

# Town of Scarborough, Maine

## SITE PLAN REVIEW CHECKLIST

The applicant must prepare this check list and include it with the site plan application submission to the Planning Board. This checklist is intended to be a guide for use by the applicant in preparation of the Site Plan Application. **The preparation of this checklist should not be a substitute for a thorough review of the Town of Scarborough Site Plan and other applicable ordinances.**

		Check Appropriate Box		
		Submitted	Waiver Request	Not Applicable
1.	Evidence of Control of Property <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-right: 10px;">Check the box(es) that apply</div> <input type="checkbox"/> Deed <input type="checkbox"/> Purchase and Sales Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Written narrative of project <i>(At a minimum this will include a description of the intended uses of the property; a description of the existing site conditions; exiting zoning; tabulation of the number of required parking spaces; any special exceptions or permits required; on and off site improvements; description of traffic impacts; stormwater management)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Site Plans: Existing Conditions Plan Proposed Conditions including: <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-right: 10px;">Check the box(es) that apply</div> <input type="checkbox"/> Scale-- not to exceed 1"=40' <input type="checkbox"/> Lot dimensions and area <input type="checkbox"/> Existing building locations <input type="checkbox"/> Proposed building locations <input type="checkbox"/> Zoning boundaries <input type="checkbox"/> Setback requirements <input type="checkbox"/> Contour elevations <input type="checkbox"/> Natural features (e.g. water bodies, floodplains, significant habitat) <input type="checkbox"/> Pedestrian walkways & amenities <input type="checkbox"/> Parking layout <input type="checkbox"/> Driveway location <input type="checkbox"/> Location of utilities <input type="checkbox"/> Outside display area / vending <input type="checkbox"/> Legend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Locus Map <i>Showing relationship of project to the surrounding area at a scale no greater than 1"=2,000'</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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5.	<b>Building Plans</b> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 5px;">Check the box(es) that apply</div> <input type="checkbox"/> Building Elevations with proposed materials and colors <input type="checkbox"/> Floor plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<b>Landscaping Plan</b> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 5px;">Check the box(es) that apply</div> <input type="checkbox"/> Existing conditions <input type="checkbox"/> Proposed trees and planting areas <input type="checkbox"/> Species and caliper of trees & shrubs <input type="checkbox"/> Location of fences & walls <input type="checkbox"/> Proposed screening for mechanical pads, dumpsters, loading docks, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<b>Signage Plan</b> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 5px;">Check the box(es) that apply</div> <input type="checkbox"/> Location of signs and advertising features <input type="checkbox"/> Rendering of signs with proposed materials and colors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<b>Lighting Plan</b> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 5px;">Check the box(es) that apply</div> <input type="checkbox"/> Photometric Plan <input type="checkbox"/> Catalog cuts/fixture details <input type="checkbox"/> Height of fixtures/poles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<b>Stormwater and Erosion control</b> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 5px;">Check the box(es) that apply</div> <input type="checkbox"/> Pre & Post development conditions <input type="checkbox"/> Stormwater management systems and details <input type="checkbox"/> Erosion control measures and details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**9(A). Post-Construction Stormwater Infrastructure Management**

If any of the following criteria apply to your application please refer to Chapter 419, Post-Construction Stormwater Infrastructure Management Ordinance for further requirements:

	YES	NO
i. Disturb one or more acres of area	<input type="checkbox"/>	<input type="checkbox"/>
ii. Disturb less than once area of area, but is part of a subdivision that will disturb more than one acre	<input type="checkbox"/>	<input type="checkbox"/>
iii. Activity within the Shoreland Zone that is subject to permits pursuant to MEDEP Chapter 500 and 502 rules?	<input type="checkbox"/>	<input type="checkbox"/>

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10.	Traffic Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Check the box(es) that apply</div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Traffic flow patterns			
	<input type="checkbox"/> Peak hour trip generation			
	<input type="checkbox"/> Measured sight distances from driveway access			
	<input type="checkbox"/> Calculated impact/mitigation fees			
	<input type="checkbox"/> Traffic impact study <i>(required for projects generating &gt;35 end trips)</i>			
11.	Off-Site Improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Check the box(es) that apply</div>			
	<input type="checkbox"/> Road Improvements			
	<input type="checkbox"/> Sidewalks			
	<input type="checkbox"/> Natural Areas, open space, parks			
	<input type="checkbox"/> Other <i>(Please describe)</i> _____			
12.	Does this application require:	YES	NO	
	A. Permits from Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	
	If yes please indicate	Approved	Pending	
	a. ME Dept. of Environmental Protection	<input type="checkbox"/>	<input type="checkbox"/>	
	b. U.S Army Corps of Engineers	<input type="checkbox"/>	<input type="checkbox"/>	
	c. ME Dept. of Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Other	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>(Please describe)</i> _____			
	B. Approval from other Town Boards	YES	NO	
	If yes please indicate	Approved	Pending	
	a. Town Council	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Zoning Board	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Fire Department	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Public Water District	<input type="checkbox"/>	<input type="checkbox"/>	
	e. Sanitary District	<input type="checkbox"/>	<input type="checkbox"/>	
	f. Other	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>(Please describe)</i> _____			

\*Waiver request(s) shall be accompanied by written justification.