



Town Of Raymond Maine Submissions Checklist and Requirements for: Major, Minor, and Staff Review Site Plan

Applicant and Project Name:

Street Address of Proposed Project:

INTENT OF SUBMISSIONS CHECKLIST:

The purpose of this checklist is to provide applicants a reminder checklist of the common elements typically required by Land Use Ordinance, and to assist the Planning Staff or Planning Board. This does not replace the requirements and responsibilities of the applicant to follow the land use ordinance. This is meant to be used as a tool and as guidance to help the applicant with preparing a complete document. Please note that the Planning Staff and or Code Enforcement Officer may determine that any project may be elevated to Planning Board review if determined there are items of the proposed project that promote substantial concerns, public opposition/concern, or could require a waiver of the performance standards.

Please check off appropriate box, fill in spaces provided, or attach separate documents to support the application requirements and checklist items. If the item is not applicable to the proposed project, please label NA or leave the associated box or space blank. Thank You.

BASIC APPLICATION INFORMATION:

- Read, fill out required application form, and comply with all the submission requirements of the Site Plan Ordinance. (See Raymond Land Use Ordinance Article 10 - Site Plan Review D. Submissions)
- Name, address, phone # for record owner and applicant
- Names and addresses of all consultants working on the project
- Appropriate application fees and/or review escrow fees included
- Provide necessary copies of application documents, and plans per the level of review authority:
 - Planning Board Review- 15 copies all documents & copies of plans shall be submitted as:
 - 8- Full sized, & 7 reduced plans to fit on 11"x17 plan sheet
 - Staff Review -5 copies of all documents, and plan copies shall be all full sized.

Type of Proposed Land Use:

- a. Residential
- b. Commercial
- c. Industrial
- d. Recreational
- e. Other _____

Is the Project Site part of a Subdivision? Y/N (circle one)

If yes, what size or class of subdivision? Major Minor Amended
If yes, Subdivision name and date of Raymond Planning Board approval, Registry Plan Book/Page
Date _____ Book/Page _____

Site Plan Classification: (Refer to Raymond Land Use Ordinance Article 10 - Site Plan Review B. Authority and classification of Site Plans)

- Staff Review** (New Building 500 SF to 2,400 SF)
(Any Exterior renovation that does not exceed 2400 SF)
(Additional or altered impervious surface that does not exceed 10,000 SF)
(All Backlot and Backlot Driveways)
- Minor** (New Building that does not exceed 4800 SF)
(Any Exterior renovation that does not exceed 4800 SF)
(Additional or altered impervious surface that does not exceed 20,000 SF)
- Major** (New Building that exceeds 4800 SF)
(Any Exterior renovation that exceeds 4800 SF)
(Additional or altered impervious surface that exceeds 20,000 SF)

Amended Plans (Refer to Land Use Ordinance Article 10, Sect.B.3 for descriptions)

- Di Minimus Revisions
- Staff Review Revisions
- Minor Site Plan Revisions
- Major Site Amendments

Road Development: (Refer to Raymond Street Ordinance for Design Standards)

Private Backlot Driveway Amended/Road Extension

Shoreland Zoning: (Refer to Raymond Shoreland Zoning Provisions)

Yes / No The project falls within the Shoreland Zone (circle one)

(Please note that Raymond's Shoreland zone setbacks is 600 feet from a great pond/lake exceeding state requirements, see the official Shoreland Zoning Map for official determination)

(if, yes, name of protected Waterbody/Resource, and distance from resource edge)

_____ (lake/pond/stream/river/waterbody resource)

Conditional Rezoning: Y/N (circle one) (See Raymond Land Use Ordinance Article 7 - Amendments D. Conditional Rezoning)

(if yes, date of approval, recorded deed/document information) _____

Site Plan Application: Name of Proposed project _____

(Refer to Raymond Land Use Ordinance Article 10 - Site Plan Review D. Submissions)

Project Narrative: Describe project location, existing conditions of the site and proposed improvements

- Evidence of right, title, or interest in the property: (deed, purchase agreement)
- Proposed use, (Structure size, added net impervious area)
- Land Setback Constraints (Zoning yard setbacks, ZBA approval if required)
- Land Use Restrictions (Easements, Buffers, deeded limitations)
- Opportunities of site (open space, trails, public connectivity, or land preservation)
- Estimate timetable of the project (permit approvals, construction phases and project completion)

Identify the following requirements as part of the Final Plan:

(Refer to Raymond Land Use Ordinance Article 9 – Minimum Standards)

- Survey Services required:** (Boundary by licensed Maine Surveyor, topography (datum) information w/ 2 ft intervals, metes and bound description, ROW delineation, benchmark elevation)
- Parking Provisions:** (Required parking to floor area use ratio, # proposed, # Required, #handicap accessibility spaces, space dimensions, entrance locations, loading docks, green space/islands)

(Refer to Raymond Land Use Ordinance Article 9 – Minimum Standards C. Off-Street Parking and D. Off-Street Loading and Article 10 – Site Plan Review, F. Performance Standards: 1-15)

- Traffic study:** (trip generation, peak usage, driveway access/entrance permit, local intersection impacts)
- Utility service:** (Points of origination, location, above or underground install, Letter of capacity to serve)
- Building Design:** (Proposed building footprint plan, side and front elevation views, locations of access)
- Site Lighting** (cut-off light fixture detail, pole height, locations, photometrics/lighting intensity plan)
- Septic Design:** (Daily flow, subsurface wastewater layout size, location, test pit logs, HHE-200)
- Solid Waste Removal:** (Estimated solid waste generated by proposed use, removal process/hauler, dumpster location, recycling efforts, needs for special waste)
- Groundwater Protection:** (Aquifer protection, well location, hazardous materials contain/storage, SSPP)
- Stormwater Management: Refer to Article 10 – Site Plan Review –D. Submission Requirements, 14)** (watershed analysis, peak runoff calculations, pipe sizing, runoff quantity and quality)
- Stormwater Design Requirements: Refer to Article 9 – Minimum Standards: X Stormwater Quality and Phosphorus Control**
(phosphorus export treatment calculations or Point System computations)
- Erosion and Sedimentation Control design** (silt fencing locations, sediment barriers, slope protection geotextile fabric/stone sizing, channel protection)
- Landscaping** (buffers, plantings, plant species size and locations)
- Soils Mapping** (medium/high intensity soils maps, test pit logs, geotechnical reports)
- Fire prevention** (nearest hydrant identified, sprinkler/suppression requirements, Fire lane/site access, Dept. review sign-off)
- Signs:** (Proposed site signs, location, height, size, illumination, wayfinding signs, traffic controls)
- Design Guidelines for Commercial Zoned Properties:** Recommend to address the Raymond Design Guidelines (A separate document is available online or at the Town Office)
- Prepared narrative addressing each component of design as outlined in the Guidelines
- Waiver Requests: (Any waiver request must be submitted in writing with the application)**
(Only the Planning Board can approve a waiver request!)
- Other State/Federal Agency permits/review (if required):**

- Federal:** (Army Corp , other)
- State DEP:** (Site Location Application , Stormwater Management , permit by rule ,
NRPA permit , Wetland Alteration , VRAP or ESA Approval ,
Other _____ (name)
- State:**(MDOT traffic movement permit-TMP , entrance permit)
(DHS wastewater design approval-engineered system > 2000gal/day)

**Road Development: Refer to Raymond Street Ordinance for Design Standards &
Refer to Article 10 - Site Plan Review T. Back Lots and Back Lot Driveways**

Backlot Driveway Private Road Public Street

- Proposed access originates from _____(name of road/street/ lane/way)
- Proposed road/backlot driveway name _____ (to be confirmed by e911)
- Proposed length (LF), travel width (LF) Total Impervious area of travel surface(SF)
- Proposed # of lots/units accessing proposed road/backlot driveway
- Road terminus selected: Hammerhead Turnaround Cul de Sac/terminus circle Loop
- Draft deed of new access/private road or backlot driveway
- Current Road frontage: of original lot _____SF proposed lot(s) _____SF
- Closest driveway to proposed access/road/backlot driveway (provide map with distance)
- Proposed private Road ownership (1 owner, shared ownership, Homeowner Assoc., other)
- Waterbody/Wetland impacts (On-site flagging/mapping, type of resource, crossing/filling location and est. fill volume (CY.), minimization and avoidance
- Engineering/Professional Design required: (Culvert sizing, stormwater calculations, phosphorus export, treatment computations, erosion and sedimentation control plan
- Survey Services required: (Boundary, topography information w/2 foot countour intervals, Metes and bound description, ROW Monumentation,

Road Plan Requirements:

- Road cross section of materials, (surface and base materials and depths)
- Plan and profile view of proposed road/access (Stationing, vertical curve/slope data)
- Proposed drainage measures,
- Erosion control measures locations,
- Tree clearing limits
- Road curve data (Pt & Pc stationing, radius, length)
- Proposed utility locations (catch basins, storm drain, water, electrical, gas, cable, etc)
- Zoning space and bulk requirements
- Stormwater phosphorus export treatment calculations or Point System computations
- Is the proposed property and access or private road/backlot driveway part of a previous approved plan? Y/N (circle one)

If Yes, indicate project name, date approved, and recorded deed information

Date _____ Book/Page _____

Shoreland Zoning (SZ) : (Refer to Raymond Shoreland Zoning Provisions)

Proposed Use(s) _____

Type of Shoreland Zone(SZ) LRR1 LRR2 SP RP

- Existing Lot Size: _____SF/AC _____% of lot area in SZ
- Existing Impervious Area on Lot= _____SF and % of impervious area on exist. Lot= ____%
- Proposed Impervious Area on Lot= _____SF and % of total impervious area on exist. Lot= ____%
- Closest horizontal distance of structure development and soil disturbance to waterbody or protected resource = _____LF
- Mapping of Floodplains: (include FEMA or FIRM maps, indicate 100 -YR flood elevation)
- Label Proposed Structure Footprint Size (SF) and Height (LF)
- Is Tree Clearing within 100 feet of waterbody or resource required? Y/N: (circle one)
- Acquisition of state department sign offs: (protected/ endangered species, historical, essential habitats, Aquatic wildlife, wading birds, other.

Final Site Plan Necessities:

- Provide a signature and date block on the final plan for Planning Board or Planning Authority
Signatures
- All Planning Board waivers shall be noted on the final plan prior to signing for the approval
- All conditions of approval shall be noted on the final plan prior to the signing of the Planning Board or Planning Authority
- Development of requiring Subdivision review, or Road Development Plans, shall provide a recording block and be recorded at the Cumberland County Registry of Deeds within 60 days of the Planning Board signing the approved plan.
- The applicant is requested to provide a final pdf electronic version of the final plans upon approval
- All Planning Board or Staff approvals are accompanied by a formal Finding of Fact document or letter.
- All application fees, escrows, or applicable performance bonds or estimated inspection fee escrow accounts are to be reviewed and approved by the Town, and paid in full. The applicant cannot
- For diligent processing of Final Site Plans the applicant should reply in writing to the Criteria and Site Plan Standards that the Planning Board Shall Consider for determining approval for Site Plan Review. That criteria is located in Article 10 - Site Plan Review, E. Criteria and Standards; a-k.
- For diligent processing of Final Shoreland Zoning Applications the applicant should reply in writing to the required findings that the project meets the criteria as located in the Shoreland Zoning Provisions Section 16: D Procedure for Administering Permits; 1-9.

commence construction until such fees are paid in full