



# TOWN OF GORHAM PLANNING OFFICE

75 South Street, Suite 1  
Gorham, Maine 04038  
Phone: (207) 222-1620 • Fax: (207) 839-7711

## GRAVEL PIT AMENDMENT / EXPANSION APPLICATION

<b>FEE FOR PLAN REVIEW</b>	<input type="checkbox"/> Expansion: \$1,000.00 plus \$50.00 for Legal Ad or <input type="checkbox"/> Amendment: \$1,200.00 And <input type="checkbox"/> \$2,500.00 for Peer Review and Legal Services Escrow <i>(\$500.00 plus \$2,000.00 Engineer's Estimate – may need to be increased depending on project).</i>	Amount Paid
		\$ _____
		Date Paid:
		_____

PROPERTY DESCRIPTION	Parcel ID	Map	Lot	Zoning District	Total Land Area
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	Physical Address				
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<b>PROPERTY OWNER'S INFORMATION</b>	Name		<b>Mailing Address</b>	
	Phone			
	Fax			
	Email			

<b>APPLICANT'S AGENT INFORMATION</b>	Name		<b>Name of Business</b>	
	Phone			
	Fax			
	Email			

<b>PROPERTY DESCRIPTION</b>	<b>Existing Use:</b>			
	<b>Described Proposed Expansion and/or Amendment to the Site:</b>			

## APPLICATION FOR PIT AMENDMENT/EXPANSION

The original signed copy of this form must be accompanied by the required application fee, required number of application forms, plans, and other necessary submissions, as outlined on the attached *Site Plan Submissions Checklist*.

Check All That Apply		THE FOLLOWING MAY APPLY. (Answer Yes/No or comment Does Not Apply).	Explain or comment as needed for clarification
YES	NO	GENERAL INFORMATION	
<input type="checkbox"/>	<input type="checkbox"/>	Is this application an amendment to an approved Site Plan? If yes, please identify the applicant and date of approval	
<input type="checkbox"/>	<input type="checkbox"/>	Copies of documents that show 'Right, Title and/or Interest' in the property are attached. If not, please explain.	
<input type="checkbox"/>	<input type="checkbox"/>	Does the owner hold any interest in abutting or contiguous property? If yes, please explain.	
<input type="checkbox"/>	<input type="checkbox"/>	A list of all abutting property owners has been submitted. If not, please explain.	
A BOUNDARY SURVEY PREPARED BY A REGISTERED PROFESSIONAL SURVEY LICENSED IN THE STATE OF MAINE IS REQUIRED IF THE PROPOSED AREA OF EXPANSION IS 5 ACRES OR MORE.			
<input type="checkbox"/>	<input type="checkbox"/>	Is the proposed area of expansion five areas or more?	
<input type="checkbox"/>	<input type="checkbox"/>	Any and all easements on property have been identified and copies of <b>all easement deeds are attached</b> . If not, please explain.	
<input type="checkbox"/>	<input type="checkbox"/>	The property boundaries are shown and labeled on the map.	
<input type="checkbox"/>	<input type="checkbox"/>	The areas for expansion of excavation (w/surface area measurements) are shown on the plan.	
<input type="checkbox"/>	<input type="checkbox"/>	An estimated time schedule for future excavation is has been submitted. If not, please explain.	
<input type="checkbox"/>	<input type="checkbox"/>	Existing Parking areas are shown on the plan.	
<input type="checkbox"/>	<input type="checkbox"/>	Road access to the excavation site is shown on the plan.	
<input type="checkbox"/>	<input type="checkbox"/>	Exposed ground water areas are shown on the plan.	
<input type="checkbox"/>	<input type="checkbox"/>	All temporary and permanent structures are shown on the plan.	
<input type="checkbox"/>	<input type="checkbox"/>	A narrative that describes all accessory activities related to the site, including the processing of materials brought to the site from another location, has been submitted.	
<input type="checkbox"/>	<input type="checkbox"/>	The location of hazardous materials and storage of such is shown on the plan.	
<input type="checkbox"/>	<input type="checkbox"/>	The erosion and sedimentation control plan has been revised in accordance with this amendment	
<input type="checkbox"/>	<input type="checkbox"/>	A Reclamation Plan pursuant to Section 6 has been revised in accordance with this amendment.	

Check All That Apply		THE FOLLOWING MAY APPLY. (Answer Yes/No or comment Does Not Apply).	Explain or comment as needed for clarification
<b>YES</b>	<b>NO</b>	<b>Submission requirements of Section 4(A)(10) if expansion of 5 acres or more</b>	
<input type="checkbox"/>	<input type="checkbox"/>	A Hydro-geological study has been submitted. If no, please explain.	
<input type="checkbox"/>	<input type="checkbox"/>	A Traffic Study has been submitted. If no, please explain.	
<b>PARKING: (See attached Parking Standards)</b>			
		Total number of parking spaces required under the Zoning Ordinance	
		Number of existing parking spaces:	
		Estimated number of parking spaces required by proposed use is:	
		Existing paved area is:	sq ft.
		Proposed new paved area is:	sq ft.
		Number of proposed new parking spaces	
		Size of spaces: (9' x 18')	ft x ft
		Width of maneuvering aisles	ft
<b>ATTACH PLANS THAT SHOW CONSTRUCTION DETAILS FOR PARKING AREA(S), CONSTRUCTIONS NOTES, FINAL GRADES AND DRAINAGE, AS APPLICABLE FOR CLARITY.</b>			
		Fire Protection: Attach a letter from the Town of Gorham Fire Chief that verifies the proposed amendment meets all design requirements for fire service and or fire protection.	
<b>YES</b>	<b>NO</b>	<b>SIGNAGE:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Are there existing signs on-site? If so, how many are there and what is the total sign area in square feet?	existing signs totaling sq. ft.
<input type="checkbox"/>	<input type="checkbox"/>	Is there proposed new signage? If so, how many signs are proposed and what is the total proposed square footage?	existing signs totaling sq. ft.
<b>ATTACH SCHEMATIC DRAWINGS FOR EACH PROPOSED SIGN, INDICATE THE SIGN AREA IN SQUARE FEET, &amp; SHOW LOCATION ON THE SITE PLAN.</b>			
<b>YES</b>	<b>NO</b>	<b>BUSINESS HOURS</b>	
		Days of Operation:	weekdays; weekends
		Hours of Operation:	Open from to
		What are the months of operation?	Open from to
<input type="checkbox"/>	<input type="checkbox"/>	Will there be more than one shift? If yes, please explain.	
<b>YES</b>	<b>NO</b>	<b>AESTHETICS AND ENVIRONMENTAL IMPACT</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Does this amendment affect property that is of historical importance or adjacent to such a site? If yes, explain:	
<b>YES</b>	<b>NO</b>	<b>FLOODPLAIN AND SHORELAND ZONING</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Is any part of the property within the Shoreland Overlay District? If yes, explain.	
<input type="checkbox"/>	<input type="checkbox"/>	Is any part of the property within a flood hazard area that is subject to periodic flooding? If yes, explain.	

Check All That Apply		THE FOLLOWING MAY APPLY. (Answer Yes/No or comment Does Not Apply).	Explain or comment as needed for clarification
YES	NO	TRAFFIC:	
		Estimate the number of vehicle trips entering and leaving the site on a daily basis.	entering;          exiting
		Estimate the number of vehicles entering and leaving the site during the busiest a.m. hour:	entering;          exiting The busiest a.m. hour falls between a.m. and          a.m.
		Estimate the number of vehicles entering and leaving the site during the busiest p.m. hour:	entering;          exiting The busiest p.m. hour falls between a.m. and          p.m.
		Please indicate the following: size, number, and frequency of trucks exiting the site with gravel loads:	The size is          feet wide and feet long; The number is          ; and the frequency is          trips per day.
YES	NO	POST CONSTRUCTION STORMWATER MANAGEMENT	
<input type="checkbox"/>	<input type="checkbox"/>	Will the construction activity disturb one acre or more?	
<input type="checkbox"/>	<input type="checkbox"/>	Is the parcel located within the Town of Gorham MS4 area?	
YES	NO	STATE AND LOCAL PERMITS	
<input type="checkbox"/>	<input type="checkbox"/>	Is a Maine Department of Environmental Protection (MDEP) Permit required. If yes, list the permit.	
<input type="checkbox"/>	<input type="checkbox"/>	Is an Army Corps of Engineers approval/permit required? If yes, list the permit.	
<input type="checkbox"/>	<input type="checkbox"/>	Are there any State or Federal approval required? If yes, list the approval.	
<input type="checkbox"/>	<input type="checkbox"/>	A Maine Construction General Permit (MCGP) is required where the area of disturbance is greater than one acre. Is an MCGP permit required?	
<input type="checkbox"/>	<input type="checkbox"/>	Is a variance from the Zoning Board of Appeals required? If yes, please describe:	
<input type="checkbox"/>	<input type="checkbox"/>	List all other municipal permits and licenses required:	

**PACKETS FOR ESTABLISHING PERFORMANCE GUARANTEES ARE AVAILABLE ON-LINE AND IN THE GORHAM PLANNING OFFICE.**

*The undersigned hereby makes application to the Town of Gorham for approval of the proposed project and declares the foregoing to be true and accurate to the best of his/her knowledge.*

\_\_\_\_\_  
SIGNATURE: APPLICANT OR APPLICANT'S AGENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

# APPLICANT'S CHECKLIST FOR PLAN REQUIREMENTS

**SUBMITTALS THAT THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BOARD REVIEW.**

The following checklists includes items generally required for development by the GORHAM LAND USE ORDINANCES and, due to projects specifics, are required to provide a complete and accurate set of plans, reports and supporting documentation.

- A) Paper size:
  - No less than 11" X 17" (reduced) or greater than 24" X 36" (full)
- B) Scale size:
  - Under 10 acres: no greater than 1" = 30'
  - 10 + acres: 1" = 50'
- C) Title block:
  - Applicant's name and address
  - Name of preparer of professional consultants with license numbers and professional seals  Date of plan preparation
  - Parcel's tax map identification (map – lot)
  - Label all zoning districts abutting the property boundaries.
- D) Boundary survey performed and sealed by licensed surveyor:
  - Identify all existing boundary markers
  - Show all proposed boundary monuments (per ordinance)
  - Show all metes and bounds, rights of way and easements
  - Show names of adjacent lot owners and parcel tax map numbers
- E) Provide orientation:
  - Arrow showing true north and magnetic declination
  - Graphic scale  Parcel Owners and map and lot
  - Signature block for planning board
- F) Show location and description of:
  - Elevations of dwelling units. If applicable
  - All structures within 50 feet of the project parcel
- G) Show parcel data:
  - Zoning District(s)  Lots  Lot Widths  Lot Depths
  - Street frontage  Building setback lines  Lot Areas
  - Rights-of-way  ROW area  Exist. & new street names
  - Wetlands  Wetland setbacks  Easements
  - Common tracts  undisturbed areas
  - Shoreland Zoning setbacks
  - Note on the plan regarding areas to be designated as protected areas.
- H)  Show names and addresses of all owners of record on abutting parcels and the assessor's map and lot numbers.
- I) Show the location of existing and proposed Utilities and identify which utilities are to be privately owned/ municipally owned:
  - Overhead Electric  underground electric
  - Water mains  Wells  Gas mains  Cable TV
  - Sewer mains  Test pits  Septic tanks  Leach fields
  - Storm drain lines  Catch basins  Culverts  Gutters
  - Stormwater storage basins  level spreaders  Rain gardens
  - Nearest fire hydrant

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PRESENT A CLEAR UNDERSTANDING OF THE PROJECT.**

- J) Indicate required landscaping including:
  - Type of plant material  Plant/Tree sizes
  - Placement  Irrigation systems
- M) Legal Documents:
  - Easements  Deed of Covenants
  - PWD Agreement to serve  Homeowners' Association
  - Road Maintenance Docs  Deed docket & page numbers
- N) Provide a locus map at a scale not more than **400 feet to the inch** showing the relation to other properties and geographic features, and show:
- O) Show the locations of any:
  - Parks  Preserved Open space  Conservation easements
  - Easements  Rights-of-way  Street alignments
  - All intersecting property lines within 50 feet of the parcel.
- P) Include plans, profiles and typical sections of all streets and access roads, including
  - Intersections or  Distance to nearest intersection
  - Driveways onsite  Distance to nearest driveway
  - Sight visibility lines
- Q) Show all existing and proposed lighting
  - Map of all street lighting, attached lighting, and area lighting
  - Location of lighted signs  Photo-metrics map
- R)  Indicate the location of any permanently installed machinery likely to cause appreciable noise at the lot lines.
- S) Provide description of these materials stored on the property:
  - Hazardous  Toxic  Raw Waste
- T)  Show existing contours and finished grade elevations onsite and sufficiently offsite to demonstrate how the project is situated in the surrounding environment.
- U) Indicate the location and dimensions of:
  - Sidewalks  Curbs  Driveways
  - Fences  Retaining walls  Other artificial features
- V) Copies of State and Local permit applications:
  - Identify named streams, rivers, ponds on-or-within 250' of site
  - Notice of Intent  NRPA  Permit by Rule
  - All other applicable permits
- W)  Copy of FIRM Map showing the proposed subdivision boundary to scale.

**NOTE TO APPLICANT: PRIOR TO THE SITE WALK, TEMPORARY MARKERS MUST BE ADEQUATELY PLACED THAT ENABLE THE PLANNING BOARD TO READILY LOCATE AND APPRAISE THE LAYOUT OF THE PROPOSED DEVELOPMENT.**



# Submissions and Scheduling of an Item for Planning Board Review

1. An application will not be deemed complete until the applicant has submitted the signed original application, with all supporting documentation, payment of the application fees and fourteen (14) packets [7 for Administrative Review] containing one copy each of all supporting documentation in the following order:
  - a. The signed application form
  - b. Supporting documents such as:
    - i. A copy of the current deed to the property. If the applicant is not the owner; a contract to purchase or lease, or other form of right, title or interest. or agreement to purchase.
    - ii. A completed Agent Authorization form, if the applicant is represented by an agent; and
    - iii. Any Easement Deeds, reports, studies, etc. [Only 4 Stormwater Reports]
  - c. Plan Sheets. [8 Full size (36" x 24") and 7 Reduced size (11" x 17") copies] Multiple plan sheets must be individually folded and bound with a rubber band or stapled together and folded. All plans and other oversized material must be folded to 9" x 12", with title displayed. **Rolled plans will not be accepted;**
2. The Town Planner will forward the application, plans and supporting documents to the Town's engineer for an estimate of cost to review.
  - a. The Town Planner will notify the applicant of the estimated cost for review. The applicant must complete an escrow agreement form and remit payment for escrow to the Town Planner. Upon completion of this agreement, the Town Planner will advise the Town's engineer to commence project review. Additional Peer Review funds may be required.
  - b. Unexpended escrow deposits are refundable in accordance with Land Use Code.
3. The Review Staff, which includes the Town Planner, Assessing and Code Departments, Fire, Police and Public Works departments as well as the Town's Engineer, Portland Water District and the Town's Attorney, will review all complete applications and the Town Planner will prepare staff notes advising the applicant of any questions, concerns or problems with the application. Revisions to the application must address all questions, concerns or problems raised by the Town Planner in the Staff Notes.
4. Upon completion of staff notes for the next scheduled Planning Board meeting, the Town Planner will email, (as an attachment) the most current staff notes to the applicant or the applicant's agent, if applicable. Hard copies of staff notes will be distributed only upon request.
5. Only applications with sufficient information for review (as set forth in the Land Use Code) will be considered for placement on an upcoming Planning Board Agenda. Please note:
  - Space on an agenda may not be reserved by a call, letter, or partial submission.
  - Public Hearings are placed at the beginning of the Agenda.
  - Items tabled at previous meetings will generally receive scheduling priority over new applications, in order of how long each has been pending.
  - New applications will be placed on the Agenda on a first-come, first-served basis. If more items qualify for scheduling that can be considered by the Board at a single meeting because of the number or complexity of previously scheduled items, then excess items will be carried over to the next regular meeting.
  - Applications or projects of special significance to the Town of Gorham may receive scheduling priority on the Planning Board agenda at the discretion of the Town Council.
  - Certain business will always be afforded agenda priority over all other business, as follows:
    - a. Advertised public hearings.
    - b. Business tabled at the previous meeting because of lateness.
    - c. Requests for reconsideration of action taken at previous meeting.

6. Meeting and Deadline dates for submittals are a part of this application packet. (See Planning Board Meeting Schedule chart.) If documents, reports and plans are not included in the Planning Board packets at the time of distribution to the Board, the Town Planner will not distribute late items to the Board.
7. Consent Agenda Items.
  - a. Certain administrative or noncontroversial items of business considered routine may be placed on the Consent Agenda if it is anticipated that there is no need for Board discussion and there will be no public comment on the item.
  - b. Conditions of approval for Consent Agenda items will be available to the Board in advance.
  - c. Any item on the Consent Agenda may be taken off the Consent Agenda and discussed as a regular item at the request of any board member or any member of the public.
  - d. Individual items on the Consent Agenda need to be removed from the Consent Agenda by formal vote. The items on the Consent Agenda should be approved by a single motion and vote.
  - e. Items which have been removed from the Consent Agenda should be discussed immediately following the approval of the Consent Agenda, in the order in which they appeared on the Consent Agenda.
  - f. Examples of possible Consent Agenda items include:
    - i. Minor amendment to an approved application.
    - ii. Routine re-approval of an approved application.
    - iii. Town discussion/comment on an application under review by the Maine Department of Environmental Protection or other State agency.
    - iv. Routine business relating to Planning Board administration.
    - v. Site plan review of new non-residential use in a single or multi-unit, non-residential building, if such building has previously been granted site plan review approval by the Board.
    - vi. Final approval of items considered by the Board at the previous meeting if the Board, by affirmative vote at that meeting, rules that the items should be placed on the Consent Agenda for final review of conditions or revised plans.
8. The conditions of approval must be added to the Plan for any subdivision, site plan or private way and the Plan shall be recorded at the Cumberland County Registry of Deeds within thirty (30) days of the date of written notice of approval by the Planning Board. A dated copy of the recorded site plan shall be returned to the Town Planner prior to the start of site construction.
9. The final recording Mylar for any subdivision, site plan or private way may be signed by the Planning Board at the close of the meeting only if the Mylar and three (3) paper copies have been filed with the Planning Department by noon on Monday one (1) week prior to a Planning Board meeting. Prior to the signing of mylars by the Planning Board, information in an AutoCAD.dwg or dxf format (preferably .dwg) must be submitted to the Town Planner on a CD.

*NOTE: The Planning Board Rules state that no new agenda items may be taken up after 10:00 PM, unless the Board votes to waive the rules. Scheduled items tabled at the meeting because of the hour shall have first priority at the next scheduled meeting of the board.*