CEO Use Only
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Date

SITE PLAN REVIEW APPLICATION

TOWN OF CASTINE
P.O. BOX 204 • 67 COURT STREET • CASTINE, MAINE 04421
PHONE (207) 326-4502 • FAX (207) 326-9465 •EMAIL: ceo@castine.me.us

NOTE: A SITE PLAN REVIEW APPLICATION is submitted in addition to a BUILDING & USE APPLICATION when Site Plan Review and Approval by the Planning Board is required under §9.2 of the *Zoning Ordinance of the Town of Castine, Maine*.

This application is structured in a checklist format and identifies each item requiring submission and the relevant section of the Ordinance. The full text of each section is not included herein but should be reviewed by the applicant to insure the application is complete. Each attachment should be identified with the applicable section number(s) of the Ordinance. **Please note the Planning Board can not act on an incomplete application.**

The applicant and property owner grant the CEO and Planning Board reasonable access to the project site as provided in §9.13. The applicant and property owner, by submission of this application, acknowledges this notice.

9.6.A FULLY EXECUTED AND SIGNED APPLICATION FORM
☐ YES ☐ NO

9.6.B FEE IN THE AMOUNT SPECIFIED IN ARTICLE 11
☐ YES ☐ NO

9.6.C ONE (1) ORIGINAL OF ALL MAPS AND DRAWINGS
☐ YES ☐ NO

9.6.D EIGHT (8) COPIES OF ALL WRITTEN MATERIAL, MAPS AND DRAWINGS
☐ YES ☐ NO

9.6.E GENERAL INFORMATION

9.6.E.1 OWNER OF RECORD
NAME: _____ PHONE: _____
MAILING ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL ADDRESS: _____
DEED RECORDED IN BOOK _____ PAGE _____ HANCOCK COUNTY REGISTRY OF DEEDS

9.6.E.2 APPLICANT (IF NOT OWNER)
NAME: _____ PHONE: _____
MAILING ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL ADDRESS: _____

9.6.E.3 NAME OF PROPOSED DEVELOPMENT OR DESCRIPTION OF PROJECT: _____
_____
_____

9.6.E.4 NAME & MAILING ADDRESS OF ABUTTING AND ALL PROPERTY OWNERS WITHIN 150 FEET
☐ ITEM ATTACHED

9.6.E.5 MAP SHOWING GENERAL LOCATION OF SITE WITHIN TOWN
☐ ITEM ATTACHED

9.6.E.6 MAP SHOWING ALL CONTIGUOUS PROPERTY CONTROLLED BY OWNER OR APPLICANT
☐ ITEM ATTACHED ☐ NONE

9.6.E.7 TAX MAP #: _____ AND LOT #: _____ OF THE PARCEL(S)

9.6.E.8 COPY OF DEED OR OTHER DOCUMENT TO DEMONSTRATE APPLICANT'S RIGHT, TITLE OR INTEREST IN THE PROPERTY
☐ ITEM ATTACHED

9.6.E.9 NAME, REGISTRATION NUMBER AND SEAL OF EACH LAND SURVEYOR, ENGINEER, ARCHITECT OR SIMILAR PROFESSIONAL ASSISTING IN THE PLAN PREPARATION
☐ ITEM ATTACHED ☐ NONE

Applicant _____

9.6.F INFORMATION ON EXISTING CONDITIONS

9.6.F.1 ZONING CLASSIFICATION(S) OF PROPERTY _____ AND ZONING DISTRICT BOUNDARY IF PROPERTY IS LOCATED IN MORE THAN ONE DISTRICT OR ABUTS A DIFFERENT DISTRICT
☐ ITEM ATTACHED ☐ REQUEST WAIVER

9.6.F.2 STANDARD BOUNDARY SURVEY
☐ ITEM ATTACHED ☐ REQUEST WAIVER ☐ NOT REQUIRED FOR MISCELLANEOUS PROJECT

9.6.F.3 LOCATION AND SIZE OF EXISTING WATER, SEWER AND DRAINS ON PROPERTY OR SERVING PROPERTY FROM ABUTTING STREET OR LAND
☐ ITEM ATTACHED ☐ REQUEST WAIVER ☐ NONE

9.6.F.4 LOCATION, NAME AND WIDTH OF STREETS AND ROWS WITHIN OR ABUTTING PROPERTY
☐ ITEM ATTACHED ☐ REQUEST WAIVER

9.6.F.5 LOCATION, DIMENSIONS AND GROUND FLOOR ELEVATION OF ALL BUILDINGS ON SITE
☐ ITEM ATTACHED ☐ REQUEST WAIVER ☐ NONE

9.6.F.6 LOCATION AND DIMENSIONS OF DRIVEWAYS PARKING AREAS AND WALKWAYS ON SITE
☐ ITEM ATTACHED ☐ REQUEST WAIVER ☐ NONE

9.6.F.7 LOCATION OF INTERSECTING ROADS OR DRIVEWAYS WITHIN 200 FEET OF SITE
☐ ITEM ATTACHED ☐ REQUEST WAIVER ☐ NONE

9.6.F.8 TOPOGRAPHY OF SITE AT AN APPROPRIATE CONTOUR INTERVAL
☐ ITEM ATTACHED ☐ REQUEST WAIVER ☐ NOT REQUIRED FOR MISCELLANEOUS PROJECT

9.6.F.9 MAJOR FEATURES AS DEFINED IN §9.6.F.9 ON AND WITHIN 250 FEET OF SITE BOUNDARIES
☐ ITEM ATTACHED ☐ REQUEST WAIVER ☐ NONE ☐ NOT REQUIRED FOR MISC. PROJECT

9.6.F.10 SOILS INFORMATION IF ON-SITE SEWAGE DISPOSAL IS PROPOSED
☐ ITEM ATTACHED ☐ REQUEST WAIVER ☐ NONE PROPOSED

9.6.F.11 LOCATION OF DRAINAGE COURSES, WETLANDS, SIGNIFICANT STANDS OF TREES OR OTHER NATURAL FEATURES WITH DESCRIPTION OF THOSE RETAINED
☐ ITEM ATTACHED ☐ REQUEST WAIVER ☐ NONE

9.6.F.12 DIRECTION OF EXISTING SURFACE DRAINAGE ACROSS SITE
☐ ITEM ATTACHED ☐ REQUEST WAIVER

9.6.F.13 LOCATION AND DIMENSIONS OF EXISTING SIGNS
☐ ITEM ATTACHED ☐ REQUEST WAIVER ☐ NONE

9.6.F.14 LOCATION AND TYPE OF ALL EXISTING EXTERIOR LIGHTING
☐ ITEM ATTACHED ☐ REQUEST WAIVER ☐ NONE

9.6.F.15 ALL INFORMATION REQUIRED BY § 4.7.D IF PROJECT LOCATED WITHIN SOURCE WATER PROTECTION OVERLAY DISTRICT
☐ ITEM ATTACHED ☐ REQUEST WAIVER ☐ N/A TO THIS APPLICATION

9.6.F.16 ALL INFORMATION REQUIRED BY THIS SECTION FOR LAWFUL NON-CONFORMING STRUCTURES SUBJECT TO § 3.4.A.1
☐ ITEM ATTACHED ☐ N/A TO THIS APPLICATION

9.6.G INFORMATION ON PROPOSED DEVELOPMENT ACTIVITY

9.6.G.1 LOCATION OF BUILDING SETBACKS, YARDS AND BUFFERS
☐ ITEM ATTACHED ☐ NONE ☐ REQUEST WAIVER

9.6.G.2 LOCATION, DIMENSIONS AND GROUND FLOOR ELEVATION OF PROPOSED BUILDINGS
☐ ITEM ATTACHED ☐ NONE ☐ REQUEST WAIVER

9.6.G.3 LOCATION AND DIMENSIONS OF PROPOSED DRIVEWAYS, PARKING, LOADING AND WALKWAYS
☐ ITEM ATTACHED ☐ NONE ☐ REQUEST WAIVER

9.6.G.4 LOCATION, CAPACITY AND DIMENSIONS OF ALL PROPOSED WATER AND WASTEWATER SYSTEMS
☐ ITEM ATTACHED ☐ NONE ☐ REQUEST WAIVER

9.6.G.5 DIRECTION OF PROPOSED SURFACE DRAINAGE AND LOCATION OF PROPOSED DRAINAGE SYSTEM
☐ ITEM ATTACHED ☐ NO CHANGE ☐ REQUEST WAIVER

9.6.G.6 LOCATION, FRONT VIEW AND DIMENSIONS OF PROPOSED SIGNS
☐ ITEM ATTACHED ☐ NONE ☐ REQUEST WAIVER

9.6.G.7 LOCATION AND TYPE OF PROPOSED EXTERIOR LIGHTING
☐ ITEM ATTACHED ☐ NONE ☐ REQUEST WAIVER

9.6.G.8 PROPOSED LANDSCAPING AND BUFFERING FOR NON-RESIDENTIAL PROJECTS
☐ ITEM ATTACHED ☐ NONE ☐ REQUEST WAIVER

9.6.G.9 PROPOSED EROSION CONTROL PLAN
☐ ITEM ATTACHED ☐ NO CONSTRUCTION OR SOIL DISTURBANCE ☐ REQUEST WAIVER

9.6.G.10 PROPOSED HOMEOWNER'S ASSOCIATION OR CONDOMINIUM AGREEMENT
☐ ITEM ATTACHED ☐ REQUEST WAIVER ☐ N/A TO THIS APPLICATION

9.6.G.11 WATER SUPPLY CERTIFICATION
☐ ITEM ATTACHED ☐ REQUEST WAIVER ☐ N/A TO THIS APPLICATION

9.6.G.12 GROUNDWATER IMPACT ANALYSIS
☐ ITEM ATTACHED ☐ REQUEST WAIVER ☐ N/A TO THIS APPLICATION

9.6.G.13 TRAFFIC IMPACT ANALYSIS
☐ ITEM ATTACHED ☐ REQUEST WAIVER ☐ N/A TO THIS APPLICATION

9.6.G.14 OFFERS OF DEDICATION OR CONVEYANCE
☐ ITEM ATTACHED ☐ N/A TO THIS APPLICATION

9.6.G.10 DESIGN AND CONSTRUCTION DRAWINGS
☐ ITEM ATTACHED ☐ N/A TO THIS APPLICATION

9.6.G.16 CONSTRUCTION SCHEDULE SHOWING START AND COMPLETION DATES
START DATE: _____ COMPLETION DATE: _____

9.6.G.17 LIST OF ABOVE CRITERIA FOR WHICH APPLICANT SEEKS WAIVER

(NOTE: THE PLANNING BOARD MAY GRANT A WAIVER FOR GOOD CAUSE BUT IS UNDER NO OBLIGATION TO DO SO, SEE § 9.15 OF ORDINANCE.)

SECTION #	REASON FOR WAIVER

- **CERTIFICATION**
  I CERTIFY THAT ALL INFORMATION CONTAINED HEREIN AND ON ALL ATTACHMENTS IS TRUE AND CORRECT AND I UNDERSTAND THAT ANY FALSE INFORMATION WILL INVALIDATE THE SITE PLAN APPROVAL AND STOP ALL WORK. I ACKNOWLEDGE THAT ANY CHANGE TO THE PROJECT AFTER APPROVAL BY THE PLANNING BOARD WILL INVALIDATE THAT APPROVAL AND WILL REQUIRE ME TO REAPPLY FOR SITE PLAN APPROVAL.

_____ _____
SIGNATURE OF APPLICANT DATE

FOR CODE ENFOCEMENT OFFICER USE

DATE RECEIVED: _____ DATE FEE PAID: _____
CLASSIFICATION: ☐ GENERAL PROJECT ☐ MISCELLANEOUS PROJECT

_____ _____
CODE ENFORCEMENT OFFICER DATE