TOWN OF OGUNQUIT PLANNING BOARD
SITE PLAN REVIEW APPLICATION

PLEASE PRINT CLEARLY

DATE REC'D: Jan 13, 2020
FEE PAID **($500)**: Yes ☐ No ☒
TAX MAP: _____ BLOCK: _____
ZONING DISTRICT RP

MEETING DATE w/ CEO June 8, 2019
INITIAL PB HEARING DATE: Jan 27, 2020

☒ **SITE PLAN REVIEW APPLICATION -** *Applicants applying for Design Review should familiarize themselves with Article 6 of the Town's Zoning Ordinance.*

PROPERTY OWNER (as listed on current VISION Property Tax Card)
NAME Town of Ogunquit
MAILING ADDRESS 23 School Street, P.O. Box 875
Telephone (207) 646-5139 e-mail address ceoogt@townofogunquit.org

APPLICANT ☒ Same as Owner ☐ Lessee ☐ Purchase & Sale Agreement ☐ Agent/Consultant
NAME _____
MAILING ADDRESS _____
Telephone _____ e-mail address _____
If applicant is different than owner you must include a letter of authorization from the property owner.

REPRESENTATIVE (if applicable) Walsh Engineering Associates, Inc.
NAME William R. Walsh III, PE
MAILING ADDRESS 1 Karen Drive, Suite 2A, Westbrook, Maine 04092
Telephone (207) 553-9898 e-mail address Bill@Walsh-Eng.com

PROPERTY ADDRESS: Marginal Way
Year Built _____ (*All Pre 1931 structures require review by the Historic Preservation Commission*).
Source of date: VISION Card ☐ TRIO Card ☐ Other _____
NAME OF BUSINESS (*Current & Proposed*) Town of Ogunquit
(*If property is used commercially, please give name of business.*)

REQUIRED DEPT./CONSULTANT REVIEWS- to be completed by Code Enforcement Office:

Historic Pres. Comm. Review?	☐ Yes	☐ No	Public Works Review?	☐ Yes	☐ No
Police Dept. Review?	☐ Yes	☐ No	Conservation Commission?	☐ Yes	☐ No
Fire Dept. Review?	☐ Yes	☐ No	Planning Consultant?	☐ Yes	☐ No

Engineering Peer Review may be required by the Planning Board at any time during the Hearing process.

BRIEF DESCRIPTION OF PROJECT:
Repair of storm damaged areas along Marginal Way. See attached letter.

Is any portion of the property within 250 feet of the high water line of a river or salt water body? ■ Yes ☐ No

Does the parcel include any wetlands? ☐ Yes ■ No Total Acreage of Parcel:_____

Is this parcel included in a prior approved subdivision or site plan? ☐ Yes ■ No

Is any portion of the property within a floodplain as identified by the Federal Emergency Management Agency?
■ Yes ☐ No

Anticipated date for construction start: Spring 2020

Does this development require extension/provision of, or connection to, public infrastructure?

☐ roads ☐ storm drainage ☐ other_____
☐ sidewalks ☐ water lines
☐ sewer lines ☐ fire hydrants

Identify method of water supply to the proposed development:
☐ individual wells ☐ connection to public water system

Identify method of sewage disposal to the proposed development:
☐ connection to public sewer system ☐ on-site subsurface wastewater disposal system

To the best of my knowledge, all the above stated information submitted in this application is true and correct.

1/10/2020
DATE

APPLICANT'S / OWNER'S SIGNATURE

THIS FORM, ACCOMPANIED BY THE APPROPRIATE FEE, CHECKLISTS, AND SUPPORTING DRAWINGS AND DOCUMENTS, MUST BE SUBMITTED BY THE FOLLOWING DEADLINES:

Pre-application Conference with Code Enforcement Officer – *MUST BE HELD AT LEAST TWO BUSINESS DAYS PRIOR TO SUBMITTAL OF THE APPLICATION.* Applications will not be accepted without a prior conference with the CEO AND HIS SIGNATURE ON THE SUBMISSIONS CHECKLIST FORM.

The Application form, with all accompanying fees, drawings and documents, as indicated by the CEO at the preapplication conference, MUST BE SUBMITTED BY 2:30 P.M. 14 DAYS PRIOR TO THE PLANNING BOARD MEETING

Any Application Approval is conditioned on all statements and written materials submitted to the Planning Board during the course of deliberations.

SITE PLAN REVIEW SUBMISSIONS CHECKLIST

Applicant Name Town of Ogunquit Date Jan. 6, 2020

Map / Lot / Zone

This checklist has been prepared to assist applicants in developing applications. It should be used as a guide in assembling the information necessary for a site plan review. However, the checklist does not substitute for the text of Article 6.6 of the Zoning Ordinance. The Planning Board also will be using the checklist to make sure that your application is complete. Once the checklist is filled out according to the instructions below it should be submitted with the application form.

1. Indicate if the information has been submitted by checking the appropriate box in column 1;
2. At the initial Completeness Meeting with the Planning Board, the Board will review this list, and the Board Chairperson will check the appropriate box in column 2 when the Board has determined that the submission is sufficient and acceptable;
3. If you believe that a required submission is not applicable to your project, please discuss the matter with the Code Enforcement Officer. If the CEO agrees that the submission is not applicable he will check the box in column 3;
4. If the Code Enforcement Officer denies a waiver request he will check the box in Column 4 and the Planning Board will make the determination at the Completeness Hearing.

Note that this checklist only covers the submission requirements for a site plan review. It does not address the review standards that the application must meet in the next stage of the process.

		1	2	3	4
SITE PLAN REVIEW REQUIRED SUBMITTALS		**Submitted by Applicant**	**Submission determined to be sufficient by the Planning Board**	**Submission determined not applicable by the Code Enforcement Officer.**	**Applicant requests waiver of Submission Requirement.**
6.6.C.3.A	Fifteen copies of the site plan (at least 1" = 20') and all supporting materials, including site plan review application form, and site plan review submissions checklist; Application fee and Escrow deposit paid.	X			
6.6.C.3.B	Title Block & Legend	X			
6.6.C.3.C	Assessor's Map and Lot numbers for subject & adjoining properties	X			
6.6.C.3.D	Verification of right, title or interest in the property by deed, purchase and sales agreement, option to purchase, or some other proof	X			
6.6.C.3.E	Standard boundary survey of the parcel			X	
6.6.C.3.F	Existing & Proposed: Building Footprints, Parking lots, Drives, Walkways, Roads, Landscaping, Grading/Clearing, Undisturbed Areas	X			
6.6.C.3.G	Existing & Proposed: Utilities, Sewers, Water Mains, Culverts, Stormwater Mgmt, On-site or Adjacent			X	
6.6.C.3.H	Existing & Proposed: Two-foot Contours			X	
6.6.C.3.1	Location of all wetlands, rivers, streams, brooks and other water bodies, natural features, on-site or adjacent	X			
6.6.C.3.J	High intensity soil survey (for undeveloped, vacant sites w/o water & sewer)			X	
6.6.C.3.K	Zoning district in which the project is located and the location of any zoning boundaries	X			
6.6.C.3.L	The boundaries of any flood hazard areas and the 100-year flood elevation	X			
6.6.C.3.M	A copy of any proposed deed restrictions intended to cover all or part of subject property			X	
6.6.C.3.N.i	*Sewer Service Area* - A letter from the sewer district stating the district has the capacity to collect and treat the waste water, review and approval of sewerage system design			X	
6.6.C.3.N.ii	*Outside Sewer Service Area* - Septic System Design by LSE or PE			X	

CONTINUED ON REVERSE

	SITE PLAN REVIEW REQUIRED SUBMITTALS	1 Submitted by Applicant	2 Submission determined to be sufficient by the Planning Board	3 Submission determined not applicable by the Code Enforcement Officer.	4 Applicant requests waiver of Submission Requirement
6.6.C.3.O.i	*Water Service Area* - A written statement from the servicing water district indicating review and approval of water system design			X	
6.6.C.3.O.iii	*Outside Water Service Area* - Evidence of adequate supply from well driller or hydrogeologist			X	
6.6.C.3.P	Location, names, and present widths of existing streets, highways, easements, building lines, parks and other open spaces on or adjacent			X	
6.6.C.3.Q	Width and location of any streets, public improvements or open space shown upon the official map and in the Comprehensive Plan, if any, within the site.			X	
6.6.C.3.R	Location of any open space to be preserved and a description of proposed ownership, improvement and management			X	
6.6.C.3.S	Hydrogeologic assessment prepared by a Certified Geologist or Registered Professional Engineer *outside of public water & sewer areas*			X	
6.6.C.3.T	An estimate of the amount and type of vehicular traffic to be generated on a daily basis and at peak hours			X	
6.6.C.3.U	A traffic impact analysis, prepared by a Registered Professional Engineer with experience in traffic engineering *(for projects requiring 10 or more parking spaces, or projected 50+ trips per day)*			X	
6.6.C.3.V	Areas within or adjacent to the proposed site which have been identified as high or moderate value wildlife habitat by the Maine Department of Inland Fisheries and Wildlife or within the comprehensive plan	X			
6.6.C.3.W	Historic Areas within or adjacent to the proposed site which are either listed on or eligible to be listed on the National Register of Historic Places, Ogunquit Historic Register, or have been identified in the comprehensive plan			X	
6.6.C.3.X	Parking, Driveway, Street Plans			X	
6.6.C.3.Y	Stormwater Management Plan	X			
6.6.C.3.Z	Erosion & Sedimentation Control Plan	X			
6.6.C.3.AA	Location of any streets, public improvements or open space shown in the comprehensive plan or capital improvements plan, within the site			X	
6.6.C.3.BB	Parcels of land proposed to be dedicated to public use and the conditions of such dedication			X	
6.6.C.3.CC	Location/Method of Land Clearing & Construction Debris disposal			X	
6.6.C.3.DD	Cost Estimates for Setting Performance Guarantees, pursuant to sec. 4.8			X	
6.6.C.3.EE	State or Federal Permits: DEP Site Law, DEP NRPA, DHHS, Army Corps, DOT	X			

In addition to the above — When applicable the Planning Board may require detailed interior plans including dimensional measurements and uses of all interior spaces, placement of equipment, counters, etc. and when applicable seating charts indicating table/chair arrangements and the number of requested tables and seats. In addition the Planning Board may require other information it deems necessary.

NO APPLICATION WILL BE SCHEDULED TO GO BEFORE THE PLANNING BOARD UNTIL THE CODE ENFORCEMENT OFFICER HAS REVIEWED THE APPLICATION PACKET AND SIGNED THIS FORM!

Code Enforcement Officer

1-13-2020
Date