

# **TOWN OF ARUNDEL**

## **CONDITIONAL USE APPLICATION AND INSTRUCTIONS**

**TOWN OF ARUNDEL  
CONDITIONAL USE APPROVAL PROCESS**

1. Upon inquiring or being informed by the Code Enforcement Officer that Conditional Use or Site Plan approval is required, the applicant shall be give this Conditional Use and Site Plan Review packet. This packet consists of:
  - A. A description of the process
  - B. A copy of Section 9.7 of the Arundel Land Use Ordinance, Controlling Conditional Uses
  - C. A preapplication form (optional)
  - D. A sample sketch plan illustrating the type of information which should be shown for a preapplication meeting
  - E. An application form
  - F. A sample plan for simple project
  - G. A submissions checklist to assist in the development of a complete application
  - H. A business registration form, required for any new business in the town.
  
2. The Planning Board customarily will review a sketch plan, discuss the merits of the application, schedule a site walk and determine if there is a need for a formal public hearing before submittal of an application. The sketch plan meeting with the Board is your opportunity to discuss your project, the need for any special considerations or waivers and for the Board to consider if special studies are necessary for a full review when the application is submitted.
  
3. After reviewing Section 9.7, and the instructions, decide whether your application would benefit from a preapplication meeting. You are encouraged to contact the Town Planner to discuss your project and there may be benefit to a preapplication meeting with the Planning Board as well. If you decide to have a preapplication meeting with the Planning Board, complete the preapplication form and submit a simple sketch showing property lines, existing structures and proposed structures, driveways and parking areas.
  
4. There are two types of reviews. The Staff Review Committee may review
  - Filling / Earth moving activity of more than 100 yards that is not a mineral extraction operation.
  - Any expansions of floor space, within or attached to a structure, by 25% or 500 sq. ft., whichever is less since 1979.
  
  - A change of use that does not involve any change in the building coverage, parking, driveways, or other site plan details.
  - Private roads, drives or parking lots.
  - Filling of a wetlands which require N.R.P.A. permits from D.E.P. or Nationwide Permits from the Army Corps of Engineers

All other conditional use applications must be reviewed by the Planning Board.

5. If the conditional use is for the establishment of a new business, a Business Registration form must be filed with the Town Clerk. A copy is included. If the conditional use is not for the establishment of a new business, this form may be ignored.
6. Please do not submit this entire package, but only the forms. Keep copies of all submissions for your records.
7. To be placed on a Planning Board agenda for Major Conditional Use or Site Plan review, a completed application plus all required submissions and fee payment **MUST** be presented to the Town Planner ***no later than fourteen (14) days prior to the Planning Board meeting.***
8. If your submission is incomplete you will be removed from the agenda by the Town Planner, so please be thorough.
9. Call the Town Planner at 985-4201 if you have any questions.
- 10.

## Excerpted from the Arundel Land Use Ordinance

### 9.7 CONDITIONAL USE PERMITS

#### 9.7. A Purpose and Authorization

The purpose of site plan reviews of conditional uses is to insure adequate scrutiny of plans for certain uses which have the potential to significantly impact a neighborhood environment and affect the public safety, health and welfare. The Planning Board is hereby authorized to hear and decide upon applications for Conditional Use Permits, in accordance with State Law and the provisions of this ordinance. The Board shall approve, approve with modifications or conditions, or deny applications for a Conditional Use Permit classified as major developments. Minor developments shall be reviewed by the Staff Development Review Committee.

#### 9.7. B Classification For Review

Conditional uses classifications shall be determined by the Codes Enforcement Officer and classified as either minor or major developments as follows:

##### 9.7.B.1 Minor Developments

- 9.7.B.1.a Filling / Earth moving activity of more than 100 yards that is not a mineral extraction operation.
- 9.7.B.1.b Any expansions of floor space, within or attached to a structure, by 25% or 500 sq. ft., whichever is less since 1979.
- 9.7.B.1.c A change of use that does not involve any change in the building coverage, parking, driveways or other site plan details.
- 9.7.B.1.d Private roads, drives or parking lots.
- 9.7.B.1.e Filling of wetlands which require N.R.P.A. permits from D.E.P. or Nationwide Permits from the A.C.O.E.

#### 9.7.C Existing Conditional Use Or Structure

A Conditional Use which lawfully existed prior to the effective date of this ordinance may be changed to another Conditional Use category as listed in Section 6.2, in conformity with all regulations of this ordinance pertaining to Conditional Uses, under the following provisions:

- 9.7.C.1 By permit by the Codes Enforcement Officer if the change of use will not result in expansion or intensification of use;
- 9.7.C.2 With Staff Board Review if the change of use will result in intensification of use but not a substantial expansion of use as defined.
- 9.7.C.3 With Planning Board Review for substantial expansions of use as defined.

#### 9.7.D Application Procedure & Submission Requirements

An applicant for a use that requires a Conditional Use Permit shall file an application for the permit with the Town Planner. The applicant shall be responsible for filing a fee of \$250.00 for Minor Developments and \$500.00 for Major Developments that covers administrative and legal advertisement fees. An application for an amendment or modification to an approved conditional use permit shall submit a filing fee of \$250.00 to cover administrative and legal advertisement fees. A development review fee of \$250.00 for Minor Developments and \$500.00 for Major Developments shall also be submitted. The town may use the development review fee to cover its costs of hiring expert assistance in reviewing the application. Any portion of the development review fee not used by the town shall be returned to the applicant. The following information must be present on all applications for Conditional Uses:

- 9.7.D.1 The name and address of the applicant (or his authorized agent). The name of the proposed development and the location of property. Statement of Conditional Use requested.

- 9.7.D.2 Evidence of applicant's right, title or interest (deed, lease agreement, purchase & sale, or letter of authorization) in the property and any deed restrictions or easements on the property.
- 9.7.D.3 Perimeter survey of the parcel made and certified by a registered land surveyor licensed in Maine, relating to reference points, showing true north point, graphic scale, corners of parcel, total acreage and date of survey.
- 9.7.D.4 A list of the name and addresses of all abutters and property owners within 500 feet of the boundaries of the property involved (including land across a public street) as disclosed on the tax maps on file in the Town Offices as of the date of the development plan review application.
- 9.7.D.5 Total floor area, ground coverage, and location of each proposed building, structure or addition. Location of all utilities, lighting, roads, drainage and parking areas.
- 9.7.D.6 All existing and proposed setback dimensions.
- 9.7.D.7 The size, location, direction and intensity of illumination of all signs and a lighting plan which includes.
  - 9.7.D.7.a The location of all existing and proposed exterior lighting fixtures.
  - 9.7.D.7.b Specifications for all proposed lighting fixtures including photometric data, color rendering index of all lamps and other descriptive information of the fixtures.
  - 9.7.D.7.c Proposed mounting height of all exterior lighting fixtures
  - 9.7.D.7.d Analyses and illuminance level diagrams showing that the proposed installation conforms to the light level standards of Sect.7.5.
  - 9.7.D.7.e Drawings of all relevant building elevations showing the fixtures, the portions of the walls to be illuminated, the illuminance levels of the walls, and the aiming points for any remote light fixtures.
- 9.7.D.8 The type, size and location of all incineration devices.
- 9.7.D.9 The type, size and location of all equipment generating significant noise, measured at lot lines.
- 9.7.D.10 The location, type and size of all existing and proposed catch basins, storm drainage facilities, streams and water courses, and all utilities, both above and below ground.
- 9.7.D.11 An on-site soils investigation report by a Maine Department of Human Services licensed Site Evaluator (unless the site is to be served by public sewer). The report shall identify the types of soil, location of test pits, and proposed location and design for the subsurface disposal system.
- 9.7.D.12 The amount and type of any raw, finished or waste materials to be stored outside of roofed buildings, including their physical and chemical properties.
- 9.7.D.13 Existing contours and proposed finished grade elevations of the entire site, and the system of drainage proposed to be constructed. Contour intervals shall be specified by the Planning or Staff Review Board.
- 9.7.D.14 The location, type, and size of all curbs, sidewalks, driveways, fences, retaining walls, parking space areas, and the layout thereof, together with the dimensions.
- 9.7.D.15 All landscaped areas, fencing, and size and type of plant material upon the premises in question.
- 9.7.D.16 All existing or proposed rights-of-way, easements, and other legal restrictions which may affect the premises in questions.
- 9.7.D.17 The location, names, and widths of all existing and proposed streets abutting the premises in question.
- 9.7.D.18 Any other information or data necessary for proper review and in conformance with all requirements set forth in the Arundel Subdivision Review Standards.
- 9.7.D.19 An appropriate place for the signatures of the Planning Board and Staff Review Board.
- 9.7.D.20 A traffic engineering study may be required, should the project be considered on of substantial magnitude. A traffic study requested by the Planning Board must include the following data:
  - 9.7.D.20.a An estimate of peak-hour traffic to be generated by the proposal.

- 9.7.D.20.b Existing traffic counts and volumes on surrounding roads.
- 9.7.D.20.c The capacity of surrounding roads and nay improvements which may be necessary on such roads to accommodate anticipated traffic generation.
- 9.7.D.20.d The need for traffic signals and signs or other directional markers to regulate anticipated traffic.

9.7.D.21 Written copies of all required state and federal approvals. Relevant state and federal laws include, but are not limited to: Site Location of Development Act, Natural Resources Protection Act, and Sec. 404 Clean Water Act (federal).

#### 9.7.E **Waivers**

The Board may grant a waiver or modification of these standards after the submission of a written request by the applicant and the Board by a unanimous vote of its quorum makes findings that:

- 9.7.E.1 the waiver or modification of the standard will not cause an adverse effect to the neighboring properties; and
- 9.7.E.2 the waiver or modification of the standard will not cause an adverse effect to the general health, safety and welfare to the town's residents; and
- 9.7.E.3 the cost of compliance with the standard is prohibitive in relation to the overall size and cost of the proposed use; and
- 9.7.E.4 there are no similar uses in the neighboring area which have been required to comply with the standard.

#### 9.7.F **Public Hearing**

Following the filing of an application for a major development, and before taking action on any application, the Planning Board may hold a public hearing on the application within 45 days. Following the filing of an application for a minor development, the Staff Development Review Committee will hold, within 10 business days, a public meeting during business hours to review the application. Notice of the Staff Development Review Committee meeting shall be mailed to abutters within 500 feet.

#### 9.7.G **Decision**

The decision of the Planning Board or Staff Development Review Committee shall be in writing and shall be based on findings whether the standards of Subsection 9.7.H have been or will be met. Appeals of decisions of the Staff Development Review Committee by an applicant, abutter, may be made to the Arundel Planning Board as Conditional Use. Failure to start construction or establish a use authorized by a conditional use permit within two years of the date of approval shall result the expiration of the approval.

#### 9.7.H **Standards for a Conditional Use Permit**

An applicant, who seeks a Conditional Use Permit, shall submit to the Board or Committee adequate evidence which will become part of the record, illustrating the proof required by this section. The Board shall review the application in accordance with all of the evidence submitted by the applicant, and shall make specific factual findings that the following are met:

- 9.7.H.1 That the use is compatible with and similar to the general categories of uses of neighboring properties.
- 9.7.H.2 That the use is consistent with the Comprehensive Plan and the anticipated future development of the neighborhood.
- 9.7.H.3 That there is adequate and safe pedestrian and vehicular access to and into the site to accommodate anticipated traffic to and from the use.
- 9.7.H.4 That there is adequate water supply and sewage disposal available to service the use.
- 9.7.H.5 That there will be no noise, dust, odor, vibration or smoke generated by the use that will adversely affect neighboring properties.
- 9.7.H.6 That the physical characteristics of the site including location, slope, soils, drainage and vegetative cover are suitable for the proposed use.

- 9.7.H.7 That the use will not constitute a public or private nuisance.
- 9.7.H.8 That all other requirements and applicable provisions of this ordinance, particularly any pertinent performance standards, are met.

9.7.I **Conditions Attached To Conditional Uses**

Upon consideration of the factors listed above, the Board or Committee may attach such conditions, in addition to those required in this ordinance that it finds necessary to further the purposes of this ordinance. Violation of any of these conditions shall be a violation of this ordinance. Such conditions may include, but are not limited to, specification for: type of vegetation; increased setbacks and yards; specified sewage disposal and water supply facilities; landscaping and planting screens; period of operation; operations controls; professional inspection and maintenance; sureties; deed restrictions, restrictive covenants; locations of piers, docks, parking and signs; type of construction; or any other conditions necessary to fulfill the purposes of this ordinance at the expense of the applicant.

In evaluating each application, the Board or Committee may request the assistance of the York County Soil and Water Conservation District, state or federal agencies, or consultants which can provide technical assistance at the expense of the applicant.

# Town of Arundel, Maine

## CONDITIONAL USE PREAPPLICATION FORM

### APPLICANT INFORMATION

1. Project Name: \_\_\_\_\_
2. Property Owner Name: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
Town, State, ZIP Code \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email \_\_\_\_\_
3. Applicant Name (if different): \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
Town, State, ZIP Code \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email \_\_\_\_\_

### GENERAL INFORMATION

4. Project Location: \_\_\_\_\_  
Arundel Tax Map \_\_\_\_ Lot \_\_\_\_
5. Land Use District: \_\_\_\_\_

### SITE INFORMATION

6. Please describe the existing use of the property to be developed and neighboring properties.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Please describe the proposed use of the property.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Waiver Requests? (Submit in writing) Yes  No

9. Please attach a check in the amount of \$15.00 made out to the Town of Arundel.

**To the best of my knowledge, all of the above stated information is true and correct.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Submit ten (10) copies of this application and any site plan sketches indicating the general site layout and location of the proposed conditional use, drawn at a scale not to exceed 1"=60'. Please include written requests and justifications for any requested waivers from the application requirements

If sketch plans are larger than 11" x 17", you may provide 2 full-sized sets and 8 copies reduced to 11" x 17". Applications will not be placed upon a Planning Board Agenda until the Town Planner receives all the plans, fees, written submissions or waiver requests to be considered complete. After receipt of all the necessary information, the Town Planner shall place the application on the next available agenda.

# APPLICATION INSTRUCTIONS

Conditional Uses listed in the Land Use table of Section 6.2 require plan review as described in Section 9.7 of the Arundel Land Use Ordinance. Section 9.7.D of the Ordinance lists the submission requirements for filing an application with the Town Planner for consideration by either the Planning Board or Staff Review Committee. As the applicant, you must read these requirements before you file your application to make sure your application is complete. The submission requirements are intended to provide the town with information required to decide whether or not your application meets the **Dimensional Requirements** found in Section 6.3, **Shoreland Standards** found in Section 6.4 and all the applicable **General and Specific Performance Standards** found in Section 7 & 8 of the Ordinance.

The Planning Board generally does not consider and approve an application in one meeting, so plan enough time for the review process to take place for your construction schedules or the start of your business activities. The Planning Board meets on the second (2nd) and fourth (4th) Thursday of each month starting at 7 PM, with the exceptions of holidays and vacations. In order to be placed on the agenda to present an application to the Board, a complete application must be submitted no less than fourteen (14) days prior to the meeting. The Board will not hear more than three new applications at any meeting, and therefore your application may be further delayed if there are many applications at one time. The Staff Review Committee will meet as necessary, usually on a Monday morning. Planning Board meetings take place in the conference room of the Arundel Fire Station, while the Staff Review Board will either meet at the site or at the Code Enforcement Office.

A basic application consists of the following:

1. A completed application form.
2. Ten (10) copies of building and site plans (4 copies for Staff Review Committee) showing or accompanied by the information required by Section 9.7.D.
3. The applicable application fee to cover review costs and mailings of public notices. The applicable refundable review fee to cover the town's costs of reviewing the application.
4. A list of names, mailing addresses, and map lot identification number from the Arundel Assessor's Records of all property owners within 500 feet of the subject property. The names and mailing addresses shall be printed

upon Avery 5160 labels or comparable label and suitable for attachment to standard sized envelopes for public hearing notice mailings.

5. If necessary, a written request for waivers of submission requirements contained in Section 9.7.D.

The site plan must include all of the information required by the Land Use Ordinance except for items for which a waiver is sought. Part of this application packet is a checklist that will help you prepare the application. Please use it as a guide to preparing a complete application, but recognize it is not a substitute for reading and following Section 9.7.D in detail.

The Town Planner will review the application to determine whether it is complete. If the application is complete the Planner will mail a notice to abutters and schedule your application for review before the appropriate Board. If the application is not complete, the Town Planner will notify you of the missing information needed to place the application on a Board agenda. If you think that you should not have to submit any of the required information, you should submit a *waiver request* stating why it should not be necessary for you to submit certain information to the Board.

After the Town Planner has determined your application is complete and you have presented it to the Planning Board, the Board may schedule your application for a Public Hearing within 45 days in accordance with Section 9.7.F. The Board will approve your application, with or without conditions, or deny your application usually within 30 days of the Public Hearing or receipt of the complete application, if no hearing is required.

#### **Arundel Planning Board**

Richard Ganong, *Chair*  
Tom McGinn, *Vice Chair*  
James Lowry, *Secretary*  
Marty Cain

Robert Coon  
John Der Kinderen  
Roger Morin

#### **Arundel Staff Review Board**

James Nagle, *Code Enforcement Officer*  
Renald Tardif, *Deputy Fire Chief*

Tad Redway, *Town Planner*  
Roger Taschereau, *Public Works Director*

# Town of Arundel, Maine

## CONDITIONAL USE APPLICATION

### APPLICANT INFORMATION

1. **Project Name:** \_\_\_\_\_
2. **Owner Name:** \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
Town, State, ZIP Code \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email: \_\_\_\_\_
3. **Applicant Name** (if different): \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
Town, State, ZIP Code \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email: \_\_\_\_\_
4. **Authorized Agent** (person(s) who will be responsible for all communication with the Planning Board):  
Name: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
Town, State, ZIP Code \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email: \_\_\_\_\_
5. **Design Consultants** (Architect, Surveyor, Engineer, Planner)  
Name: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
Town, State, ZIP Code \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email: \_\_\_\_\_

### GENERAL INFORMATION

6. **Project Location:** \_\_\_\_\_ Arundel Tax Map \_\_\_\_ Lot \_\_\_\_
7. **Land Use District:** (check all that apply)  R-1  R-2  R-3  R-4  AR  BI  
 DB-1  DB-2  GW  TC  Shoreland  Resource Protection  Flood Hazard  
 Telecom Tower Overlay Zone  Mobile Home Park Overlay Zone  NRC

8. Is the application for the establishment of a new business? Yes  No  If yes, complete the attached business registration form.

**SITE INFORMATION**

9. Please describe the existing use of the property to be developed and neighboring properties.

\_\_\_\_\_  
\_\_\_\_\_

Please describe the proposed use of the property.

\_\_\_\_\_  
\_\_\_\_\_

10. Total Acreage of Site: \_\_\_\_\_ Proposed Development Area: \_\_\_\_\_  
Proposed Road/driveway Length: \_\_\_\_\_ Area of parking lot \_\_\_\_\_  
Total Impervious Area: \_\_\_\_\_

11. Proposed Infrastructure Improvements (List Facility Type & Public/Private Ownership)

Sewer: \_\_\_\_\_ Water: \_\_\_\_\_  
Road: \_\_\_\_\_ Utilities: \_\_\_\_\_

12. Application Fee:  \$250 Minor / \$500 Major - for new applications:  
 \$250 for revisions; plus applicable Review Fee:  \$250 Minor / \$500 Major; refundable if not used by Planning Board. *Application fee is doubled if work has started or business has been established prior to application*

13. Waiver Requests? (Submit in writing) Yes  No

14. Please complete the attached Conditional Use Checklist to assure your application and site plan are complete.

**To the best of my knowledge, all of the above stated information is true and correct.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Submit ten (10) copies of this application and building and site plans showing or accompanied by the information required by Section 9.7.D. If plans are larger than 11" x 17", you may provide 2 full-sized sets and 8 copies reduced to 11" x 17". Applications will not be placed upon a Planning Board Agenda until the Town Planner receives all the plans, fees, written submissions or waiver requests to be considered complete. After receipt of all the necessary information, the Town Planner shall place the application on the next available agenda.

## Town of Arundel Conditional Use Review Application Checklist

Project Name \_\_\_\_\_

This checklist has been prepared to assist applicants develop their applications. It should be used as a guide. The checklist does not substitute for following the requirements of Section 9.7 of the Arundel Land Use Ordinance. The Town Planner will also be using the checklist to make sure your application is complete. Indicate in the first and third columns if the information has been submitted or if you request it to be waived. If you feel the information is not applicable to your project please indicate so in the second column.

<b>SITE PLAN REQUIREMENTS</b>	Submitted by Applicant	Does Not Apply	Applicant Requests to be Waived	Received by Town Planner	Comments
1. <b>Property Boundary Survey</b> signed & sealed by a Maine Licensed Land Surveyor, showing bearings and distances of the subject property boundary(s), and containing North arrow, graphic scale, acreage, property corners, date of survey, and location of adjacent lots and owner's names.					
2. <b>Proposed Site Plan</b> , drawn at a scale not to exceed one inch equals forty feet (1" = 40') or at a scale otherwise required by the Town Planner and showing both existing conditions and proposed improvements on the site; sealed by a Professional Engineer, Landscape Architect, or a Surveyor licensed in the State of Maine, and containing the following information:					
<ul style="list-style-type: none"> <li>• Existing &amp; proposed lot setback lines.</li> </ul>					
<ul style="list-style-type: none"> <li>• Existing &amp; proposed rights of way, easements &amp; other legal restrictions</li> </ul>					
<ul style="list-style-type: none"> <li>• Topographic survey showing existing and proposed site and building elevations at a contour interval of no more than two (2) feet, location and elevation of all existing and proposed structures, site features and site improvements.</li> </ul>					
<ul style="list-style-type: none"> <li>• Information Block containing location, address, Map-Lot number(s) of the subject property, as recorded in the Town Assessor's Office, name and address of the applicant(s), and owner(s) if different;</li> </ul>					
<ul style="list-style-type: none"> <li>• Approval Block providing space for the signatures of Planning Board members or the Staff Review Committee</li> </ul>					
<ul style="list-style-type: none"> <li>• Location of all on-site streams, watercourses, wetlands, waterbodies, drainage facilities and structures, 100-year floodplains, roads, driveways, parking lots,</li> </ul>					
<ul style="list-style-type: none"> <li>• Delineation of all existing and proposed public and private easements on or directly adjacent to the property;</li> </ul>					
<ul style="list-style-type: none"> <li>• Location, dimensions, and layout of all existing and proposed built elements, including buildings and structures, parking areas, driveways, curbing, Town/State roads, sidewalks, fences, walls, steps, piers and docks, patios, swimming pools, and signage</li> </ul>					
<ul style="list-style-type: none"> <li>• Location of existing site features located on the property, including but not limited to existing streams, wetlands, drainage swales, tree lines, identification and location of specimen trees greater than eight inches (8") caliper, location of existing rock outcrops, and boundary of 100-year Flood Zone as defined by the FEMA Flood Insurance Rate Map for the Town of Arundel</li> </ul>					

<b>SITE PLAN REQUIREMENTS</b>	Submitted by Applicant	Does Not Apply	Applicant Requests to be Waived	Received by Town Planner	Comments
<ul style="list-style-type: none"> <li>Location of existing and proposed utilities including overhead telephone poles and/or underground cables, public water lines, gate valves, fire hydrants, dumpsters or waste receptacles, private septic systems and water supply wells.</li> </ul>					
<ul style="list-style-type: none"> <li>Location, layout, and dimensions of all existing and proposed drainage facilities, accompanied by detailed drainage calculations signed and sealed by an Professional Engineer licensed in the State of Maine;</li> </ul>					
<ul style="list-style-type: none"> <li>Identification and location of all on-site soils derived from a medium intensity soil survey. The Planning Board or Staff Review Committee may at their discretion, require a high-intensity soil survey sealed by a Maine Licensed Soil Scientist.</li> </ul>					
<ul style="list-style-type: none"> <li>Site Data Summary detailing the total area of all existing and proposed site improvements, the amount of impervious surface, lot area, lot coverage, street frontage, building area, wetlands area, and stream areas, and compliance with the space and bulk requirements of the governing zoning district.</li> </ul>					
<ul style="list-style-type: none"> <li>The existing zone in which the property is located. In the event the property is divided by a zone line, the line shall be delineated and labeled on the Site Plan;</li> </ul>					
<ul style="list-style-type: none"> <li>Sight distances delineated for all driveway and street openings and all easements required to maintain such sight distances in perpetuity shall also be delineated on the plan;</li> </ul>					
<ul style="list-style-type: none"> <li>Location, type, size of incineration devices noise sources such as machinery.</li> </ul>					
<ul style="list-style-type: none"> <li>Location and inventory of outdoor materials storage</li> </ul>					
<ul style="list-style-type: none"> <li>Existing and proposed fire protection and fire suppression resources including location, size, flow rates and, capacity construction details and specifications, of cisterns, dry hydrants, wet hydrants, fire ponds, booster pumps, building fire department connections, external sprinkler system cisterns</li> </ul>					
<p><b>3. Detail Sheet</b> showing construction details of proposed streets, drives, roads, sidewalks, retaining walls, lighting fixtures, fences, and all similar proposed site improvements.</p>					
<p><b>4. Outdoor Lighting Plan</b> <i>consisting of :</i></p>					
<ul style="list-style-type: none"> <li>The location of all existing and proposed exterior lighting fixtures.</li> </ul>					
<ul style="list-style-type: none"> <li>Specifications for all proposed lighting fixtures</li> </ul>					
<ul style="list-style-type: none"> <li>Proposed mounting height of all exterior lighting fixtures</li> </ul>					
<ul style="list-style-type: none"> <li>Analyses and illuminance level diagrams.</li> </ul>					
<ul style="list-style-type: none"> <li>Drawings of all relevant building elevations showing fixtures, portions of walls to be illuminated, illuminance levels, and the aiming points for remote light fixtures.</li> </ul>					

<b>SITE PLAN REQUIREMENTS</b>	Submitted by Applicant	Does Not Apply	Applicant Requests to be Waived	Received by Town Planner	Comments
<b>5. Landscape Plan</b> showing location, layout, and quantity of all ornamental plant material and ground cover to be installed on the site. Plan should include s of all proposed plant material and ground cover and including:					
<ul style="list-style-type: none"> <li>Planting Schedule indicating plant species, variety, common name quantity, size and installation specifications;</li> <li>Planting details for shrubs and trees</li> </ul>					
<b>6. Building Plans</b> of all proposed structure(s) including interior layout, side, and front elevations drawn to a scale of not less than 1/4 inch to 1 foot.					
<b>7. Schematic elevation of proposed signs</b> , drawn to a scale of not less than 3/4 inches to 1 foot, and illustrating sign layout, lettering, graphics and logos, materials, color, and proposed illumination.					
<b>8. Detailed Cost Estimates</b> of all proposed site improvements including quantity and unit costs of materials and 10% contingencies.					

<b>WRITTEN SUBMISSION REQUIREMENTS</b>	Submitted by Applicant	Does Not Apply	Applicant Requests to be Waived	Received by Town Planner	Comments
1. Complete Conditional Use Review Application Form					
2. Conditional Use application fee for either a Minor or Major Development Project and Peer Review fee					
3. Name, mailing addresses, and Map/Lot number of all abutters within 500 feet of the subject property printed on Avery 5160 labels					
4. Evidence of applicant's right, title or interest (deed, lease agreement, purchase & sale, or letter of authorization) in the property and any deed restrictions or easements on the property					
5. On-site soil investigation report by a Licensed Site Evaluator.					
6. Copies of final Association Covenants and Condominium documents, rights-of-ways, utility, construction, and sight distance easements, Road Maintenance Agreements and other pertinent legal documents.					
7. Stormwater Drainage Calculations, prepared and sealed by a Maine licensed civil engineer.					
8. Narrative Detailing how the proposed conditional use meets each of the eight (8) approval criteria specified in Section 9.7.H of the Land Use Ordinance.					
9. Other Studies:					
<ul style="list-style-type: none"> <li>Traffic Impact study, prepared and sealed by a Maine licensed Traffic Engineer.</li> <li>Groundwater Study: Analyzing the individual and cumulative impacts of the proposed project upon existing groundwater quality.</li> </ul>					

<b>WRITTEN SUBMISSION REQUIREMENTS</b>	Submitted by Applicant	Does Not Apply	Applicant Requests to be Waived	Received by Town Planner	Comments
<ul style="list-style-type: none"> <li>Market Study: Prepared by a qualified market research firm, and indicating the potential feasibility and projected success of a proposed use.</li> </ul>					
<ul style="list-style-type: none"> <li>Fiscal Impact Assessment: Analyzing the projected fiscal impacts to the municipal service delivery system</li> </ul>					
<p>10. Written copies of all required state and federal approvals. Relevant state and federal laws include, but are not limited to Stormwater, Site Location, Natural Resources Protection Act, and Sec. 404 Clean Water Act (federal), and MDOT permits for road and driveway openings on Route 1 and Route 111.</p>					
<p>11. Letter of Compliance from the Arundel Fire Chief</p>					
<p>12. Letter of Compliance from the Arundel Public Works Director</p>					
<p>13. Letter of Compliance from Arundel Contract Deputy</p>					
<p>14. Other information required by the Planning Board or Staff Review Committee</p>					