



TOWN OF GORHAM
PLANNING OFFICE

75 South Street, Suite 1
 Gorham, Maine 04038

Phone: (207) 222-1620 • Fax: (207) 839-7711

APPLICATION: SITE PLAN REVIEW

		WITH NEW CONSTRUCTION		WITH NO CONSTRUCTION		AMENDMENT		Amount Paid
FEEES FOR PLAN REVIEW	RESIDENTIAL SITE PLAN	<input type="checkbox"/> \$1000<2000 sf GFA + \$25/EA. Add'l 1000 sf or fraction thereof + \$50 Public Notice		<input type="checkbox"/> \$600 + \$50 Legal Ad/ Public Notice		<input type="checkbox"/> \$1000 flat fee + \$50 Public Notice		\$
	NON-RESIDENTIAL SITE PLAN	<input type="checkbox"/> \$800<2000 sf GFA + \$25/ea add'l 1000 sf or fraction (w/no cap) + \$50 Public Notice		<input type="checkbox"/> \$800 flat fee + \$50 Public Notice		<input type="checkbox"/> \$800<2000 sf GFA + \$25/ea add'l 1000 sf or fraction (w/no cap) + \$50 public notice.		Date Paid:
	PEER REVIEW FEES	<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>						
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 INFORMATION (If different from Owner)	Name			Mailing Address				
	Phone							
	Fax							
	Email							
APPLICANT'S AGENT INFORMATION	Name			Name of Business				
	Phone			Mailing Address				
	Fax							
	Email							
PROPERTY DESCRIPTION	Existing Use:							
	Project Name							
	Proposed Use:							

APPLICATION FOR SITE PLAN 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, AS OUTLINED ON THE ATTACHED *SITE PLAN SUBMISSIONS CHECKLIST*.

Check All That Apply		THE PROPOSED PROJECT INVOLVES THE...	Explain or comment as needed for clarification
YES	NO		
<input type="checkbox"/>	<input type="checkbox"/>	Construction or addition of more than fifteen thousand (15,000) square feet of gross floor area in a nonresidential building or structure in an Industrial District.	
<input type="checkbox"/>	<input type="checkbox"/>	Addition of more than twenty percent (20%) of the existing gross floor area but not more than ten thousand (10,000) square feet of floor area in a nonresidential building or structure in any district other than an Industrial District within any three-year period.	
<input type="checkbox"/>	<input type="checkbox"/>	Construction of more than ten thousand (10,000) square feet of floor area in a nonresidential building or structure in a Rural or Roadside Commercial districts within any three-year period	
<input type="checkbox"/>	<input type="checkbox"/>	Construction of more than two thousand (2,000) square feet of floor area in a nonresidential building or structure in the Urban Residential, Suburban Residential, Village Center, Urban Commercial, Suburban Roadside Office, office Residential or Narragansett Development districts with any three-year period.	
<input type="checkbox"/>	<input type="checkbox"/>	Construction of a residential structure with five (5) or more units.	
<input type="checkbox"/>	<input type="checkbox"/>	Modification or expansion of an existing residential structure in which the number of dwelling units after construction will be five (5) or more.	
<input type="checkbox"/>	<input type="checkbox"/>	Conversion of an existing residential building, in whole or in part, to a nonresidential use with the exception of bed and breakfast establishments with public dining as an accessory use and inns.	
<input type="checkbox"/>	<input type="checkbox"/>	Construction or expansion of impervious surface such as, but not limited to: pavement, concrete, brick, stone and gravel including access drives and parking lots involving an area of more than one thousand (1,000) square feet;	

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		
<input type="checkbox"/>	<input type="checkbox"/>	Attached are copies of the most recent Deed, "Right, Title and/or Interest" in the property, or, if applicable, Contract to Purchase or Option to Lease the property	
<input type="checkbox"/>	<input type="checkbox"/>	The Owner holds an interest in abutting and/or contiguous property? If yes, please explain.	
<input type="checkbox"/>	<input type="checkbox"/>	All easements are shown and labeled on the property. Copies of all easement deeds are attached.	

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		
Attach calculations and/or plans as applicable that show construction details for Parking Area(s), Construction Notes, Final Grades, Drainage, Etc.			
<input type="checkbox"/>	<input type="checkbox"/>	Floor area of existing structure(s) is:	sq. ft.
<input type="checkbox"/>	<input type="checkbox"/>	Floor Area of proposed new structure(s) is.	sq. ft.
<input type="checkbox"/>	<input type="checkbox"/>	Maximum building height(s) is/are:	feet
<input type="checkbox"/>	<input type="checkbox"/>	Number of stories is/are:	
<input type="checkbox"/>	<input type="checkbox"/>	Total volume of building space is:	cubic feet
<input type="checkbox"/>	<input type="checkbox"/>	Existing lot coverage: The percent of the lot covered by buildings is:	%
<input type="checkbox"/>	<input type="checkbox"/>	Proposed lot coverage: The percentage of lot area to be covered by new building(s) is:	%

YES	NO	PARKING (See attached Parking Standards)	
<input type="checkbox"/>	<input type="checkbox"/>	Existing paved area is:	sq ft.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed estimated paved area is:	sq ft.
<input type="checkbox"/>	<input type="checkbox"/>	Number of existing parking spaces:	
<input type="checkbox"/>	<input type="checkbox"/>	Proposed number of parking spaces required per Code	

YES	NO	UTILITIES	
<input type="checkbox"/>	<input type="checkbox"/>	Public Sewer: Attach a letter from the Portland Water District (PWD) that verifies an available capacity, permission to connect to the public sewer system and that the proposed wastewater plan meets or exceeds design requirements of the PWD.	
<input type="checkbox"/>	<input type="checkbox"/>	Septic System: Subsurface waste disposal. Attach a copy of the HHE 200 Report.	
<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"/>	Potable water will be provided by an on-site well.	
<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.	
		Power lines and telephone will be: <input type="checkbox"/> underground <input type="checkbox"/> overhead	
		Electric Power will be: <input type="checkbox"/> Single Phase; <input type="checkbox"/> 2 Phase; <input type="checkbox"/> 3 Phase.	
		The Natural Gas provider will be:	
		The private hauler for Trash Pick-up will be:	
		Who will be contracted for the disposal of construction and site debris?	
<input type="checkbox"/>	<input type="checkbox"/>	Will the proposed use produce and/or involve the use of hazardous waste materials? If so, list all hazardous materials to be used and/or fabricated on site. Provide the name of a disposal company and Attach copies of agreements.	

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	EARTHWORK AND STOCKPILING	
<input type="checkbox"/>	<input type="checkbox"/>	The work associated with this project is not subject to the gravel pit provisions of Chapter II, Section I C of the Code.	
<input type="checkbox"/>	<input type="checkbox"/>	The volume of earth moving, removal, grading or filling activities for the proposed project is ten thousand (10,000) cubic yards of material or more.	
<input type="checkbox"/>	<input type="checkbox"/>	There will be a temporary stockpile suitable for fill material for future use in construction of this project.	
The Planning Board may approve temporary stockpiles for a period of 12 months for construction of the proposed project. The Planning Board will not approve temporary stockpiles for the purposes of resale.			

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, please fill out the Sign Application Packet and include it with this application.	new signs totaling sq. ft.

YES	NO	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?	

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	AESTHETICS AND ENVIRONMENTAL IMPACT	
<input type="checkbox"/>	<input type="checkbox"/>	Is this property an important historic or natural site, or adjacent to such a site? If yes, explain:	

YES	NO	BUSINESS HOURS:	
<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:	

YES	NO	THE FOLLOWING QUESTIONS MAY APPLY. (Answer Yes/No or comment Does Not Apply).	Explain or comment as needed for clarification
		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.
<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.

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.

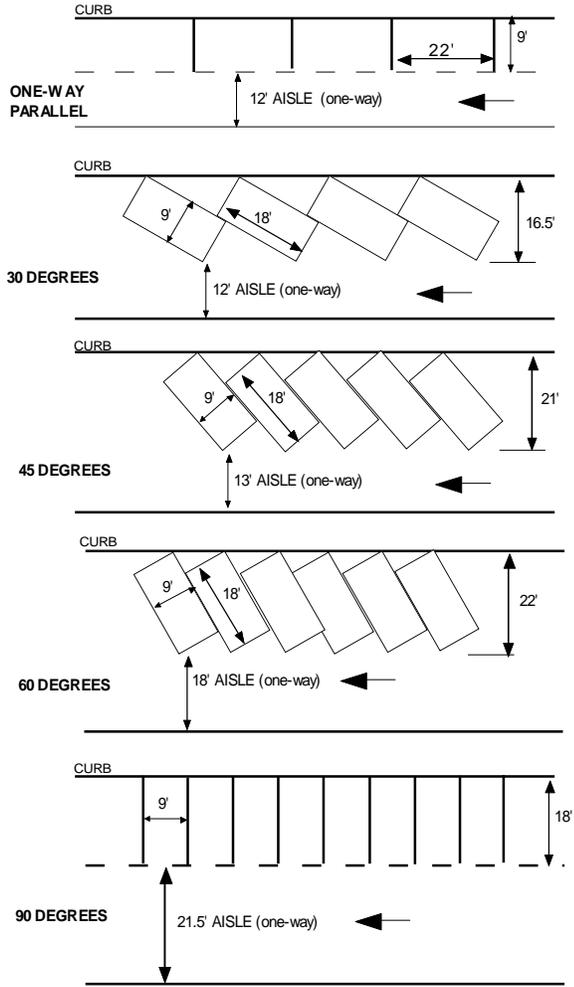
SIGNATURE: APPLICANT OR APPLICANT'S AGENT _____

DATE _____

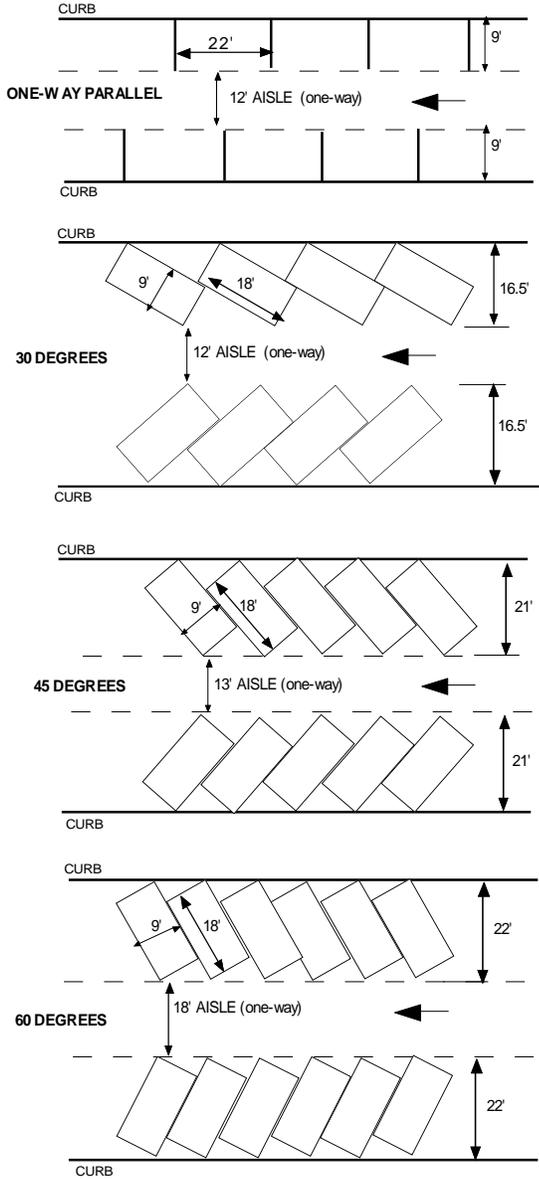
PRINT NAME _____

PARKING STANDARDS

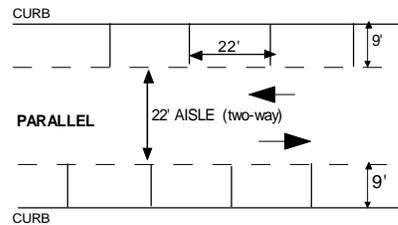
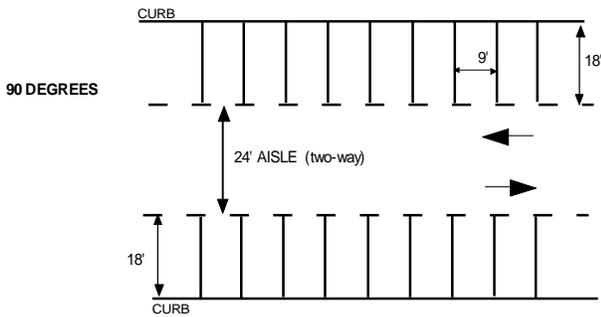
PARKING STALL DIMENSIONS Single Row / one-way aisles



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:
 - 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
 - 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 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
 - 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 undisturbed areas
 - Shoreland Zoning setbacks
 - 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 at two (2) foot intervals and finished grade elevations onsite and sufficiently offsite to demonstrate how the project is situated in the surrounding environment.
 - Show proposed changed in the topography of the site at two (2) foot intervals.
- 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.