



TOWN OF FARMINGTON, MAINE SITE REVIEW APPLICATION – AFTER THE FACT

PLEASE NOTE: If this project has commenced before receiving approval, all project operations shall immediately cease. This application will then be considered an “After-the-Fact” (ATF) application for which the fee is \$100.00.

To be filled in by Code/Planning Staff:

Date Received: _____ Application # _____ SR _____

Map # _____ Lot # _____ Zone: _____ Zoning TOU: _____

Overlay Zone(s): _____

APPLICANT INFORMATION

Name of Applicant: _____

Address: _____

Telephone: _____ **Email:** _____

Name of Property Owner (if different from above): _____

Address: _____

Telephone: _____ **Email:** _____

Name of Authorized Agent (if applicable): _____

Address: _____

Telephone: _____ **Email:** _____

If applicable, attach statement designating agent(s).

If applicable, attach an option to purchase the property or other documentation demonstrating right, title, or interest in the property on the part of the applicant.

Name of Land Surveyor, Engineer, Architect or others preparing plan with registration number and seal (if applicable):

Address: _____

Telephone: _____ **Email:** _____

If applicable, enclose perimeter survey of the parcel, made and certified by a registered land surveyor licensed in the State of Maine, relating to reference points showing true North point, graphic scale, corners of parcel, date of survey and total acreage.

LAND INFORMATION

Location of Project/Property (street/road): _____

Attach a copy of the current deed to the property.

Are there any deed restrictions, conditions or liens associated with this property? Yes ____ No ____

If yes, please attach the information.

Number of acres included in the project: _____

Total acres in the parcel: _____ Owned: _____ Leased: _____ Optioned: _____

What is the existing use of the land site? (residential, farmland, woodlot, commercial, etc.):

Does the parcel include any water bodies? Yes ____ No ____

Is any portion of the property within 250 feet of the high-water mark of a pond or river?
Yes ____ No ____

Within 250 feet of the upland edge of a wetland? Yes ____ No ____

Within 75 feet of a perennial stream? Yes ____ No ____

PROJECT INFORMATION

Description of Project: (Attach additional sheets if necessary)

Does this development require extension of public infrastructure? Yes ____ No ____

If yes, please indicate below:

Roads _____ Sidewalks _____ Sewer Lines _____ Street Lights _____

Storm Drainage _____ Water Lines _____ Fire Protection Equipment _____

Other _____

Identify method of water supply to proposed site: Well _____ Public _____

Identify method of sewage disposal to proposed site: Septic system _____ Public sewer _____

(Check with sewer clerk regarding sewer connection fees if not on septic system.)

Identify the manner in which police and fire service vehicles (in an emergency) will access site:

State the estimated average number of vehicles per day anticipated on or using this site: _____

State the number of parking spaces required for this site/project: _____

If applicable, enclose the parking plan layout, with Americans with Disabilities Act (ADA) spaces depicted.

If applicable, enclose a plan of the interior roads and parking system within the proposed project. Include the type, and width of road surface, length of roads, number of lanes, parking areas and capacity, the width right-of-way, and the estimated completion schedule for these elements.

Include all pertinent information as required in the Site Review Ordinance Performance Standards. (Attach additional sheets as necessary.)

By signing below, the applicant for Site Review acknowledges that they are submitting a complete application.

Signature of Applicant

Date

Signature of Property Owner (if different from applicant)

Date

TOWN OF FARMINGTON Applicant's Site Review Check-Off & Notice
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A. General Requirements

1. Applicants will be responsible for reimbursing the Code/Planning Office for postage costs and any newspaper ads prior to approval. All abutting property owners will be notified by the Code/Planning Office of the application proposal via Certified Mail.
2. All applications for Site Review shall be submitted on application forms provided by the Code/Planning Office. The required fees, fifteen (15) sets of the application form, and fifteen (15) sets of the required plans, maps and supplemental information, along with a thumb drive or emailed PDF, shall be submitted to the Code/Planning Office.
3. Maps, plans or other drawings must be of a scale sufficient to allow for review of the proposal under the performance standards of this Ordinance and other applicable ordinances. In no case shall the scale be more than one hundred (100) feet to the inch for that portion of the tract of land being proposed for the project.

B. Submission Requirements for a Complete Site Review Application

A complete Site Review application shall contain the following:

1. A fully executed and signed Town of Farmington Site Review Application form;
2. A signed Site Review Check List of required submissions;
3. Property owner's statement if owner and applicant are not one in the same;
4. Statement designating agents(s) if applicable;
5. Letter(s) of Review from applicable Town departments;
6. Copy of deed;
7. Evidence of payment of application fee;
8. A site plan if applicable (§11-5.13.C in Site Review Ordinance);
9. A detailed narrative appropriate to the project describing the proposed development activity;
10. Building plans showing, at a minimum, the first-floor footprint and all elevations;
11. Required supplemental information or additional studies; and

12. Copies of all applicable local, State and federal approvals and permits, provided, however, that the Board may approve site plans subject to the issuance of special local, State and federal licenses and permits in cases where it determines that it is not feasible for the applicant to have obtained them at the time of site review.

C. Site Plan Requirements

1. A basic Site Plan shall, for new construction and/or land alteration (not for change of use within an already permitted structure) be sufficient to allow review of the following items:
 - a. Dimensions of all lot lines (including street frontage) and total square footage of the lot;
 - b. The location of all required setbacks;
 - c. The location, dimensions and first floor area (sq.ft.) and height of all existing and proposed buildings;
 - d. Location and width of proposed streets, curbs, driveways, sidewalks, bike paths, if any;
 - e. Location of existing and/or proposed fences, retaining walls, parking spaces, loading areas, open spaces, stands of trees, open drainage courses, service areas and easements (rights-of-way, drainage, utility and grading, etc);
 - f. Location of wells and septic systems on site (planned or existing);
 - g. Plan scale and orientation to North; and
 - h. Location, dimensions, and character of all existing and/or proposed signs and exterior lighting.
2. Major projects or any projects involving significant grading or the construction of roadways, utilities, stormwater drainage facilities, or similar items shall have a site plan prepared by a professional licensed to practice site design and/or engineering in the State of Maine.
3. When an architect, engineer, surveyor, geologist, soil scientist or other professionals licensed or certified and issued a seal by the State of Maine, prepared the plan, the preparer's seal shall be affixed to the plan.
4. An approval block must be provided on the site plan for the signatures of the Planning Board and date together with the following words, "Approved: Town of Farmington Planning Board".