

## Oxford Site Plan Review Application Requirements

Note to applicant, your Site Review Application will not be considered complete until a final plan has been submitted to the planning board. This preliminary application form should be filled out with your lot, name, contact and brief description of what you propose to develop or change the current use of. Following the submission of a to scale sketch plan or complete survey for new developments, of your site, building application and meeting with the Planning Board, the board will indicate by a check mark in the left-hand column of this form, the items which must be complete.

### **Please read the instructions.**

- ( ) 1. A fully executed and signed original and six copies of the application for site plan application.  
If an item below is **Not Applicable** to the proposed project, mark it as such.
- ( ) 2. The site plan sketch or survey shall consist of one or more PAPER originals at a scale of not less than 1"-100' to be filed at the Town Office.

Description of project:

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### **General Information:**

- ( ) 3. Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_
- ( ) 4. Was this lot part of an approved subdivision ( ) yes ( ) no
- ( ) 5. Name and address of owner of parcel \_\_\_\_\_  
\_\_\_\_\_
- ( ) 6. Name and address of applicant (if other than owner). \_\_\_\_\_  
\_\_\_\_\_

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A. Phone and email contact:

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- ( ) 7. If applicant is a corporation, state whether the corporation is licensed to do business in the State of Maine ( ) yes ( ) no.  
Attach a copy of Secretary of State's Registration Form.
- ( ) 8. Name of applicant's authorized representative. \_\_\_\_\_  
\_\_\_\_\_

9. Address to which all correspondence from the planning board should be sent.

\_\_\_\_\_

10. What interest does the applicant have in the parcel of land under consideration.

owner of record     option     land purchase contract     other \_\_\_\_\_

\_\_\_\_\_

11. The name of the proposed development, if applicable;

\_\_\_\_\_

A. Is this for a marijuana cultivation or dispensary facility;     Yes     No

12. Names and addresses of all property owners within 500 feet of the property line and with assessors tax map and lot number.

13. A copy of U.S.G.S. topographic map section showing general location of the site within the Town.

14. Boundaries of all contiguous property under the control of the owner of applicant regardless of whether all or part is being developed at this time;

15. Contour lines shown at an interval of five (5) feet in elevation, unless otherwise specified by the planning board. Reference to U.S. coastal & geological survey benchmarks. If such exist, within five hundred feet (500) of the development, will be shown on the plan.

16. A copy of the assessor's (tax) map showing map and lot number of the parcel or parcels and showing all lots within 500 feet of the proposed development.

17. A copy of the deed to the property, option to purchase the property or other documentation to demonstrate right, title or interest in the property on the part of the applicant and status of property tax payment;

18. Erosion and sediment control plan approved by an agency such as the Oxford County Soil Conservation Service, will accompany the application.

19. Statement indicating types and amounts of hazardous materials that will be stored at the location, and how disposal of same will be conducted.

20. A statement from Road Commissioner or M.D.O.T. that the proposed road, street or driveway location or construction will meet town specifications should be attached to the application.

**Existing Condition**

- ( ) 21. Zoning classification(s) of the property and the location of zoning district boundaries if the property is located in two or more zoning districts or abuts a different district;
- ( ) 22. Perimeter survey of the parcel made and certified by a registered surveyor relating to reference points, showing true north points, graphic scale, corners of parcel and date of survey and total acreage.
- ( ) 23. Location, names and widths of existing roads and rights-of-ways adjacent to the proposed development.
- ( ) 24. Location of intersecting roads or driveways within 500 feet of this site;
- ( ) 25. The location and dimensions of existing driveways, roads and loading areas and walkways on the site;
- ( ) 26. The location, dimensions and ground floor elevations of all existing buildings on the site;
- ( ) 27. The location of open drainage courses, wetlands, stands of trees and significant wildlife habitat, known or potential archeological resources, historic buildings and sites, significant scenic areas, mapped sand and gravel aquifers, rare and endangered species, other important natural features;
- ( ) 28. The direction of existing surface water drainage across the site;
- ( ) 29. If a portion of the property is in the 100-year floodplain, its elevation shall be delineated on the plan;
- ( ) 30. Location, front view and dimensions of existing and proposed signs.
- ( ) 31. Location and dimensions of any existing right-of-way easements and copies of existing covenants or deed restrictions.
- ( ) 32. A separate building application should be submitted for each structure proposed, that includes the total floor area and ground coverage of each proposed building and structure, and the percentage of the lot covered by each building or structure;
- ( ) 33. A description of the proposed uses to be located on the site, including quantity and type of residential units, if any.

**Proposed Development Activity** (see also section 15.D.7 if the development is in the Groundwater Protection Overlay District).

- ( ) 34. The location and dimensions of all proposed building and structures;
- ( ) 35. Location of any temporary or permanent monuments, where necessary, to determine the development's location on the ground.
- ( ) 36. All existing and proposed setback dimensions.
- ( ) 37. Proposed landscaping and/or buffering, the location of all parcels to be dedicated to public use, the conditions of the dedication, and the location of all natural features or site elements to be preserved.
- ( ) 38. When subsurface sewage disposal is proposed, as on-site soil investigation report by Maine Department of Human Services Licensed Site Evaluator. The report shall identify the classification of soils, location of all test pits, and proposed location and design for the subsurface disposal system.
  - A. Connection to Town Sewer \_\_\_\_ Yes \_\_\_\_ No. (will be required when current subsurface wastewater disposal system malfunctions)
- ( ) 39. The type of water supply to be used.
- ( ) 40. The size, location and direction and intensity of illumination and method of installation of all major outdoor lighting apparatus and signs.
- ( ) 41. The type, size and location of all waste disposal or incineration devices.
- ( ) 42. The type, size and location of all machinery or equipment likely to generate appreciable noise at the lot lines.
- ( ) 43. The amount, and type of any raw, finished or waste materials to be stored outside of roofed buildings, including their physical and chemical property, and how these would be properly disposed of, if appropriate.
  - A. Odor controls required?
- ( ) 44. Copies of applicable State approvals and permits, provided however that the board may approve development plans subject to the issuance of specified State approvals and permits where it determines that it is not feasible for the applicant to obtain them at the time of Site Plan Review.
- ( ) 45. A description of how special features identified in Section 18.D.5.h. will be maintained or impacts upon them minimized.

**Additional Information:** The planning board will determine at the preliminary review meeting, when it finds that the information required in Section 17.D.1. to 17.D.6. is not

sufficient, and that the general standards in Section 17. E. shall be met, the following may be required;

- ( ) 46. A high intensity soils report, prepared by a soil scientist certified in the State of Maine.
- ( ) 47. A storm water management and erosion plan showing,
  - (a) the existing and proposed method of handling storm water runoff;
  - (b) the direction of flow of the run-off through the use of arrows;
  - (c) the location, elevation and size of all catch basins, dry wells, drainage ditches, swales, retention basins, sewers and erosion control devices;
  - (d) if the project will significantly alter the existing drainage pattern due to such factors as the amount of new impervious surfaces (such as paving and building area) being proposed, engineering calculations used to determine drainage requirements. Calculations shall be based on upon the 25 years, 24 hour storm frequency and the 2 year, 24 hour storm frequency;
  - (e) methods of controlling erosion and sedimentation during and after construction.
- ( ) 48. A hydro geologic assessment prepared by a ground water hydrologist/geologist for projects involving common on-site water supply or on-site sewage disposal of 2000 or more gallons per day.
- ( ) 49. A utility plan showing in addition to provisions for water supply and wastewater disposal, the location and nature of electrical, telephone and other utility services to be installed on site. Construction drawings for street, sanitary sewers, water and storm drainage systems, designed and prepared by a professional engineer registered in the State of Maine.
- ( ) 50. A landscaping plan.
- ( ) 51. The location, width, typical cross-section, grades and profiles of all proposed roads and sidewalks.
- ( ) 52. The location of any pedestrian ways, lots, easements, open space and other areas to be reserved for or dedicated to public use and/or ownership. For any proposed easement, the applicant shall submit the proposed easement language with a signed statement that the easement will be executed upon approval of the development. In the case of any roads or other ways dedicated to public ownership, the applicant shall submit a signed statement that such roads or ways will be maintained year-round until they are accepted by the Town.
- ( ) 53. A copy of such covenants or deed restrictions, if any, as are intended to cover all or part of the tract. Such covenants or deed restrictions shall be referenced on site plan.
- ( ) 54. Written offers of dedication or conveyance to the Town, in a form satisfactory to the Town's attorney, of all land included in the roads, easements, parks or other open space dedicated for public use, and copies of agreements or other documents showing the manner in which open spaces, title to which is reserved by the applicant, are to be maintained.
- ( ) 55. Cost of the proposed development and evidence of financial capacity to complete it.

This evidence should be in the form of a letter from a bank or other source of financing indicating the name of the project, amount of financing proposed, and interest in financing the project.

- ( ) 56. A traffic engineering study with the following data included;
  - (a) The estimated peak-hour to be generated by the proposal.
  - (b) Existing traffic counts and volumes on surrounding roads.
  - (c) Traffic accident data covering a recent three-year period.
  - (d) The capacity of surrounding roads and any improvements which may be necessary on such roads to accommodate anticipated traffic generation.
  - (e) The need for traffic signs or other directional markers to regulate anticipated traffic.
  
- ( ) 57. Estimated date when construction will start \_\_\_\_\_
  
- ( ) 58. Estimated date of completion \_\_\_\_\_
  
- ( ) 59. Depending upon the type of project contemplated by the applicant, the planning board may require necessary information not indicated above.
  
- ( ) 60. The planning board may require a phosphorus impact analysis and control plan for proposals in lake water sheds.

**Note to Applicant:** Complete this form and submit an original and 6 copies, and return it with the required documents and application fee to the Code Enforcement Officer (14 days prior to the schedule meeting. Meeting is the second Thursday of the month, 6pm.

**Fee is \$300.00 plus notifications to abutters and advertising costs.**

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Applicant

Approved, Town of Oxford Planning Board. Date: \_\_\_\_\_

Planning Board Signatures: \_\_\_\_\_ Chairman

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