

Received
Date:

Date of Application: _____ Map _____ Lot _____

TOWN OF LYMAN
PLANNING BOARD SITE REVIEW APPLICATION
FOR GENERAL AND COMMERCIAL USES
11 South Waterboro Road
Lyman, ME 04002
(207) 499-7562

1. A. Name of Applicant (Owner): _____

Mailing address: _____

Telephone #: _____

B. Name of Person Representing Applicant (if applicable):

Mailing address: _____

Telephone #: _____

**NOTE: THE PERSON(S) ACTING AS AN AGENT FOR THE PROPERTY OWNER
MUST HAVE A NOTARIZED LETTER FROM THE OWNER GIVING
PERMISSION TO ACT ON THEIR BEHALF.**

2. Location of Property: Map _____ Lot _____
(as per Lyman Tax Maps)

Check appropriate zone: (see zoning maps for determination)

- _____ General Purpose
_____ Rural Residential
_____ Commercial/Residential

3. Reason for Application: (check whichever is applicable)

_____ Proposal or plans require Site Review Permit as per the Lyman
Zoning Ordinance

_____ Proposal or plans require Planning Board approval for a Subdivision

4. Is the property part of a subdivision: (Circle One)

YES NO

Is the property classified in Tree Growth, Open Space, Farm & Open Space or Resource Protection?

Please specify _____

5. Existing use of Property: (Describe)

6. Proposed use of the Property: (Describe)

7. Lot dimensions: (INCLUDE A SKETCH)

Width: _____

Depth: _____

Total Area: _____

Road Frontage: _____

8. Type of Sewage Disposal: (Include HHE-200 Forms if possible)

Existing: _____

Proposed: _____

9. Total percentage of lot to be occupied by structures(s) _____ %
(see definition section of ordinance)

10. Structure(s) exterior dimensions (length and width)

Main structure _____ by _____ # of stories _____

Garage/Shed _____ by _____ # of stories _____

Other _____ by _____ # of stories _____

11. SUBMITTALS

- a. FEES (see Article I Section 1.10, for explanation of ALL fees, including Planning Board legal fees.) Please make check payable to the TOWN OF LYMAN.
SUBDIVISION: \$ 2,500.00
ALL OTHERS: \$ 500.00
- b. A copy of the plumbing permit, if applicable. (This includes already installed systems regardless of age)
- c. A current copy of the property deed(s).
- d. A copy of official decisions (or actions pending) of other, state, federal or local officials (site location permit, minimum lot size waiver, Subdivision approval, Conditional Use Permits AND/OR Site Review Approvals, etc.)
- e. Site Plan: ILLUSTRATE the following information about the lot and the proposed use of the lot on a SCALE DRAWING ON GRAPH PAPER or a SITE PLAN PREPARED BY A SURVEYOR, ARCHITECT OR ENGINEER.
 - Lot dimensions.
 - A list of names of abutting property owners. (This includes any property within 500 feet of the boundary lines.) Include name, map and lot number, and mailing address of each abutter, which may be listed separately shall be supplied with the application.
 - **It shall be the applicants responsibility to fill out and send a copy of the Application Notice to each of the abutters within 500 feet of the subject property by regular mail on or before the day the application is submitted to the Planning Board Clerk.**
 - Location of abutting rights of way, public or private and any abutting water bodies including streams.
 - Exact location of existing and proposed buildings, including dimensions and distance of each from nearest lot line(s).
 - Location of sewage disposal system and water supply.
 - Areas to be cleared, if applicable.
 - Erosion control methods and landscaping plans, if applicable.
 - Areas of fill, grading, cut or other earth-moving activity.
 - Test pit locations, if applicable.

PLEASE SUBMIT A TOTAL OF EIGHT (8) COPIES OF THIS APPLICATION INCLUDING THE ATTACHMENTS LISTED ABOVE AND A SET OF 6 STANDARD 1"x 2 5/8" MAILING LABELS for the APPLICANT and 6 for the APPLICANTS AGENT/CONTRACTOR.

NOTE: ALL APPLICANTS WILL BE NOTIFIED IN WRITING AS TO THE TIME AND PLACE THE PLANNING BOARD WILL MEET TO REVIEW YOUR APPLICATION.

12. **ONSITE:** An onsite will be conducted by the Board for each application. If you add to a structure or are building new, you **MUST have the property and proposed structure(s) staked out.** This includes boundary lines to abutting properties.

NOTE: THIS APPLICATION MUST BE FILLED OUT IN ITS ENTIRETY, INCLUDING ALL SUBMITTALS OR IT WILL NOT BE ACCEPTED AND WILL BE RETURNED TO THE APPLICANT.

To the best of my knowledge, all information submitted on this application is true and correct. All proposed uses will be in conformance with the application and the Zoning Ordinance(s) of the Town of Lyman.

Signature _____ Date _____
(of applicant/owner of property and/or Power of Attorney)

Revised 9/01/2010

SITE PLAN CHECKLIST

8 copies of the following information must be submitted with a complete Site Plan Application.

Section	Submitted	Approved	Description of required submittal
8.3.4			Fee \$500 as established by the Board of Selectmen
8.3.5.C			Provide two sets of mailing labels for abutters within 500' of the property. (include mailing address and map and lot #)
8.3.8			1. A site plan drawn to scale not smaller than one inch equals forty feet. 1" = 40'
			2. Name and address of the applicant plus the name of the proposed development.
			3. Total floor area, ground coverage and location of each proposed building, structure or addition.
			4. Perimeter survey of the parcel, made and certified by a registered land surveyor licensed in Maine, relating to reference points. Plan must show true or magnetic North, a graphic scale, corners of the parcel, date of survey and total acreage.
			5. All existing and proposed setback dimensions.
			6. The size, location, direction and intensity of illumination of all major outdoor lighting apparatus and signs.
			7. The type, size and location of all incineration devices.
			8. The type, size and location of all machinery likely to generate appreciable noise at the lot lines, as well as estimated decibel level at property lines.
			9. The location, type and size of all existing and proposed catch basins, storm drainage facilities, wetlands, streams and watercourses as well as all utilities, both above and below ground.
			10. All existing contours and proposed finished grade elevations of the portions of the site which will be altered and the system of drainage proposed to be constructed. Contour intervals shall be specified by the Planning Board.
			11. The location, type and size of all curbs, sidewalks, driveways, fences, retaining walls, parking space area, etc and layout thereof, together with dimensions.
			12. All proposed landscaped areas, size and type of plant material upon the premises.
			13. All existing or proposed rights-of-way, easements and other legal restrictions which may affect the premises in question.
			14. The property lines of all properties abutting the proposed development, including properties across a street, or across a water-body, together with the tax map and lot numbers, and property owners names and mailing addresses on file at the Town Office within 10 days of the filing of the application.

SITE PLAN CHECKLIST

Section	Submitted	Approved	Description of required submittal
			15. An appropriate box on each page of the plans for the signature(s) of the Planning Board.
			16. Documentation of right, title or interest in the proposed site.
			17. An on-site soils investigation report by a Maine State Licensed Site Evaluator. The report shall identify the type of soil, location of test pits and the proposed location and design for the subsurface disposal system.
			18. The type of any raw, finished or waste materials to be stored inside or outside of roofed buildings, including their physical and chemical properties, if appropriate.
			19. Traffic data: the Planning Board may require that the application include a traffic engineering study, should the project be considered one of substantial magnitude along any of the town's state highways where fast moving traffic occurs (i.e. Route 111, 35 or 5). Should a traffic study be requested by the Planning Board, the following data shall be included: <ul style="list-style-type: none"> • The estimated peak-hour traffic to be generated by the proposal. • Existing traffic counts and volumes on surrounding roads. • Traffic accident data covering the last three years. • The capacity of surrounding roads, municipal facilities, parking and any other improvements, which may be necessary on such roads and facilities to accommodate anticipated traffic generation. • The need for traffic signals and sign or other directional markers to regulate anticipated traffic.
			20. Any other information or data the Planning Board determines is necessary to demonstrate compliance with Town, State and Federal regulations.
			Review standards – Please be prepared to provide evidence that the following standards will be met. All 16 criteria have to be met. If any of the criteria fail to be met the Board shall deny the project.
Section	Submitted	Approved	Description of review standard
8.3.6.B			1. Will meet the definitions of the use, the Zoning District requirements and any other requirements set forth in this Ordinance;
			2. Will not have a significant detrimental effect on the use and peaceful enjoyment of abutting properties as a result of noise, vibrations, fumes, odor, dust, light, glare, traffic, or other cause;
			3. Will not have a significant adverse effect on adjacent or nearby property values.

SITE PLAN CHECKLIST

Section	Submitted	Approved	Description of review standard
			4. Will not create a hazard to pedestrian or vehicular traffic or significant traffic congestion;
			5. Will not result in fire danger;
			6. Will not result in flood hazards or flood damage, drainage problems, ground or surface water contamination or soil erosion;
			7. Will not create a safety hazard because of inadequate access to the site, or buildings for emergency vehicles;
			8. Has proposed exterior lighting which will not create hazards to motorists traveling on adjacent public streets, is adequate for the safety of occupants and users of the site, and will not damage the value or diminish the usability of adjacent properties;
			9. Makes provisions for buffers and on-site landscaping which provide adequate protection to neighboring properties from detrimental features of the development. The applicant shall provide a plan prepared by a Registered Landscape Architect, or other qualified professional approved by the Planning Board.
			10. Makes provisions for vehicular parking, loading, unloading, as well as vehicular and pedestrian circulation on the site, and onto adjacent public streets which would neither create hazards to safety nor impose significant burdens on public facilities;
			11. Makes adequate provisions for the disposal of wastewater and solid waste for the prevention of ground or surface water contamination;
			12. Makes adequate provisions to control erosion and sedimentation;
			13. Makes adequate provisions to handle storm water run-off and other drainage on the site;
			14. Provides for a water supply which meets the demands of the proposed use, and meets the needs for fire protection purposes;
			15. Makes adequate provisions for the transportation, storage and disposal of hazardous substances and materials as defined by State and Federal Law; the storage of chemicals, explosives or hazardous items as defined by the National Fire Protection Association Code 704, Class 3 or 4 materials are not permitted.
			16. Will not have an adverse impact on significant scenic vistas or on significant wildlife habitat which could be avoided by reasonable modification of the plan.