



# TOWN OF GORHAM PLANNING OFFICE

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

<b>APPLICATION: PARKING REDUCTION</b>							<b>FEE FOR PLAN REVIEW</b>	<input type="checkbox"/> \$50.00	<b>AMOUNT PAID</b>
									\$
									DATE PAID: _____
<b>PROPERTY DESCRIPTION</b>	Parcel ID	Map		Lot		Zoning District		Total Land Area	
	Physical Address								
<b>PROPERTY OWNER'S INFORMATION</b>	Name					Mailing Address			
	Phone								
	Fax								
	Email								
<b>APPLICANT'S AGENT INFORMATION</b>	Name					Name of Business			
	Phone					Mailing Address			
	Fax								
	Email								
<b>PROPERTY DESCRIPTION</b>	<b>Existing Use:</b>								
	<b>Proposed Use:</b>								
	<b>EXPLAIN IN DETAIL WHY A PARKING REDUCTION IS NECESSARY:</b>								

## APPLICATION FOR PARKING REDUCTION REVIEW

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.

Check All That Apply		Please respond accordingly: Answer yes, no or does not apply; or provide calculations where needed.	Explain or comment as needed for clarification
YES	NO		

**Show calculations for the following information on a separate sheet if necessary.**

<input type="checkbox"/>	<input type="checkbox"/>	Attached are copies of documents that show 'Right, Title and/or Interest' in the property. If not, explain why.	
<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"/>	Attached are copies of all easement deeds. If not, explain why.	
		Floor area of existing structure(s) is:	sq. ft.
		Floor Area of proposed new structure(s) is.	sq. ft.
		Existing lot coverage: The percent of the lot covered by buildings is:	%
		Proposed lot coverage: The percentage of lot area covered by new building(s) is:	%
		Percentage of post development lot area covered by buildings is:	%

### **PARKING: (See attached Parking Standards)**

		<b>Total number of parking spaces required under the Zoning Ordinance</b>	
		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 is:	ft

### **FLOODPLAIN AND SHORELAND ZONING**

<input type="checkbox"/>	<input type="checkbox"/>	Is any part of the property within the Shoreland Overlay District or 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?	

Check All That Apply		Please respond accordingly: Answer yes, no or does not apply; or provide calculations where needed.	Explain or comment as needed for clarification
YES	NO		
<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>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>TRAFFIC:</b>			
		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.
<input type="checkbox"/>	<input type="checkbox"/>	Is a variance from the Zoning Board of Appeals required? If yes, please describe:	
<p><b>PLEASE NOTE: THE PLANNING BOARD WILL NOT SIGN THE FINAL MYLARS UNTIL PERFORMANCE GUARANTEES ARE COMPLETE.</b></p> <p><b>PACKETS FOR ESTABLISHING PERFORMANCE GUARANTEES ARE AVAILABLE ON-LINE AND IN THE GORHAM PLANNING OFFICE.</b></p>			

*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.*

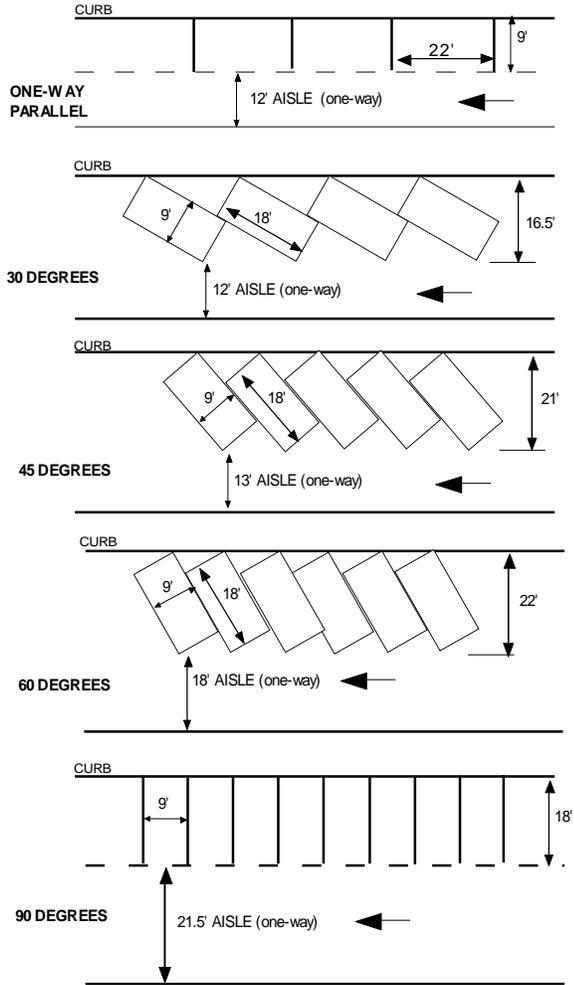
\_\_\_\_\_  
SIGNATURE: APPLICANT OR APPLICANT'S AGENT

\_\_\_\_\_  
DATE

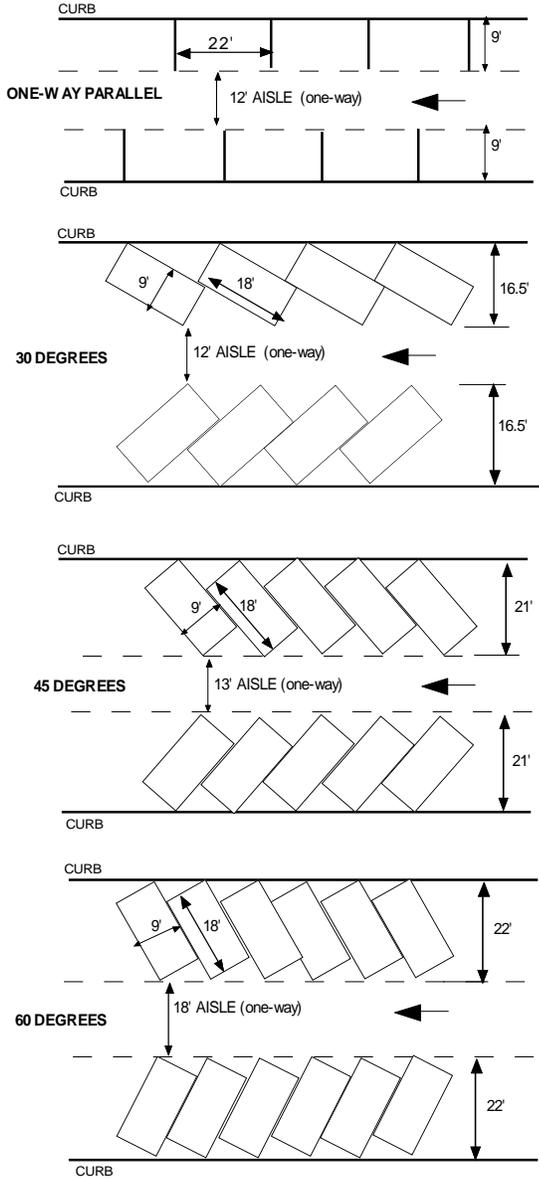
\_\_\_\_\_  
PRINT NAME

# PARKING STANDARDS

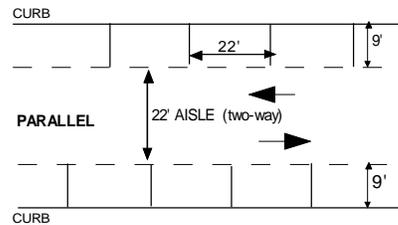
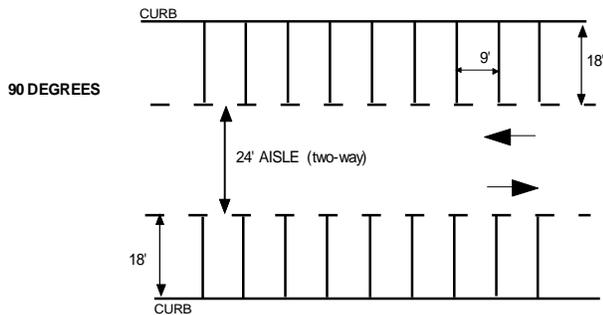
## PARKING STALL DIMENSIONS Single Row / one-way aisles



## PARKING STALL DIMENSIONS Two Rows of Parking / one-way aisles



## PARKING STALL DIMENSIONS Two Rows of Parking / two-way aisles



# 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:
  - No greater than 1" = 30'
- C) Title block:
  - Applicant's name and address
  - Name of preparer of professional consultants with license numbers and professional seals
  - Parcel's tax map identification (map – lot)
  - Date of plan preparation
- 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:
  - All structures on the parcel     All driveway entrances or accesses
- G)  Label all zoning districts abutting the property boundaries.

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

- H)  Show locations of natural physical features such as water bodies, watercourses, forest cover, and ledge outcroppings.
- I) Legal Documents:
  - Easements       Deed docket & page numbers
- J) Identify and locate each of the following:
  - Easements       Rights-of-way       Street alignments
  - All intersecting property lines within 50 feet of the parcel.
- K) 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
- L)  Show existing contours and finished grade elevations onsite and sufficiently offsite to demonstrate how the project is situated in the surrounding environment.
- M) Indicate the location and dimensions of:
  - Sidewalks       Curbs       Driveways
  - Fences       Retaining walls       Other artificial features

**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.*