

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
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1. Evidence of Control of Property

Check the box(es)
that apply

- Deed
- Purchase and Sales Agreement
- Lease
- Other

2. Written narrative of project

(At a minimum this will include a description of the intended uses of the property; a description of the existing site conditions; existing 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)

3. Site Plans:

Existing Conditions Plan

Proposed Conditions including:

Check the box(es)
that apply

- Scale-- not to exceed 1"=40'
 - Lot dimensions and area
 - Existing building locations
 - Proposed building locations
 - Zoning boundaries
 - Setback requirements
 - Contour elevations
 - Natural features (e.g. water bodies, floodplains, significant habitat)
 - Pedestrian walkways & amenities
 - Parking layout
 - Driveway location
 - Location of utilities
 - Outside display area / vending
 - Legend
- Assessing Field Card (click [here](#) for instructions from Assessing Department. Field Card is Step 7).

4. Locus Map

Showing relationship of project to the surrounding area at a scale no greater than 1"=2,000'

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- | | | | | | |
|----|---------------------------------------|---|--------------------------|--------------------------|--------------------------|
| 5. | Building Plans | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Check the box(es) that apply | <input type="checkbox"/> Building Elevations with proposed materials and colors
<input type="checkbox"/> Floor plans | | | |
| 6. | Landscaping Plan | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Check the box(es) that apply | <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 | | | |
| 7. | Signage Plan | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Check the box(es) that apply | <input type="checkbox"/> Location of signs and advertising features
<input type="checkbox"/> Rendering of signs with proposed materials and colors | | | |
| 8. | Lighting Plan | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Check the box(es) that apply | <input type="checkbox"/> Photometric Plan
<input type="checkbox"/> Catalog cuts/fixture details
<input type="checkbox"/> Height of fixtures/poles | | | |
| 9. | Stormwater and Erosion control | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Check the box(es) that apply | <input type="checkbox"/> Pre & Post development conditions
<input type="checkbox"/> Stormwater management systems and details
<input type="checkbox"/> Erosion control measures and details | | | |

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

Check the box(es)
that apply

- Traffic flow patterns
- Peak hour trip generation
- Measured sight distances from driveway access
- Calculated impact/mitigation fees
- Traffic impact study
(required for projects generating >35 end trips)

11. Off-Site Improvements

Check the box(es)
that apply

- Road Improvements
- Sidewalks
- Natural Areas, open space, parks
- Other *(Please describe)* _____

12. Does this application require:

A. Permits from Other Agencies

YES NO

If yes please indicate

Approved Pending

- a. ME Dept. of Environmental Protection
- b. U.S Army Corps of Engineers
- c. ME Dept. of Transportation
- d. Other *(please describe)*

B. Approval from other Town Boards

YES NO

If yes please indicate

Approved Pending

- a. Town Council
- b. Zoning Board
- c. Fire Department
- d. Public Water District
- e. Sanitary District
- f. Other

(please describe) _____

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14. Identification of Historic or Archeological Resources

- ME Historic Preservation Commission
- Town's Comprehensive Plan

15. Municipal Capacity for review of DEP Site Location of Development Applications

Within the Town's designated growth areas the Planning Board has municipal capacity to review site plans that otherwise would require review by the Maine Department of Environmental Protection under the Site Location of Development Law. Site Plans that meet the Site Law thresholds are required to:

(a) Submit a complete application to the Maine Department of Inland Fisheries and Wildlife for review and comment

Submission Date _____

(b) Submit a complete application to the Maine Historic Preservation Commission for review and comment

Submission Date _____

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