

**SITE PLAN REVIEW
MASTER CHECKLIST
TOWN OF WATERBORO**

Site Plan Name: _____ Location: _____ Map _____
 Lot _____

All applications for Site Plan review shall be filed with the Code Enforcement Officer and processed to the appropriate municipal reviews by the Town Planner.

Ten (10) copies of 24" x 36" plans shall be drawn to scale of not greater than 1" to 100' and three (3) copies of the Site Plan in 11" x 17" format showing the following features, both existing and proposed:

ITEM SUBMITTED	ITEM REVIEWED BY	SITE PLAN DETAILS
<input type="checkbox"/>		Name of project, names and addresses of owners of record; tax map and lot number.
<input type="checkbox"/>		North arrow, date of plat, scale; name, address and seal of person preparing the plan with an appropriate signature block
<input type="checkbox"/>		Vicinity sketch and zoning district(s)
<input type="checkbox"/>		Boundaries of the site and abutting streets with widths, including length of lot lines
<input type="checkbox"/>		Footprint of building - showing the number of stories, dimensions of structure(s), accesses and use, including decks and outbuildings
<input type="checkbox"/>		Layout and location of off-street parking and loading, access drives and vehicular maneuvering areas
<input type="checkbox"/>		Location and size of all signs, gasoline pumps, and similar free standing structures
<input type="checkbox"/>		Waste/dumpster locations and snow storage areas
<input type="checkbox"/>		Location, direction and type of outdoor lighting
<input type="checkbox"/>		Location and type of screening and/or buffers and other landscaping
<input type="checkbox"/>		Location of all utilities
<input type="checkbox"/>		Topography of a contour interval not greater than 2 ft. showing the effects upon adjacent property
<input type="checkbox"/>		Hydrogeological impact study for any site where a septic system design flow is in excess of 800 gallons or if predominantly made up of non-typical septic waste. This study must contain components as listed in Section D.9a-f of Site Plan Ordinance.
<input type="checkbox"/>		Meets definitions and requirements set forth in the Zoning Ordinance

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<input type="checkbox"/>		Provides adequate access to the site for emergency vehicles; access without parked cars in way
<input type="checkbox"/>		Provides adequate dry hydrants and access to the hydrants and Fire Department sprinkler connection and pressure hydrants and/or cisterns, as applicable
<input type="checkbox"/>		Proposed exterior lighting creates no hazard to motorists on adjacent streets or occupants of adjacent properties
<input type="checkbox"/>		Provide a detailed buffer zone and on-site landscaping for protection of neighboring properties
<input type="checkbox"/>		Proposed use will not disturb the peaceful enjoyment of abutting property owners as a result of noise, vibrations, fumes, odor, dust, glare or other cause.
<input type="checkbox"/>		The provisions for parking and loading and pedestrian circulation on the site and adjacent streets will not create any safety hazard or impose significant burdens on public facilities which could be avoided by reasonable modifications of the plan. Parking will not prohibit access of emergency vehicles.
<input type="checkbox"/>		The proposed use of the site or its buildings will have no significant effect on private development of adjacent properties, or the value of adjacent properties which could be avoided by reasonable modifications to the plan. Keep with character of neighborhood.
<input type="checkbox"/>		The design of the site will not result in significant flood hazards or flood damage and is in conformance with applicable flood hazard requirements.
<input type="checkbox"/>		The site contains an adequate storm water management plan.
<input type="checkbox"/>		Adequate provisions are made for the disposal of wastewater and solid waste.
<input type="checkbox"/>		Adequate provisions for drainage on site.
<input type="checkbox"/>		The proposed water supply meets the demands of the use and/or for fire protection.
<input type="checkbox"/>		Snow removal and adequate storage, so it will not obstruct parking or civilian/emergency vehicle traffic.
<input type="checkbox"/>		Provisions for the storage of hazardous waste as defined by State law and Waterboro Hazardous Waste Ordinance. Hazardous materials proposed will be identified.
<input type="checkbox"/>		The proposed use had no adverse impact on significant scenic vistas or on significant wildlife habitat which could be avoided by reasonable modification to the plan.
<input type="checkbox"/>		A nitrate study has been submitted if the nitrogen concentration in surface or groundwater at the property line of the site is in excess of 5 mg/l. Demonstrate the treatment of the water supply if the groundwater contains contaminants in excess of primary drinking water standards and the project is to be served by on-site groundwater supplies.
<input type="checkbox"/>		Performance bond as per section 12.04 of the Zoning Ordinance (see process below)
<input type="checkbox"/>		Sprinklered or not with additional infrastructure
<input type="checkbox"/>		Site walk date determined

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<input type="checkbox"/>		
<input type="checkbox"/>		

	STATE AND FEDERAL REVIEWS
<input type="checkbox"/> Letter Received	MDOT scoping session/traffic impact report
<input type="checkbox"/> Letter Received	MDEP Site Location Review complete
<input type="checkbox"/> Letter Received	State Fire Marshall
	LOCAL DEPARTMENT REVEIWS
<input type="checkbox"/> Letter Received	Waterboro Water District (consultation)
<input type="checkbox"/> Letter Received	Waterboro Fire Department
<input type="checkbox"/> Letter Received	Waterboro Road Review Committee
<input type="checkbox"/> Letter Received	Waterboro Code Enforcement Officer
<input type="checkbox"/> Letter Received	Waterboro Town Planner
	PERFORMANCE BOND PROCESS
<input type="checkbox"/> Letter Received	Calculated infrastructure costs (from applicant's engineer)
<input type="checkbox"/> Letter Received	Municipal review and peer review of infrastructure costs
<input type="checkbox"/> Letter Received	Anticipated build out schedule
<input type="checkbox"/> Passbook Received	Savings Deposit Book to Town of Waterboro