

Town of Raymond
Application for Staff Review

INSTRUCTIONS

Please read these instructions carefully. If you are uncertain about a requirement please contact the Town Planner through the Town Offices at 655-4742 x 133. Failure to submit a complete application as indicated below will delay your application.

Deadlines: Complete applications must be submitted by the deadline to be considered for the next meeting. If you are unsure of whether or not an item is required, request a waiver. Ideally you have met with staff and are informed regarding the applicability of items.

Application packets: Fifteen (15) copies of full application packets referencing the map and lot number of the property must be submitted. All multiple sheet plan sets must be bound. Plan sets of less than 10 pages must be folded accordion style so that the title block is visible on the front of the plan. Plan sets of more than 10 pages may be submitted rolled. Application fees and escrow checks are part of a complete application.

Applicant: The applicant must have documentation with owners signature if the owner does not sign the application.

Owner: If the owner is a non-person, documentation from the Secretary of the Association or Corporation must be submitted certifying that the person signing has authority to act for the entity.

Correspondence: Correspondence will be mailed to one person other than the applicant. Please indicate whether or not the Agent or the Owner will be notified.

Condominium Development: All condominium development is subject to both subdivision and site review unless it is a single-family development.

Project Review: Staff Site Plan Review shall be conducted at a meeting attended by the Town Planner and the Codes Enforcement Officer (the “staff reviewers”), or their designee. The staff reviewers may seek input from other Town departments including the Fire Department and the Public Works Department as needed. For applications classified as Staff Site Plan Review developments, the staff reviewers shall have the same powers and duties as the Planning Board. The staff reviewers also retain the right to refer application to the Planning Board, additional fees may apply. Completed and timely submitted applications classified as Staff Site Plan Review developments shall be reviewed and acted on at the next regularly scheduled Plan Review meeting following the submission deadline. The Review Authority will base final decisions on standards as listed under Land Use Ordinance Article 10.E.

Other Approvals: A complete copy of any other agency approvals must be submitted with the application.

Fees: Application fees are non-refundable except in cases where applications are withdrawn within two business days of the deadline. Escrow fees are utilized for plan review including Planner's time in reviewing submissions, drafting materials for the Planning Board, and attending meetings related to the application. Any remaining amount after the review of the plan will be returned to the party which submitted the escrow. If the property is transferred to another party it is important to address the escrow account to assure it is returned to the appropriate party.

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Property Information

Map _____ Lot _____
Zoning District _____
Street Address: _____
Deed Reference
Book _____ Page _____
Parcel Size _____

Square footage of improvements within last 2 years _____

Office Use Only

Filing Fee \$ _____ Abutter notices \$ _____
Legal ad fee \$ _____ Escrow \$ _____
Total fees \$ _____

Applicant Information

Name: _____ Telephone: _____
Address: _____ Fax: _____
_____ email: _____

Note: Attach permission from owner if application not signed by owner.

Agent Information _____ check here if correspondence should be directed to agent

Name: _____ Telephone: _____
Address: _____ Fax: _____
_____ email: _____

Owner Information:

Name: _____ Telephone: _____
Address: _____ Fax: _____
_____ email: _____

Proposed Development (check all that apply) _____ **New Plan** _____ **Amended Plan**

_____ New Building _____ Square Footage
_____ New Addition _____ Square Footage
_____ Exterior Renovations _____ Square Footage
_____ Additional Imperious Surface _____ Square Footage
_____ Altered Impervious Surface _____ Square Footage
_____ Other: _____

Other Approvals: _____ Zoning Board of Appeals: _____ Variance _____ Conditional Use
_____ Maine Department of Transportation
_____ Portland Water District
_____ Maine DEP
_____ Army Corps of Engineers
_____ Other _____

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The undersigned, being the applicant, owner or legal representative of the property, hereby certifies that all information contained in this application is true and correct to the best of his/her knowledge and submits such information for review by the Town for conformance with all applicable regulations, ordinances, and codes of the town, state and federal government.

The undersigned, by their signature below authorizes any member of or authorized agent of the Town of Raymond or other review agency to enter the property for the purposes of review of this application.

Signature of Property Owner
Date

Print Name of Owner's Agent
Date

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Submission requirements per Land Use Ordinance Article 10.C.2:

Applications classified as Staff Site Plan Review developments shall be required to submit application materials in accordance with the requirements in section D below except as follows. The following items listed in Section D.1 shall not be required unless the staff reviewers deem any of those items reasonable and necessary to insure that the requirements of the Ordinance are met and the staff reviewers specifically request those items:

- (b.) Narrative descriptions explaining how the submissions and the proposed plans meet all submission requirements and ordinance provisions that pertain to the applicant's project.
- (c. 6.) A surveyed topographic map of the site showing existing and proposed contours at no more than two (2) foot intervals;
- (c.7.) Location of watercourses, wetlands, marshes, surface water, rock outcroppings, wooded areas, single trees;
- (c.9.) Locations of water mains, sewer mains, wells, fire hydrants, culverts, drains, pipe sizes, grades and direction of flow;
- (c.10.) Existing soil conditions and soil suitability test results for septic waste disposal;
- (c.12.) Proposed traffic circulation and an estimate of the projected number of motor vehicle trips to and from the site for an average day and for peak hours;
- (c.14.) A storm water management plan;
- (c.17.) Existing and proposed planting, fences and walks, including all landscaping and screening;
- (c.23.) Description and plan of a "phase development concept" detailing the areas and sequence of phasing;
- (c.25.) Information on the amount and types of waste to be generated or materials to be stored, used, transported, or applied and the precautions, safeguards or methods that will be used to minimize the potential for groundwater contamination;
- (c.26.) Location of existing trails used for hiking, walking, bicycling, snowmobiling, and horseback riding, as well as any portion of any Town-designated greenbelt, which occurs on the property.

The staff reviewers may require the applicant to submit additional studies or reports which it deems reasonable and necessary to insure that the requirements of the Ordinance are met. The costs of all such studies or reports shall be borne by the applicant.