buffer between road and parking lot is to be provided. Unused areas should be kept natural, as field, forest, wetland, etc.

2. Where two or more buildings are proposed, the buildings should be grouped and linked with sidewalks; tree planting should be used to provide shade and break up the scale of the site. Parking areas should be separated from the building by a minimum of five (5) to
ten (10) feet. Plantings should be provided along the building edge, particularly where building facades consist of long or unbroken walls.

V. Fire Protection
The site design must comply with the Fire Protection Ordinance. The Fire Chief shall issue the applicant a “Certificate of Compliance” once the applicant has met the design requirements of the Town’s Fire Protection Ordinance.