

## PLANNING BOARD SITE PLAN REVIEW SUBMISSION REQUIREMENTS

### PRE-APPLICATION MEETINGS

Pre-application meetings are held in 30 minutes increments every Wednesday at 1:30 pm at Town Hall or via Zoom. To schedule a pre-application meeting, please email the Planning Department at [planningdepartment@scarboroughmaine.org](mailto:planningdepartment@scarboroughmaine.org)

### 2024 SUBMITTAL DEADLINES [2024 DRC Calendar](#)

### SITE PLAN SUBMITTALS

1. Compile items required in Chapter 405B [Site Plan Review Ordinance](#).
2. Complete the Planning Board Application and Site Plan Checklist. Please be sure to sign where necessary.
3. Submit these items as outlined in the attached checklist with the applicable fee. The Town of Scarborough Schedule of Permit and Applications Fees can be found [here](#). Checks are payable to Town of Scarborough.

### MAJOR SITE PLAN REVIEW PROCESS – PLANNING BOARD APPROVAL REQUIRED

1. Once an application has been received, Planning Staff will review the application for completeness. Complete applications will be distributed to the Development Review Committee (DRC). Incomplete applications will be placed on-hold until the application is deemed complete.
2. DRC will provide preliminary comments to the applicant and review at the established time on the DRC meeting date. Once comments have been discussed and the application is ready to move to the Planning Board meeting, Planning Staff will prepare final comments and place the item on the next Planning Board agenda.
3. Planning Board will review and approve, approve with conditions, or request the applicant make changes and resubmit for another review cycle.

### MINOR AND ADMINISTRATIVE SITE PLAN REVIEW PROCESS – STAFF APPROVAL REQUIRED

1. Once an application has been received, Planning Staff will review the application to ensure it can be reviewed under the minor or administrative provisions and is complete. Complete applications will be distributed to the Development Review Committee (DRC). Incomplete applications will be placed on-hold until the application is deemed complete.
2. DRC will provide preliminary comments to the applicant and the applicant will resubmit until all comments have been addressed. The review time for each submittal is 10 business days.

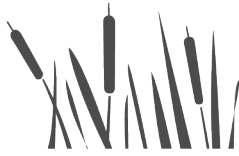
### SITE PLAN REVIEW CHECKLIST

The applicant must complete the following checklist and include it with the application to the Planning Board. Please check each required box and acknowledge the applicable item has been included with the application. This checklist is not a substitute for a thorough review of the Town of Scarborough Site Plan Ordinance and other applicable ordinances.

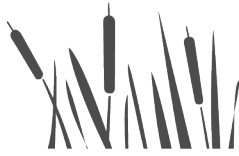
REQUIRED SITE PLAN APPLICATION MATERIALS	SKETCH PLAN	MINOR PLAN	ADMIN SITE PLAN	SITE PLAN	PROVIDED	RECEIVED
<b>Planning Board Application</b>	X	X	X	X		
<b>Applicable Review Fee</b>		X	X	X		
<b>Evidence of Control of Property (Select One)</b>						
<ul style="list-style-type: none"> <li>• Deed</li> <li>• Purchase and Sales Agreement</li> <li>• Lease</li> <li>• Other</li> </ul>	X	X	X	X		
<b>Electronic Submittal Requirements (Include All)</b>						
<ul style="list-style-type: none"> <li>• One PDF of “narrative materials” (Application, project narrative, traffic analysis, reports etc.)</li> <li>• One PDF of plan sets</li> <li>• PDFs should be provided to the Planning Department Submittals email at <a href="mailto:planningdepartment@scarboroughmaine.org">planningdepartment@scarboroughmaine.org</a></li> </ul>	X	X	X	X		
<b>Paper Submittal Requirements (Include All)</b>						
<ul style="list-style-type: none"> <li>• 4 Copies – 11 x 17 Plan Sets</li> <li>• 3 Copies – 24 x 36 Full Size Plan Sets</li> <li>• 6 Copies – Full Narrative Submittal (Application, project narrative, traffic analysis, reports etc.)</li> </ul> <p>** Rolled plan sets will no longer be accepted. All plans must be folded to an 8 ½ x 11 size and no more than 10 pages folded at a time.</p>	X	1 - 24 X 36 COPY AFTER STAFF APPROVAL		X		
<b>Written Narrative of Project (Include All)</b>						
<ul style="list-style-type: none"> <li>• Description of the intended uses of the property; a description of the existing site conditions; exiting zoning; tabulation of the number of lots allowed and proposed; amount of open space required and proposed; proposed use of open space; minimum lot sizes allowed and proposed; any special exceptions or permits required; on and off site improvements; description of traffic impacts; stormwater management. Include all waivers requested and specific standard pertaining to such waivers.</li> </ul> <p>NOTE: Low Impact Development (LID) strategies are required by the Town's Ordinances for development or redevelopment projects. A narrative of LID techniques used in each project must be included in the narrative submittal.</p>	X	X	X	X		
<b>Existing Conditions Plan</b>	X	X	X	X		



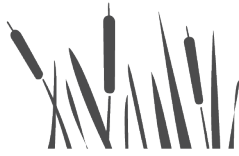
REQUIRED SITE PLAN APPLICATION MATERIALS	SKETCH PLAN	MINOR PLAN	ADMIN SITE PLAN	SITE PLAN	PROVIDED	RECEIVED
<b>Proposed Conditions Plan (Include All that Apply)</b> <ul style="list-style-type: none"> <li>• Scale 1"= 40' preferred</li> <li>• Name of Subdivision, owner(s),engineer(s), surveyor(s)</li> <li>• North arrow and date</li> <li>• Location map inset</li> <li>• Plan legend</li> <li>• Lot dimensions and area</li> <li>• Total disturbed area</li> <li>• Existing building locations</li> <li>• Proposed building locations</li> <li>• Zoning boundaries</li> <li>• Setback requirements</li> <li>• 2' contour elevations</li> <li>• Natural features (e.g. wetlands, floodplains, significant habitat &amp; trees)</li> <li>• Pedestrian walkways &amp; amenities</li> <li>• Parking layout</li> <li>• Driveway location</li> <li>• Net residential density calculation (residential projects)</li> <li>• Location of permanent monuments</li> <li>• Location of all utilities</li> <li>• Location of streetlights</li> <li>• Location of proposed open and public spaces</li> <li>• Location of fences &amp; walls</li> <li>• Location of easements</li> <li>• Assessing Field Card</li> </ul>	X	X	X	X		
<b>Landscape Plan (Include All that Apply)</b> <ul style="list-style-type: none"> <li>• Landscape calculation sheet (attached)</li> <li>• Proposed buffers</li> <li>• Parking lot landscape and screening</li> <li>• Foundation plantings</li> <li>• Screening – mechanical, service areas, outdoor storage</li> <li>• Landscape preservation (if proposed)</li> <li>• Site amenities</li> <li>• Alternative transportation and bicycle facilities</li> <li>• Snow storage</li> <li>• Landscape plant list</li> <li>• Landscape maintenance plan and guarantee</li> <li>• Landscape and screening waivers</li> </ul>		X	X	X		
<b>Stormwater and Erosion Control Plan (Include all)</b> <ul style="list-style-type: none"> <li>• Pre &amp; Post development conditions</li> <li>• Stormwater management systems and details</li> <li>• Erosion control measures and details</li> <li>• Erosion and sedimentation control plan and narrative in accordance with Chapter 420 - Town of Scarborough Erosion and Sedimentation Control at Construction Sites Ordinance.</li> </ul> <p>**This requirement is not waivable.</p>		X	X	X		



REQUIRED SITE PLAN APPLICATION MATERIALS	SKETCH PLAN	MINOR PLAN	ADMIN SITE PLAN	SITE PLAN	PROVIDED	RECEIVED
<b>Lighting Plan (Include All that Apply)</b> <ul style="list-style-type: none"> <li>• Lighting plan narrative</li> <li>• Photometric diagram</li> <li>• Calculation summary and IES standards used</li> <li>• Lighting cut sheets/fixture details</li> <li>• Building mounting heights</li> <li>• Pole light heights</li> <li>• Timers</li> <li>• Maintenance and replacement plan</li> <li>• Lighting waivers</li> </ul>		X	X	X		
<b>Building Plans and Elevations (Include All that Apply)</b> <ul style="list-style-type: none"> <li>• Building elevations with heights</li> <li>• Proposed materials and colors</li> <li>• Transparency requirements and percentage provided</li> <li>• Building lighting and mounting heights</li> <li>• Floor plans</li> </ul>		X	X	X		
<b>Wastewater Accommodations (Select one)</b> <ul style="list-style-type: none"> <li>• Sewer connection (requires Sanitary District sign off)</li> <li>• On-site</li> </ul>		X	X	X		
<b>Post-Construction Stormwater Infrastructure Management</b> If the following criteria apply to your application please refer to Chapter 419, Post-Construction Stormwater Infrastructure Management Ordinance for further requirements: <ul style="list-style-type: none"> <li>• Disturb one or more acres of area; or</li> <li>• Disturb less than one acre of area, but is part of a subdivision that will disturb more than one acre; or</li> <li>• Activity within the Shoreland Zone that is subject to permits pursuant MEDEP Chapter 500 and 502 rules</li> </ul>		X	X	X		
<b>Traffic Analysis (Include All that Apply)</b> <ul style="list-style-type: none"> <li>• Traffic flow patterns</li> <li>• Peak hour trip generation</li> <li>• Measured sight distances from driveway access</li> <li>• Calculated impact/mitigation fees</li> <li>• Traffic Impact Study (required for greater than 35 trip ends)</li> </ul>		X	X	X		
<b>Off-site Improvements (Include All that Apply)</b> <ul style="list-style-type: none"> <li>• Road Improvements</li> <li>• Sidewalks</li> <li>• Natural area, open space, parks</li> <li>• Other</li> </ul>				X		
<b>Open Space and Recreation Contributions (Include All that Apply)</b> <ul style="list-style-type: none"> <li>• Designated Open Space (provide acreage)</li> <li>• Conserved land (provide acreage)</li> <li>• Recreation improvements</li> <li>• Other</li> </ul>				X		



REQUIRED SITE PLAN APPLICATION MATERIALS	SKETCH PLAN	MINOR PLAN	ADMIN SITE PLAN	SITE PLAN	PROVIDED	RECEIVED
<b>Permits from Other Agencies (Include Submittal and Approval Dates for All that Apply)</b> <ul style="list-style-type: none"> <li>• ME Dept. of Environmental Protection</li> <li>• U.S. Army Corps of Engineers</li> <li>• ME Dept. of Transportation</li> <li>• Other (<i>please describe</i>)</li> </ul>				X		
<b>Additional Approvals Required (Include All that Apply)</b> <ul style="list-style-type: none"> <li>• Zoning Board of Appeals</li> <li>• Public Water District</li> <li>• Sanitary District</li> <li>• Other</li> </ul>				X		
<b>Historic or Archeological Resources (Include All that Apply)</b> <ul style="list-style-type: none"> <li>• ME Historic Preservation Commission</li> <li>• Town's Comprehensive Plan</li> </ul>				X		
<b>Municipal Capacity for review of DEP Site Location of Development Applications</b> Within the Town's designated growth areas, the Planning Board has municipal capacity to review subdivisions that otherwise would require review by the Maine Department of Environmental Protection under the Site Location of Development Law. <ul style="list-style-type: none"> <li>• Subdivisions that meet the Site Law are required to:               <ol style="list-style-type: none"> <li>(a) Submit a complete application to the Maine Department of Inland Fisheries and Wildlife for review and comment <i>Submission Date</i> _____ and</li> <li>(b) Submit a complete application to the Maine Historic Preservation Commission for review and comment <i>Submission Date</i> _____</li> </ol> </li> </ul>				X		



### Landscape Calculation Sheet

Minimum Landscape Required	Required	Provided
Minimum Landscape Area (square feet)		
Minimum Trees Required		
Trees (Preferred Species)	Min 60% = ##	% and #
Trees (Alternative Species)	Max 40% = ##	% and #
Minimum Shrubs Required		
Shrubs (Preferred Species)	Min 40% = ##	% and #
Shrubs (Alternative Species)	Max 60% = ##	% and #
Shrubs (Unlisted)	Max 25% = ##	% and #
Buffer Yard – Streetscape	Required	Provided
Street Name		
Street Frontage Depth		
Street Frontage Length (excluding entryways)(linear feet)		
Street Frontage Area (square feet)		
Street Trees		
Buffer Yard - Residential Adjacency (if required)	Required	Provided
RA Type Required		
RA Buffer Depth (feet)		
RA Buffer Length (linear feet)		
RA Buffer Area (square feet)		
RA Buffer Trees		
Parking Lot Screening (if required)	Required	Provided
Parking Lot Screen Depth (feet)		
Parking Lot Screen Length (excluding entryways) (linear feet)		
Parking Lot Screen Area (square feet)		
Parking Lot Screening Shrubs		
Parking Lot Landscape	Required	Provided
Parking Calculation Type		
Parking Spaces		
Parking Islands (number)		
Parking Islands Total Area (square feet)		
Parking Island Trees		
Parking Island Shrubs		
Entryway Trees		
Entryway Shrubs		
Continuous 5' Landscape Area - All Applicable Sides (square feet)		
Foundation Landscape	Required	Provided
Landscape Bed Depth (feet)		
Landscape Bed Length - All Applicable Sides (linear feet)		
Landscape Bed Area - All Applicable Sides (square feet)		
Landscape Bed Shrubs		
Landscape Bed Ornamental Trees (if provided)		
Additional Screening (if required)	Required	Provided
Dumpster Area Fence		
Dumpster Areas Shrubs		
Mechanical Screening Fence		
Mechanical Screening Shrubs		



TOWN OF SCARBOROUGH, MAINE

Planning Board Application Form

All applications submitted for consideration by the Planning Board shall include:

- checkbox application form
checkbox payment of application fees
checkbox electronic file
checkbox submission materials (see relevant submission checklists and/or ordinance requirements)

Project Name: Project Type:
Project Location (physical address):
Assessors Map & Lot Number: Zoning District:

Applicant: Phone: E-mail:
Mailing Address:
Evidence of standing?
checkbox Ownership checkbox Option checkbox Lease checkbox Purchase and sales contract checkbox Other

Property Owner: Phone: E-mail:
Mailing Address:

Consultant/Agent: Phone: E-mail:
Mailing Address:

Billing Contact Information
Name: Phone: E-mail:
Address:

Application Authorization

I hereby make application to the Town of Scarborough for the above-referenced property(ies) and the development as described. The Town of Scarborough Planning Board and/or town employees are authorized to enter the property(ies) for purposes of reviewing this proposal and for inspecting improvements as a result of an approval of this proposal.

Signed: Date:

Printed name:

Please identify yourself (check one): Agent\* Applicant/Property Owner
\*(If you are an agent, written authorization must be attached to this form.)

For Official Use:
Application Fee Electronic File 15 Copies
Received By Date