

# Town of Arundel, Maine

## APPLICATION FOR RENEWAL OF PREVIOUSLY APPROVED CONDITIONAL USE

### 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: \_\_\_\_\_
4. **Authorized Agent** (person(s) who will be responsible for all communication with Town Officials  
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 Overlay District Resource Protection Flood Hazard  
Mobile Home Park Overlay Zone Telecom Tower Overlay Zone NRC
9. Date of most recent Conditional Use approval: \_\_\_\_\_

10. Use(s) authorized under previous Conditional Use approval: \_\_\_\_\_
11. Please attach copy of Findings of Fact/ Notice of Decision from your last permit approval.
12. Application Fee  \$150/ Peer Review Fee  \$100 (unused portions to be returned to applicant)  
*Application fee is doubled if work has started or conditional permit has expired.*

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

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

\_\_\_\_\_  
Date

If there are any changes in the site plan proposed, attach a revised site plan, meeting the requirements of Section 9.7.D. and indicating the difference between the previously plan and the proposed plan. If approval from the Planning Board is required, submit **nine** 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", provide 2 full-sized sets and 7 copies reduced to 11" x 17". Please complete the attached Conditional Use Checklist to assure your application and site plan are complete.

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.

Applicants shall submit evidence of compliance with their previous approval. As is required by Section 8.5.F.3, earth moving operations shall present evidence to the Planning Board of the adequate insurance against liability arising from the proposed extraction operations.

**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</li> </ul>					

the Town of Arundel					
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<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>					
<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.					
<b>4. Outdoor Lighting Plan</b> <i>consisting of:</i>					
<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>					
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<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.					
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	Submitted by Applicant	Does Not Apply	Applicant Requests to be Waived	Received by Town Planner	Comments
<b>WRITTEN SUBMISSION REQUIREMENTS</b>					
9. Other Studies:					
<ul style="list-style-type: none"> <li>Traffic Impact study, prepared and sealed by a Maine licensed Traffic Engineer.</li> </ul>					
<ul style="list-style-type: none"> <li>Groundwater Study: Analyzing the individual and cumulative impacts of the proposed project upon existing groundwater quality.</li> </ul>					
<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>					
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.					
11. Letter of Compliance from the Arundel Fire Chief					
12. Letter of Compliance from the Arundel Public Works Director					
13. Letter of Compliance from Arundel Contract Deputy					
14. Other information required by the Planning Board or Staff Review Committee					