



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

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 N/A 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 of all documents & copies of plans shall be submitted as 8 full sized and 7 reduced plans to fit on 11” x 17” 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? Yes _____ No _____

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 recorded _____

Site Plan Classification: Refer to Raymond Land Use Ordinance, Article 10 – Site Plan Review, B. Authority and classification of Site Plan

- **Staff Review**
 - New Building 500 SF to 2,400 SF
 - Any Exterior renovation that does not exceed 2,400 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 4,800 SF
 - Any Exterior renovation that does not exceed 4,800 SF
 - Additional or altered impervious surface that does not exceed 20,000 SF
- **Major**
 - New Building that exceeds 4,800 SF
 - Any Exterior renovation that exceeds 4,800 SF
 - Additional or altered impervious surface that exceeds 20,000 SF

Amended Plans: Refer to Raymond Land Use Ordinance, Article 10, B.3 for descriptions

- De Minimus Revisions
- Staff Review Revisions
- Minor Site Plan Revisions
- Major Site Plan 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

The project falls within the Shoreland Zone ____ Yes ____ No

Please note that Raymond's Shoreland Zone setback is 600 feet from a great pond/lake exceeding State requirement. See the official Shoreland Zoning Map for official determination.

If yes, name of protected waterbody/resource and distance from resource edge

Conditional Rezoning: See Raymond Land Use Ordinance, Article 7 – Amendments, D. Conditional Rezoning

Has Conditional Rezoning been granted? ____ Yes ____ No

If yes, date of approval and recorded deed/document information

Site Plan Application: Refer to Raymond Land Use Ordinance, Article 10, Site Plan Review, D. Submissions

- Name of proposed Project _____
- Project Narrative – describe project location, existing conditions of the site and proposed improvements
- Evidence of right, title or interest in the property (i.e., 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
- Estimated 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 with 2-foot intervals; metes and bounds description; ROW delineation; benchmark elevation
- **Parking Provisions** – Required parking to floor area use ratio, number of proposed, number required, number 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, 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, Department 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. Prepare a 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 ____ Yes ____ No
- **Other** - _____

- **State DEP** – Site Location Application
 - Stormwater Management ____ Yes ____ No
 - Permit by Rule ____ Yes ____ No
 - NRPA Permit ____ Yes ____ No
 - Wetland Alteration ____ Yes ____ No
 - VRAP or ESA Approval ____ Yes ____ No
 - Other (specify) ____ Yes ____ No
 - _____
- **State** – MDOT Traffic Movement Permit-TMP ____ Yes ____ No
Entrance Permit ____ Yes ____ No
DHHS Wastewater design approval
Engineered system > 2000 gal/day ____ Yes ____ No

Road Development – Refer to Raymond Street Ordinance for Design Standards and refer to Article 10, Site Plan Review, T. Back Lots and Back Lot Driveways

- Backlot Driveway ____ Yes ____ No
- Private Road ____ Yes ____ No
- Public Street ____ Yes ____ No

Proposed Access originates from (name of road/street/lane/way)

Proposed road/backlot driveway name to be confirmed by E-911

Proposed length (LF) _____

Proposed travel width _____

Total impervious area of travel surface (SF) _____

Proposed # of lots/units accessing proposed road/backlot driveway _____

- Road Terminus selected
 - Hammerhead Turnaround Yes No
 - Cul-de-Sac/terminus circle Yes No
 - Loop Yes No
- Draft deed of new access/private road or backlot driveway
- Current Road Frontage
 - Original Lot _____ SF Proposed Lot(s) _____ SF
- Closest driveway to proposed access/road/backlot driveway (provide map with distance)
- Proposed Private Road ownership
 - One Owner Yes No
 - Shared Ownership Yes No
 - Homeowner Association Yes No
 - Other (describe) _____
- Waterbody/Wetland Impacts (on-site flagging/mapping, type of resource, crossing/filling location and estimated 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 with 2-foot contour intervals, metes and bounds 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 drains, 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 previously approved plan? ____ Yes ____ No
If yes, indicate:
Project name _____
Date approved _____
Recorded Deed information (date, book & page) _____

Shoreland Zoning (SZ) - Refer to Raymond Shoreland Zoning provisions

- Proposed Use(s) _____
- **Type of Shoreland Zone** LRR1 ____ LRR2 ____ SP ____ RP ____
- Existing Lot Size _____ SF/AC Percent of Lot in SZ ____
- Existing Impervious Area on Lot ____ SF
 - Percent of impervious area on existing lot ____
- Proposed Impervious Area on Lot ____ SF
 - Percent of impervious area on existing 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-year flood elevation
- Label Proposed Structure Footprint size (SF) and height (LF)
- Is tree clearing within 100 feet of waterbody or resource required?
____ Yes ____ No
- Acquisition of State Department sign offs
 - Protected/Endangered species ____ Yes ____ No
 - Historical ____ Yes ____ No
 - Essential Habitats ____ Yes ____ No
 - Aquatic Wildlife ____ Yes ____ No
 - Wading Birds ____ Yes ____ No
 - Other (specify) _____

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 of the approval
- All conditions of approval shall be noted on the Final Plan prior to the signing by the Planning Board or Planning Authority
- Development requiring Subdivision review or Road Development Plans, shall provide a recording block and be recorded in 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 of 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 commence construction until such fees are paid in full
- 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

NOTE: FEES WILL BE CALCULATED AFTER RECEIPT OF APPLICATION AND PRIOR TO BEING PLACED FOR HEARING.