

Town of Hancock
Site Plan Review Application



1. Date of Application:	2. Applicant's Name:
3. Applicant's Address:	4. Applicant's Phone Number:
5. Location of Site:	6. Tax Map _____ Lot #_____
7. Owner(s) if Different from Applicant:	8. Owner(s) Address (es)
9. Project Starting Date:	10. Project Completion Date:
11. Zoning Designation(s) of Property:	12. Type of Project:
13. Is property in Aquifer Protection Overlay?	14. Business Name:
15. Is property in Tree Growth, Open Space or Agriculture?	
16. Describe Right, Title, Or Interest of Applicant in Property. (If not owner: i.e. lease, option, purchase and sales agreement)	
17. Describe Existing Use of Property, Being Specific as Possible. (Use separate page and attach, if necessary.)	
18. Describe Proposed Use of Property, Being Specific as Possible. (Use separate page and attach, if necessary.)	
19. Percentage of Lot Coverage by Structures:	
20. Total Acreage:	
21. Road Frontage:	

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Required Submissions

The applicant is required to submit one (1) original permanent and ten (10) copies of a Site Plan and Supporting documentation with this application, showing the following:

General Information: The following general information is required:

Comp. N/A Waived

_____ _____ _____

- a. Name of owner of record and address;
- _____ _____ _____
- b. Applicant's name and address if different;
- _____ _____ _____
- c. The name of the proposed development;
- _____ _____ _____
- d. Names and addresses of all property owners within three hundred (300) feet of the edge of the property line;
- _____ _____ _____
- e. Sketch map showing general location of the site within the Town;
- _____ _____ _____
- f. Location map showing the boundaries of all contiguous property under the control of owner or applicant regardless of whether all or part is being developed at this time;
- _____ _____ _____
- g. The tax map(s) and lot number(s) of the parcel or parcels;
- _____ _____ _____
- h. A copy 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; and
- _____ _____ _____
- i. The names and addresses, and registration numbers, if registered, of the land surveyor, architect, engineer, and/or similar professionals assisting with the preparation of the plan.
- _____ _____ _____

Information Regarding Existing Conditions: The following information regarding existing conditions is required:

- a. Zoning classification(s) of the property and the location of zoning district boundaries if the property is located in more than one (1) zoning district or abuts a different district;
- _____ _____ _____
- b. The bearings and distances of all property lines of the property to be developed and the source of this information, prepared by a registered land surveyor as a Standard Boundary Survey;
- _____ _____ _____
- c. Location and size of any existing sewer and water mains, culverts, and drains on the property to be developed and of any that will serve the development from abutting streets or land;
- _____ _____ _____
- d. Location, names, and present widths of existing streets and rights-of-way within or adjacent to the proposed development;
- _____ _____ _____
- e. The location, dimensions, and ground floor elevations of all existing buildings on the site;
- _____ _____ _____

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- f. The location and dimensions of existing driveways, streets, parking and loading areas, and walkways on the site;
- g. Location of intersecting roads or driveways within two (200) feet of the site;
- h. Topography of the site at appropriate contour interval (1', 2', or 5') depending on the nature of the use and character of the site;
- i. Major natural features on the site and including, within two hundred fifty (250) feet of the boundaries of the site, wetlands, streams, ponds, flood plains, groundwater aquifers, significant wildlife habitats or other important natural features;
- j. Soils information if on-site sewage disposal is proposed. This information should be detailed enough to allow those portions of the site not suitable for on-site disposal systems to be identified;
- k. The location of open drainage courses, wetlands, significant stands of trees, and other important natural features, with a description of such features to be retained;
- l. The direction of existing surface water drainage flow across the site;
- m. The location and dimensions of existing signs;
- m. The location and type of all existing exterior lighting; and
- o. A copy of such covenants or deed restrictions, if any, as are intended to cover all or part of the tract. Such covenants or deed restrictions shall be referenced on the plan.

Information regarding Proposed Development Activity: The following information regarding the proposed development activity is required:

- a. The location of all building setbacks, yards, and buffers required by this Ordinance;
- b. The location, dimensions, including heights, and ground floor elevations of all proposed buildings on the site;
- c. The location, dimensions of proposed drive ways, parking and loading areas, and walkways;
- d. The location and dimensions of all proposed water supply and wastewater disposal systems;
- e. The direction of proposed surface water drainage flow across the site;
- f. Location, front view, and dimensions of proposed signs;
- g. Location and type of proposed exterior lighting;
- h. Proposed landscaping and buffering; and
- i. A schedule of construction, including anticipated beginning and completion dates.

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Additional Information Required Of Major Developments

Applications for major developments shall include the following additional information:

- a. Existing and proposed topography of the site at one (1), two (2), or five (5) foot contour intervals, or such closer interval as the Planning Board may determine;
- b. A storm water drainage and erosion control program showing:
 - 1) The existing and proposed method of handling storm water run-offs;
 - 2) The direction flow of the run-off through the use of arrows;
 - 3) The direction, elevation, and size of all catch basins, dry wells, drainage ditches, swales, retention basins, and storm sewers;
 - 4) Engineering calculations used to determine drainage requirements based upon the 25-year 24-hour storm frequency, if the project will significantly alter the existing drainage pattern due to such factors as the amount of new impervious surfaces (such as paving and building area) being proposed; and
 - 5) Methods of controlling erosion and sedimentation during and after construction.
- c. A ground water impact analysis prepared by a groundwater hydrologist for projects involving common on-site water supply or sewage disposal facilities with a capacity of two thousand (2,000) gallons or more per day.
- d. A utility plan showing, in addition to provisions for water supply and wastewater disposal, the location and nature of electrical, telephone, and any other utility services to be installed on the site.
- e. A planting plan and schedule keyed to the site plan and indicating the general species and sizes of trees, shrubs, and other plants to be planted on the site.
- f. A traffic impact analysis demonstrating the impact of the proposed project on the capacity, level of service and safety of adjacent streets.
- g. A written statement from a professional engineer and Hancock Fire Chief as to the adequacy of the water supply in terms of quantity and pressure for both domestic and fire flows.
- h. The location, width, typical cross-section, grades and profiles of all proposed streets and sidewalks.
- i. Construction drawings for streets, sanitary sewers, water and storm drainage systems, designed and prepared or approved by a professional engineer registered in the State of Maine.
- j. The location of any pedestrian ways, lots, easements, open spaces, and areas to be reserved for or dedicated to public use and/or ownership. For any proposed easement, the developer shall submit the proposed easement language with a signed statement certifying that the easement will be executed upon approval of the development. In the case of any streets or other ways dedicated to public ownership, the developer shall submit a signed statement that he will maintain such streets or ways year-round until such time as they may be accepted by the Town.
- k. Written offers of dedication or conveyance to the municipality, in a form satisfactory to the Town Attorney, of all land included in the streets, highways, easements, parks, or other open space dedicated for public use, and copies of agreements or other documents showing the manner in which spaces, title to which is reserved by the developer, are to be maintained.
- l. If the development is a condominium or a clustered development, evidence that all requirements relative to establishment of a homeowners' association or condominium owners' association have been met. If the development is a clustered development,

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evidence shall be presented that all other requirements of this Ordinance pertaining to clustered development have been met. The submission shall include copies of the by-laws of any homeowners' or condominium association charged with maintaining common spaces and lands. Homeowners' associations or condominium documents shall clearly state that the association or condominium shall properly maintain private roadways serving the development after the developer has legally relinquished that responsibility and until such time as the Town may accept them as public ways.

m. Cost of the proposed development and evidence of financial capacity to complete it. This evidence should be in the form of a letter from a bank or other source of financing indicating the name of the project, amount of financing proposed, and their interest in financing the project.

Note: If in the judgment of the applicant one or more of the following Review Standards are not applicable to his/her project, the reason(s) why should be given in as much detail as possible.

Site Plan Review Standards

The applicant is required to demonstrate that the proposed project will meet and/or conform with the following Site Plan Review Standards:

YES NO

1. Adequate provision has been made for off street parking and loading;
2. Adequate provision has been made for traffic movement of all types, including pedestrian, into, out of, and within the proposed project. The Board shall consider traffic movement both on-site and off-site in making its determination under this criteria;
3. Any traffic increase attributable to the proposed project will not result in unreasonable congestion or unsafe conditions on a road in the vicinity of the proposed development;
4. That the proposed project will be built on soil types which are suitable to the nature of the project and that adequate provision has been made to avoid erosion, contamination of ground or surface waters, interference with adjacent land, over-burdening of natural or artificial drainage systems, and/or any other adverse effects of inadequate drainage;
5. Adequate provision has been made to locate and designed proposed outdoor display and/or storage areas so as to avoid any safety hazard to vehicular and pedestrian traffic on and off the site;
6. Adequate provision has been made to avoid any hazard to travel on public or private ways, or any glare or other nuisance to the use of adjoining public or private property;
7. Adequate provision has been made with regard to Buffers, Screening, Landscaping, and the preservation and Enhancement of Significant natural features;
8. Adequate provision has been made to avoid unreasonable adverse effects on the scenic or natural beauty of the area, aesthetics, historic sites, rare and irreplaceable natural areas, existing uses, air quality, water quality, or other natural resources within the Town or in neighboring Towns;
9. Whenever a project is situated, in whole or in part, within two hundred fifty feet (250'), horizontal distance, of the normal high-water line of any water body, or within two hundred fifty feet (250') horizontal distance, of the upland edge of a freshwater wetland, or within seventy five feet (75'), horizontal distance, of the normal high-water line of a stream, adequate provision has been made to conserve shoreland vegetation, visual points of access to waters as viewed from public facilities, and actual points of public access to waters;
10. Adequate provision has been made to prevent any significant adverse effect upon the public health, safety, or general welfare of the neighborhood or community;

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- ____ 11. Adequate provision has been made to prevent any undue adverse effect upon the property values of adjacent or nearby properties;
- ____ 12. Adequate provision has been to avoid any undue adverse effect upon municipal services;
- ____ 13. Adequate provision has been made to assure the proper operation of the proposed business(es) or activity(ies) on the site through the provision of adequate and appropriate utilities, drainage, water supply, sewage disposal, solid waste disposal, access, parking and loading, and other necessary site improvements; and
- ____ 14. Adequate provision has been made to assure that the proposed development conforms in all respects with the provisions of this Ordinance.

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Application and Technical Review Fees

This application is not considered complete and the Planning Board will not act upon unless an application and technical review fee in the amount required in Section 9 of the Hancock Environmental Control Ordinance is submitted at the same time as this application.

Signature

I, the undersigned, do hereby acknowledge that the facts given in this application and in the documents accompanying this application are true and complete to the best of my knowledge. I further realize that Planning Board review will be based solely on the information given in this application and attached thereto, and that any missing information may result in the application being tabled until the missing information is provided and that inaccurate statements or subsequent changes in the proposed development of said property, without prior review and approval by the Board, may render any approval by the Planning Board null and void.

Signature: _____

Date: _____

Date Received by Code Enforcement Officer: _____

Amount of Application Fee Received: _____

Amount of Technical Review Fee Received: _____

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Approval or Denial of
Application

Permit Number _____

For Office Use Only

Applicant:

Project:

Location:

Submission Date:

This Application is: _____ Approved _____ Denied by the Planning Board

If Denied, Reason for Denial:

If Approved, The Following Conditions Are Prescribed:

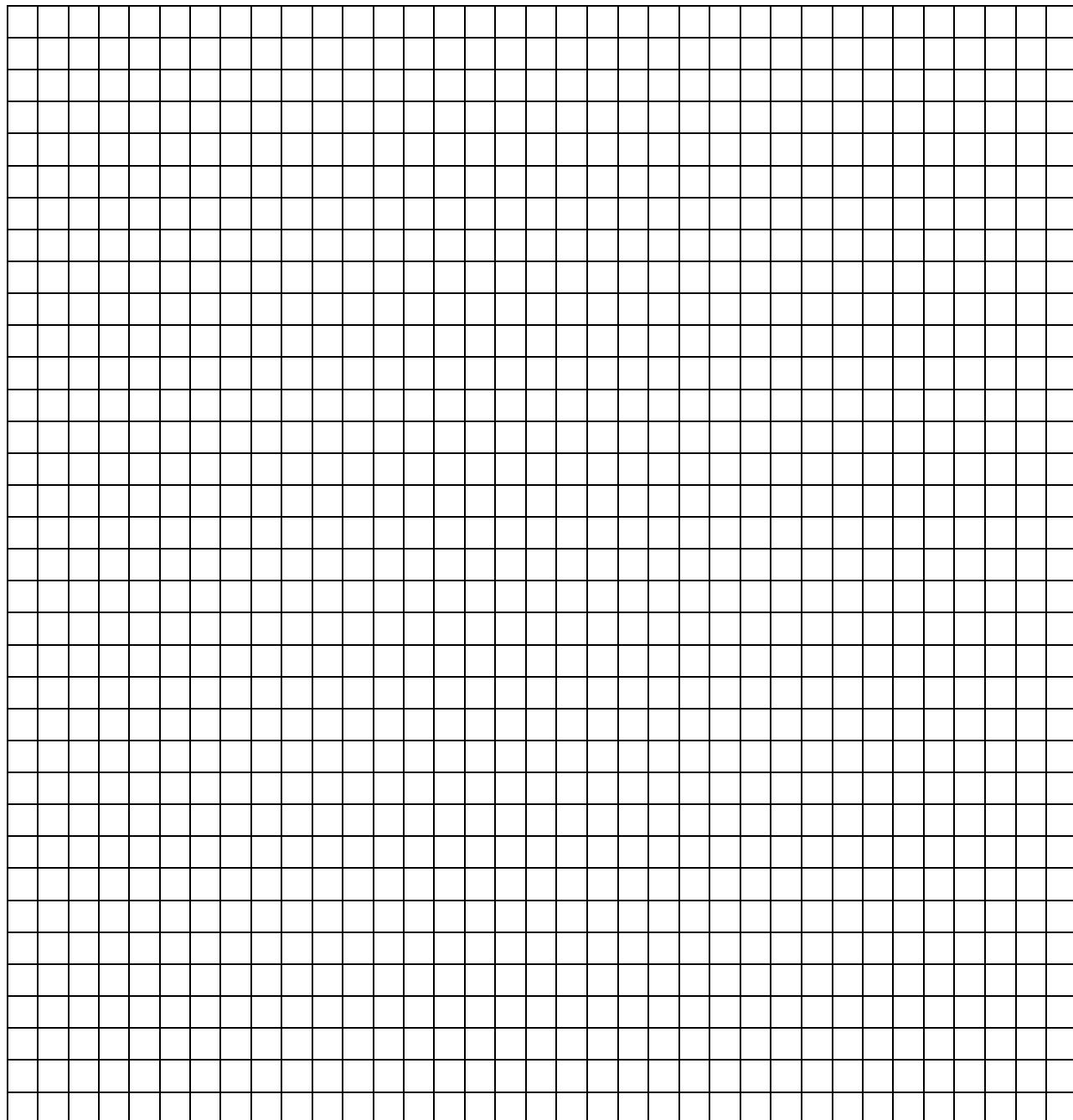
Note: In approving A Site Plan, The Proposed Use Shall Comply With The Purposes And Requirements Of The Environmental Control Ordinance For The Town Of Hancock.

Planning Board Chairman/
Code Enforcement Officer

_____ Date

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Please Include: Lot Lines, Setbacks, Parking, Driveways, Well, Septic, Existing and Proposed Structure(s), Signs, Loading Areas, Lighting, Buffers, Dumpster, Direction of Surface Water and any Wetlands, Streams or Ponds.



Scale: _____ Ft

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List of Abutters within 300' of Property

Name		Name	
Address		Address	
Map/Lot		Map/Lot	
Name		Name	
Address		Address	
Map/Lot		Map/Lot	
Name		Name	
Address		Address	
Map/Lot		Map/Lot	
Name		Name	
Address		Address	
Map/Lot		Map/Lot	
Name		Name	
Address		Address	
Map/Lot		Map/Lot	
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Name		Name	
Address		Address	
Map/Lot		Map/Lot	