

**Town of Monmouth – Site
Plan Review Application**



This application is required for **site plan review** under the Town of Monmouth Comprehensive Development Ordinance. Approval of a site plan by the Planning Board is required before a building permit is issued by the Code Enforcement Officer. Complete all sections and attach the required documentation. Incomplete applications may delay review.

Site and Property Information

1. **Street Address of Proposed Project:** _____

Registry of Deeds – Book & Page: _____

Monmouth Tax Map #: _____ Lot #: _____

Zoning District: _____

Is any portion of the property within 250 feet of a pond, lake, stream or wetland?

Yes [] No [] – indicate the location of these features on the submitted plans.

2. **Parcel Size and Development Information**

Total land area of parcel: _____ acres **Proposed developed area:**
_____ acres

Existing land uses and structures (e.g., residence, farmland, woods):

Proposed uses and structures:

3. **Project Description** Provide a brief description of the proposed development, including the purpose and scope of the project (attach additional sheets if necessary).

4. **Number of dwelling units (if applicable):** _____

5. **Anticipated construction schedule**

Start date: _____ **Completion date:**

Ownership and Applicant Information

6. Property Owner

Name: _____

Mailing Address: _____

Telephone: _____ **Email:** _____

7. Applicant (if different from property owner)

Name: _____

Mailing Address: _____

Telephone: _____ **Email:** _____

8. Corporate/Partnership Status

Is the **owner or applicant** a corporation, partnership, trust or limited-liability company?
Yes [] **No** [] If yes, attach a **certificate of good standing** or other proof of legal existence.

9. Right, Title & Interest

Indicate the applicant's legal interest in the property and attach evidence of right, title or interest (e.g. deed, purchase & sale agreement, lease, option).

Please list all legal interests held by the applicant in the property (use additional sheets if necessary). Provide a brief description on the lines below and attach copies of the corresponding documents:

10. Authorized Agent / Contact Person (if any)

Name: _____

Mailing Address: _____

Telephone: _____ **Email:** _____

Identify a single contact person who will receive all correspondence regarding this application.

11. Professionals Preparing the Plan

Provide the name(s), address(es), telephone number(s) and registration number(s) of the **land surveyor, engineer, architect or other professionals** who prepared the site plan:

12. Interest in Abutting Property

Does the applicant or owner have any **legal or equitable interest in property abutting** the parcel to be developed? **Yes [] No []** If yes, describe:

13. Contiguous Holdings

Does the site plan cover the **entire contiguous holdings** of the applicant? **Yes [] No []** If no, identify the other holdings (Map & Lot):

14. Abutting Property Owners

List the **names and mailing addresses** of all property owners within **500 feet** of the subject property (attach additional sheets if necessary):

Submission Requirements – Section 6.4.1

For an application to be accepted as complete, all of the following items, unless clearly not applicable, must be included in the submission. Indicate whether the information is contained in the accompanying **written narrative (W)** or on the **submitted plans (P)**. The **Staff** column contains check boxes for Town staff to confirm receipt. These requirements incorporate Section 6.4.1 of the Comprehensive Development Ordinance (excluding Section 6.4.2) and apply to all site plan applications.

Submission Requirement	W	P	Not Applicable	Staff
Completed and signed application form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment of application and technical review fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of right, title or interest (deed, purchase & sale)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submission Requirement	W	P	Not Applicable	Staff
agreement, lease, option or other) and evidence of corporate or partnership status (if applicable)				
Narrative description of the proposed development, existing site conditions, proposed uses and how the applicable review criteria will be met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site plan drawn to scale showing property boundaries and bearings based on a perimeter survey by a professional land surveyor (including boundaries of contiguous property under the same ownership), topography, location and dimensions of existing and proposed buildings, wells, septic systems, driveways, sidewalks, parking and loading areas, access drives, curbs, fences, retaining walls, outdoor lighting, utility lines, easements, rights-of-way, buffers and building setbacks, stormwater facilities, dumpsters, landscaping, signs and other improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submission Requirement	W	P	Not Applicable	Staff
Zoning classification(s) and location of zoning district boundaries if the property is in more than one district	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sketch map showing the general location of the site within the town and a location map showing all contiguous property under the control of the owner or applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessor's tax map showing the property in relation to other properties, including tax map and lot numbers and street frontage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Names and addresses of property owners within 500 feet of the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Names, registration numbers and seals of the professionals who prepared the plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soils, water supply and sewage disposal information – soil reports or test pit data; letters from water and sewer utilities describing capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	W	P	Not Applicable	Staff
Submission Requirement and connection requirements; description of proposed on-site wastewater systems and water supply				
On-site soil investigation report prepared by a Maine Certified Soil Scientist, Registered Professional Engineer or Certified Geologist, including test pit logs, and a copy of the relevant portion of the Kennebec County Soil Survey; a high-intensity soil survey is required if the soil survey indicates low or very low development potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of adequate water supply and pressure – written confirmation from the Monmouth Water Association (if public water is proposed) and the Fire Chief; or, when private wells are proposed, evidence from a well driller or hydro-geologist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type of sewage disposal – for connection to public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submission Requirement

sewer, a written statement from the wastewater operator indicating capacity and approval to connect; for subsurface wastewater disposal, a copy of the test pit map showing location of disposal systems; for non-residential uses that will produce waste, a description of the type of waste and any pre-treatment proposed

W

P

Not Applicable

Staff

Soil erosion and sedimentation control plan (including a schedule and site plan for temporary and permanent erosion control measures) and **stormwater management plan** with runoff calculations and, if the property is in the Cobbossee Watershed District, comments from the District

Location and description of all existing and proposed permanent markers and temporary markers used to locate the parcel or lots on the ground

Submission Requirement	W	P	Not Applicable	Staff
Building envelopes for each lot illustrating required setbacks, buffer areas and proposed clearing limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed location and design of existing and proposed sewage disposal, water supply, storm drainage, trash disposal and other utilities (including gas and electric utilities above and below ground)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory of significant natural features including surface water, swales and drainage ways, floodplain boundaries, wetlands, steep slopes (over 20 %), rock outcrops, forested and open areas, unique physical features and farmland (prime, unique or of statewide importance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identification of wildlife habitat such as fish, aquatic life, birds, vernal pools or other wildlife habitat located on or adjacent to the property, as identified by state	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submission Requirement agencies or the Comprehensive Plan	W	P	Not Applicable	Staff
Identification of archaeological, historical or visual resources on or adjacent to the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topographic contours at two-foot intervals showing existing ground elevations and proposed finished grades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of any shoreland zoning district boundaries affecting the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For non-residential development, detailed description of all proposed property improvements including driveways, parking, lighting, signs, fences and buffers, outdoor machinery, waste disposal facilities and similar fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the most recent registered deed of ownership and, if the applicant is not the owner, additional evidence of the applicant's right, title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submission Requirement or interest	W	P	Not Applicable	Staff
Copy of the original perimeter survey if new parcels are to be created, with parcel boundaries consistent with Section 6.4.1.4.c	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of existing and proposed restrictive covenants, easements and homeowner association documents, and any corporate papers or deeds to commonly held lands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Submission Requirements – Section 6.4.2

The materials listed below are required **only for certain proposals** as specified in Section 6.4.2 of the Comprehensive Development Ordinance. This section applies to any **non-residential development with a total gross floor area exceeding 10 000 square feet**, any development that proposes the **construction of new streets**, any **subdivision creating ten or more lots**, or any **subdivision creating five or more lots that are not connected to public sewer**. Applicants should consult the Ordinance for complete details.

Additional Requirement (Sec. 6.4.2)	W	P	Not Applicable	Staff
Design and location of proposed streets with construction details (cross sections, plans and profiles)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location and dimensions of curbs, sidewalks, driveways, parking areas, fences and retaining walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans for public water and sewer lines, and other utility lines (electrical, telephone, cable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans indicating existing and proposed rights-of-way, easements and common areas, together with a description of how any legal restrictions may affect use of the parcel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initial assessment of the project's impact on town services and facilities, including comments from relevant town officials; may include estimates of impacts on sewage disposal, water supply, schools, public safety, public works, stormwater management and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Requirement (Sec. 6.4.2)	W	P	Not Applicable	Staff
recreation				
Road use evaluation – expected volume and type of traffic, sight distance analyses at each entrance/exit and internal intersection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost estimate and proposed performance guarantee sufficient to secure completion of all improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phasing plan for subdivisions with twenty or more lots not connected to public sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hydrogeologic assessment if the property will not be served by public sewer and the proposal involves a non-residential use that will generate more than 500 gallons of wastewater per day, or the property lies over or within 300 feet of a mapped sand and gravel aquifer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic impact analysis if the road use evaluation indicates traffic generation of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Requirement (Sec. 6.4.2) more than 100 peak-hour trips	W	P	Not Applicable	Staff
Natural resource mitigation plan if the development will impact an identified deer wintering area, critical natural area or other critical natural resource	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Historical resource mitigation plan if preliminary analysis indicates potential impacts on archaeological or historic resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of state or federal permits required for the project (Site Location of Development Act, Natural Resources Protection Act, Wastewater Discharge License, public water supply permit, subsurface wastewater disposal permit, Section 404 Clean Water Act permits, MaineDOT entrance or traffic movement permits, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of requested waivers from submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Requirement (Sec. 6.4.2)
requirements and justification

W

P

Not Applicable

Staff

Any additional information or studies requested by the Planning Board or Code Enforcement Officer

Certification

I certify that all information submitted with this application is **true and correct** to the best of my knowledge. I understand that misrepresentation of submitted data may invalidate any approval of this application.

Signature of Applicant: _____

Date:

For Town Office Use Only

- **Electronic Verification:**
