



# TOWN OF GORHAM PLANNING OFFICE

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

NEW GRAVEL PIT APPLICATION									
<b>FEEES FOR PLAN REVIEW</b>	<input type="checkbox"/> Less than 5 acres: \$1,000.00 plus \$50.00 for Legal Ad or <input type="checkbox"/> 5 acres or more: \$1,500.00 plus \$50.00 for Legal Ad and <input type="checkbox"/> \$3,500.00 for Peer Review and Legal Services Escrow. <i>(\$500.00 plus \$3,000.00 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	
	Physical Address								
PROPERTY OWNER'S INFORMATION	Name			Mailing Address					
	Phone								
	Fax								
	Email								
APPLICANT'S AGENT INFORMATION	Name			Mailing Address		Name of Business			
	Phone								
	Fax								
	Email								
PROPERTY DESCRIPTION	Existing Use:								
	General description of the proposed activity or use:								

## APPLICATION FOR NEW GRAVEL PIT

The original signed copy of this form must be accompanied by the required fees, ten copies of the application form plus ten sets of the plans, maps, drawings, and other necessary submissions.

Check All That Apply		THE FOLLOWING QUESTIONS 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"/>	Complete the attached Agent Authorization form. Would the Agent/Applicant like to receive electronic written correspondence (i.e., staff action memoranda, abutter comments, etc.) through email?	
<input type="checkbox"/>	<input type="checkbox"/>	Attached are copies 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	
<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"/>	Identify any and all easements on property. Attach copies of all easement deeds.	
<input type="checkbox"/>	<input type="checkbox"/>	Copies of any and all existing covenants or deed restrictions.	
<input type="checkbox"/>	<input type="checkbox"/>	Identify location of all building setbacks, yards and buffers required by this Ordinance	
<input type="checkbox"/>	<input type="checkbox"/>	Names and addresses of all abutting property owners, including those in neighboring towns, if applicable.	
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity map showing general location of the site within the Town based upon a reduction of the Town tax maps.	
<input type="checkbox"/>	<input type="checkbox"/>	Boundaries of all contiguous property under the control of the owner or applicant, regardless of whether all or part is being developed at this time.	
<input type="checkbox"/>	<input type="checkbox"/>	Name, registration number and seal of the architect, engineer and/or similar professional who prepared the plan.	
<input type="checkbox"/>	<input type="checkbox"/>	Boundary Survey, if proposed pit is greater than 5 acres	
<input type="checkbox"/>	<input type="checkbox"/>	Location and Boundaries of property, of existing and proposed excavation areas with surface area measurements	
<input type="checkbox"/>	<input type="checkbox"/>	Present use of abutting properties	
<input type="checkbox"/>	<input type="checkbox"/>	Location of access roads, parking areas and all structures	
<input type="checkbox"/>	<input type="checkbox"/>	Required buffer areas, existing and proposed slope ratios	
<input type="checkbox"/>	<input type="checkbox"/>	Applicable plan requirements under Chapter IV, Section VI	

Check All That Apply		THE FOLLOWING QUESTIONS MAY APPLY. (Answer Yes/No or comment Does Not Apply).	Explain or comment as needed for clarification
YES	NO	EXISTING CONDITIONS	
<input type="checkbox"/>	<input type="checkbox"/>	Location and size of any existing sewer and water mains, culverts and drains, on-site sewage disposal systems, wells and power and telephone lines and poles on the property to be developed and of any that will serve the development from abutting streets or land.	
<input type="checkbox"/>	<input type="checkbox"/>	Location, names and dimensions of existing driveways, streets and right-of-ways within or adjacent to the proposed development.	
<input type="checkbox"/>	<input type="checkbox"/>	Location, dimensions and ground floor elevations of all existing buildings on site.	
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of parking and loading areas and walkways on site.	
<input type="checkbox"/>	<input type="checkbox"/>	Location of intersecting roads or driveways within two hundred (200) feet of the site.	
<input type="checkbox"/>	<input type="checkbox"/>	Location of open drainage courses, floodplains, wetlands, stands of trees, and other important natural features, with a description of such features to be retained.	
<input type="checkbox"/>	<input type="checkbox"/>	Identify rivers, streams, ponds or wetlands within 250' of the site	
<input type="checkbox"/>	<input type="checkbox"/>	Location of all surface and groundwater, depth to ground water	
<input type="checkbox"/>	<input type="checkbox"/>	Erosion and Sedimentation Control Plan to standards of C.C.S. & W.C.D.	
<input type="checkbox"/>	<input type="checkbox"/>	Hydrogeological Study, if proposed pit is >5A	
<input type="checkbox"/>	<input type="checkbox"/>	Does the proposed excavation overlay a state mapped sand and gravel aquifer? (yes or no)	
<input type="checkbox"/>	<input type="checkbox"/>	Identify rivers, streams, ponds or wetlands within 250' of the site	
<input type="checkbox"/>	<input type="checkbox"/>	Direction of existing surface water drainage across the site.	
<input type="checkbox"/>	<input type="checkbox"/>	Location, front view and dimensions of existing signs.	
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of any existing easements and copies of existing covenants or deed restrictions.	
<input type="checkbox"/>	<input type="checkbox"/>	Location of the nearest fire hydrant, dry hydrant or other water supply for fire protection and any existing fire protection systems.	
YES	NO	PROPOSED DEVELOPMENT ACTIVITY	
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of all provisions for water, evidence of their adequacy for the proposed use, including test pit data if on-site sewage disposal is proposed.	
<input type="checkbox"/>	<input type="checkbox"/>	Direction of proposed surface water drainage across the site.	

Check All That Apply		THE FOLLOWING QUESTIONS MAY APPLY. (Answer Yes/No or comment Does Not Apply).	Explain or comment as needed for clarification
YES	NO	PROPOSED DEVELOPMENT ACTIVITY (continued)	
<input type="checkbox"/>	<input type="checkbox"/>	Provisions for handling solid wastes, including the location and proposed treatment of any on-site collection or storage facilities.	
<input type="checkbox"/>	<input type="checkbox"/>	Location, dimensions and ground floor elevations of all proposed buildings or expansion on the site.	
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of proposed driveways, parking and loading dock areas and walkways.	
<input type="checkbox"/>	<input type="checkbox"/>	Location, front view, materials and dimensions of proposed signs, together with the method for securing the sign.	
<input type="checkbox"/>	<input type="checkbox"/>	Location and type of exterior lighting.	
<input type="checkbox"/>	<input type="checkbox"/>	Proposed landscaping and buffering.	
<input type="checkbox"/>	<input type="checkbox"/>	Construction schedule, including anticipated beginning and completion dates.	
<b>ATTACH PLANS THAT SHOW CONSTRUCTION DETAILS FOR PARKING AREA(S), CONSTRUCTIONS NOTES, FINAL GRADES AND DRAINAGE, AS APPLICABLE FOR CLARITY.</b>			
YES	NO	UTILITIES:	
<input type="checkbox"/>	<input type="checkbox"/>	Location of all utilities, including fire protection systems.	
<input type="checkbox"/>	<input type="checkbox"/>	Public Sewer: Attach a letter from the Portland Water District (PWD) that verifies that public sewer can be connected to, and that the existing system has available capacity.	The estimated gallons per day is          gpd.
<input type="checkbox"/>	<input type="checkbox"/>	Septic System: Subsurface waste disposal. <b>Attach a copy of the HHE 200 Report.</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Public Water: Attach a letter from the Portland Water District (PWD) that verifies the site can be served for the foreseeable future and that the proposed water plan meets or exceeds design requirements of the PWD.	
<input type="checkbox"/>	<input type="checkbox"/>	Fire Protection: Attach a letter from the Town of Gorham Fire Chief that verifies all design requirements for fire service and or fire protection are satisfactory.	
		Who is the electrical provider? Power will be <input type="checkbox"/> underground <input type="checkbox"/> overhead <input type="checkbox"/> Single Phase; <input type="checkbox"/> 2 Phase; <input type="checkbox"/> 3 Phase.	
		Who is the Telephone provider?	
		Who is the Natural Gas provider?	
YES	NO	SIGNAGE	
<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? <b>Attach schematic drawings for EACH proposed sign, indicate the sign area in square feet, and show location on the site plan.</b>	existing signs totaling          sq. ft.

Check All That Apply		THE FOLLOWING QUESTIONS MAY APPLY. (Answer Yes/No or comment Does Not Apply).	Explain or comment as needed for clarification
<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	
<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.	
<input type="checkbox"/>	<input type="checkbox"/>	Are the 100 yr. Floodplain Zones and the Shoreland Zoning boundaries shown on the site plan?	
<b>YES</b>	<b>NO</b>	<b>AESTHETICS AND ENVIRONMENTAL IMPACT</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Is this property an important historic or natural site, or adjacent to such a site? If yes, explain:	
<b>YES</b>	<b>NO</b>	<b>BUSINESS HOURS</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Days of Operation:	weekdays; weekends
<input type="checkbox"/>	<input type="checkbox"/>	Hours of Operation:	Open from to
<input type="checkbox"/>	<input type="checkbox"/>	This is a year round operation.	
<input type="checkbox"/>	<input type="checkbox"/>	This is a seasonal operation. If so, 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 describe:	
<b>YES</b>	<b>NO</b>	<b>TRAFFIC</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Estimate the number of vehicle trips entering and leaving the site on a daily basis.	entering; exiting
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	Will there be delivery truck service? If so indicate the following: size, number, type and frequency of delivery and service vehicles:	The size is feet wide and feet long; The number is ; the type is and the frequency is trips per day.
<b>YES</b>	<b>NO</b>	<b>POST CONSTRUCTION STORMWATER MANAGEMENT</b>	
<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?	

Check All That Apply		THE FOLLOWING QUESTIONS MAY APPLY. (Answer Yes/No or comment Does Not Apply).	Explain or comment as needed for clarification
YES	NO	STATE AND LOCAL PERMITS	
<input type="checkbox"/>	<input type="checkbox"/>	Is a Maine Department of Environmental Protection (MDEP) Permit required? If so, list the permit.	
<input type="checkbox"/>	<input type="checkbox"/>	Is an Army Corps of Engineers approval/permit required? If so, list the permit.	
<input type="checkbox"/>	<input type="checkbox"/>	Are there any State or Federal approval required? If so, list the approval.	
<input type="checkbox"/>	<input type="checkbox"/>	Are there any State or Federal Licenses/ Permits required? If so list the license/permit.	
<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 or professional consultants with license numbers and professional seals
  - Parcel's tax map identification (map – lot)
  - Date of plan preparation
- 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 with map and lot #s
  - 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
  - All driveway entrances or accesses within 100 feet
- 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
  - Common tracts     Easements     parcel areas
  - Shoreland Zoning setbacks     undisturbed areas
  - Note on the subdivision plan regarding areas to be taped off and protected until project construction is completed.
- H)  Show names and addresses of all owners of record on abutting parcels and the assessor's map and lot numbers.
- I)  Label all zoning districts abutting the property boundaries.
- J)  Show locations of natural physical features such as water bodies, watercourses, forest cover, and ledge outcroppings.
- K) 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.**

- L) 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:
  - All the area within five hundred (500) feet of the boundary line of the proposed development;
  - Any smaller area between the tract and all existing streets, provided any part of such a street used as part of the perimeter for the locus map is at least five hundred (500) feet from any boundary of the proposed development.
- O) Show the locations of any:
  - Parks     Preserved Open space     Conservation easements
  - Note on the subdivision plan regarding areas to be dedicated for public use and conditions of such dedication.
- P) Identify and locate each:
  - Easements     Rights-of-way     Street alignments
  - All intersecting property lines within 50 feet of the parcel.
- Q) Include plans, profiles and typical sections of all roads and other paved ways, including all relevant street data.
  - Intersections or     Distance to nearest intersection
  - Driveways onsite     Distance to nearest driveway
  - Sight visibility lines
- R) Show all existing and proposed lighting
  - Map of all street lighting, attached lighting, and area lighting
  - Location of lighted signs     Photo-metrics map
- S)  Indicate the location of any permanently installed machinery likely to cause appreciable noise at the lot lines.
- T) Provide description of these materials stored on the property:
  - Hazardous     Toxic     Raw Waste
- U)  Show existing contours and finished grade elevations onsite and sufficiently offsite to demonstrate how the project is situated in the surrounding environment.
- V) Indicate the location and dimensions of:
  - Sidewalks     Curbs     Driveways
  - Fences     Retaining walls     Other artificial features
- W) 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
- X)  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.*