



Town of South Berwick

180 MAIN STREET
SOUTH BERWICK, MAINE 03908-1535
TEL. 207-384-3300
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APPLICATION FOR ___ MAJOR ___ MINOR SITE PLAN REVIEW SOUTH BERWICK PLANNING BOARD

Please note that incomplete applications will not be accepted.

Step 1. Fill in all answers below.

Address (location) of the property _____

Tax Map & Lot # _____ Lot size _____ Zoning district _____

Applicant's name _____ Phone # _____

Email Address (if desired) _____

Applicant's mailing address _____, State _____, Zip _____

Owner's name _____ Phone # _____

Owner's mailing address _____, State _____, Zip _____

Is the property located in a flood zone? ___Yes ___No

Is the property located in the Shoreland overlay district? ___Yes ___No

Is the property located in the Resource Protection overlay district? ___Yes ___No

Is the property located in the Minor Freshwater Wetlands overlay district? ___Yes ___No

Is the property located in the Rural overlay district? ___Yes ___No

Step 2. Establish your legal interest in the property.

Attach a copy of the purchase and sales agreement, deed, tax records, signed lease or other documents to the satisfaction of the code enforcement officer. If you are representing a corporation, provide documentation that you have authority to speak on their behalf.

Step 3. See Table A of the South Berwick zoning ordinance (Chapter 140)

What SPECIFIC use are you applying for? _____
(You MUST make this selection from Table A of the South Berwick zoning ordinance)

Please provide a more detailed description of what you propose to do.

Step 4. For MINOR site plan review, attach ten (10) copies of a site plan at a scale not to exceed 1"=50' including all of the following information:

- | | |
|--|---|
| <input type="checkbox"/> Name of the project | <input type="checkbox"/> Location of all present and proposed public and private ways, parking areas, driveways, including sight distances, sidewalks, ramps, curbs, paths, landscaping, walls and fences |
| <input type="checkbox"/> Locus map showing site's location, major developments in the area and/or natural resource features | <input type="checkbox"/> Location, type and screening details for all waste disposal containers |
| <input type="checkbox"/> North arrow | <input type="checkbox"/> Location of all present and proposed septic tanks and leach fields |
| <input type="checkbox"/> Name & address of owner of record and/or developer | <input type="checkbox"/> Location of all erosion and sediment control measures |
| <input type="checkbox"/> Names and addresses of all owners of record of abutting parcels | <input type="checkbox"/> Location of all buffers and setbacks in the Shoreland/Slope Protection and Resource Protection Districts |
| <input type="checkbox"/> All existing lot lines and property line setbacks | <input type="checkbox"/> Location, height, intensity and bulb type of all external lighting fixtures, the direction of illumination and methods to eliminate glare onto adjoining properties |
| <input type="checkbox"/> Any existing or proposed rights of way or easements | <input type="checkbox"/> Location, height, size, materials and design of all proposed signage. Signing on abutting properties shall also be shown. |
| <input type="checkbox"/> Abutting land uses and the location and use of abutting structures and drives | |
| <input type="checkbox"/> Zoning districts | |
| <input type="checkbox"/> The location and use of all existing and proposed buildings and structures within the development. Include all dimensions of height and floor area, all exterior entrances and possible future additions if known | |

Step 5. Skip this section for minor site plan review. For MAJOR site plan review, please submit the following information IN ADDITION to the requirements listed in Step 4.

- | | |
|---|--|
| <input type="checkbox"/> Location of all present and proposed utility systems, including sewerage system, water supply system, telephone, cable and electrical systems. | <input type="checkbox"/> Location of 100-year floodplain and base flood elevations |
| <input type="checkbox"/> Written statement from servicing utility district documenting the availability of service | <input type="checkbox"/> Location of any areas within 50' of the proposed site where ground removal or filling is required and give its approximate volume in cubic yards. |
| <input type="checkbox"/> Location of storm drainage system existing and proposed | <input type="checkbox"/> Soils map based on the York County Soils Survey |
| <input type="checkbox"/> Stormwater management plan prepared by a Maine licensed engineer | <input type="checkbox"/> High intensity soils map prepared by a Maine licensed soil scientist may be required by the Planning Board |
| <input type="checkbox"/> Erosion and sedimentation control plan, if required by the Planning Board | |
| <input type="checkbox"/> Existing and proposed topography at a minimum of 5' contours. (The Planning Board may require 2' contours | |

Landscape plan prepared by registered landscape architect showing all existing natural land features, trees, forest cover and water sources (ponds, streams, lakes, brooks, wetlands and drainage retention areas) and all proposed changes to these features including size and type of plant material

Zoning district boundaries within 500' of the site's perimeter and zoning overlay boundaries

Traffic flow patterns within the site, entrances and exits, loading and unloading area, curb cuts on the site and within 100' of the site. The Planning Board may require a detailed traffic study in accordance with Sec. 140-77(2)(g)

For new construction or alterations to any existing building, a table containing the area of building to be used, the maximum number of employees, the maximum seating capacity (if applicable), and the number of parking spaces existing and required for parking spaces existing and required for intended use

Elevations and plans for all exterior existing and proposed facades, plus additional plans and elevations at a larger scale showing design features and indicating the type and color of materials to be used. Streetscapes and historical structures shall also be shown

Cost of the proposed development and evidence of financial capacity to complete it (i.e. letter from a bank or other source of financing indicating the name of the project, amount of financing required and interest in financing the project.

Step 6. Sign the application (both owner and applicant must sign and date the application) and submit fee (\$2,000.00 for minor site plans and \$3,000.00 for major site plans).

ALL FEES MUST BE PAID PRIOR TO PLAN BEING PLACED ON THE PLANNING BOARD AGENDA

- 1. If, at any time during the review process, the account is drawn down by 50%, the applicant will be required to replenish the account to the original amount.**
- 2. Any fees left over at the end of the review process will be reimbursed to the applicant.**

The undersigned hereby applies for Major/Minor Site Plan Review in accordance with the procedures and requirements of Section 140-77 of the South Berwick Zoning Ordinance and in conformity with the criteria and standards of Section 140-77.E of said ordinance.

Applications for Minor Site Review must include the information referred to in Section 140-77.D (1) and (2) (a-h), unless exceptions have been requested and accepted by the Board

Applications for Major Site Plan Review must include the above information plus sections 140-77. D(2) (I-r).

To the best of my knowledge, all information submitted on this application is true and correct. All proposed uses will be in conformance with the application and the Zoning Ordinance of the Town of South Berwick.

Applicant(s) Signature:

Date:

