

Town of Stonington

Commercial Site Plan Review Application

1. The Code Enforcement Officer (CEO) is available through the Town Office for assistance in filing out the application. Please call 207-367-2351.
2. Assessing maps, deeds reference, and addresses of abutters are available in the Town Office and on www.stoningtonmaine.org
3. Applications must include evidence that all appropriate local, State and Federal agencies have been contacted to determine if additional permits must be sought from them, i.e. Subsurface Wastewater permits, Flood Hazard permits, Shoreland Zoning permits, Junkyard permits, etc.
4. A site plan and an elevation of your proposal must accompany the application. The requirements for this plan are enclosed. Applicant should be aware of all submission and review criteria under the Commercial Construction Site Plan Review Ordinance. Not all criteria are mentioned in the following application checklist. It is strongly recommended that the applicant obtain a copy of the ordinance in order to be adequately prepared for all submission and review requirements. The ordinance is available online (www.stoningtonmaine.org) for reference, or purchase (\$5.00) at the Town Office. The complete application must be in the hands of the Code Enforcement Officer 10 days prior to the regularly scheduled planning board meeting in order to be considered at that meeting.
5. The fee for your permit is due when you submit your application. Fees are as follows:
 - Site Plan Review application (by the Planning Board or CEO) shall be accompanied by a non-refundable application fee of \$0.20/sq.ft. for 2,500 sq.ft. or less and \$0.30/sq.ft. for 2,501 and up (all floors).
 - Planning Board Escrow Account: This will be determined by the scope of the project and may be waivable.
 - Fees may be 5X (five times the fee) for an “after-the-fact” filing.
 - Fees shall be made by check payable to the Town of Stonington.
6. Permits shall expire in one year if no work has commenced from the date of issuance and not substantially complete within two years of the effective date of the permit; unless a special schedule has been approved or an extension has been granted by the Planning Board or CEO.

**Town of Stonington
COMMERCIAL SITE PLAN REVIEW
PERMIT APPLICATION FORM**

For Office Use only: Map_____Lot_____
Name_____
Date Appl. Recv'd _____
Date Appl. Approved _____
Application Fee \$ _____
Postage Fee \$ _____
Escrow Fee \$ _____

PART I.

A. Identification

- 1. Applicant's Name: _____
- 2. Applicant Address: _____
- 3. Applicant Telephone & Email: _____
- 4. Property Owner Name & Address _____

5. If applicant is a corporation, is the corporation licensed to do business in the State of Maine? Yes No (Attach copy of Secretary of State's Registration Form)

- a. If applicant or property owner is a corporation, indicate type: _____
- b. Name, Mailing Address, and Email of Corporation's authorized representative:

B. Site Location

- 1. Tax Map_____ Lot_____ (Can be obtained from town office)
- 2. Is this lot part of an approved subdivision? Yes No
- 3. Is site located within the Shoreland Zoning District? Yes No
If yes, a Completed Shoreland Zone Application must be included with this application.
- 4. Existing use of property: _____

C. DEED Book_____ Page_____

- 1. List any deed restrictions/requirements: _____
- _____

2. Other Association Agreements / Property Owner Responsibilities:

PART II.

A. Describe proposed use of site and/or structures: _____

B. Proposed Improvements:

New Structure

New Commercial Use of Land and/or Structure

Interior or Exterior Expansion of any Commercial Structure or Land Use for Commercial Purposes

C. TOTAL PROJECT COST: \$ _____

D. Dimensions of Improvements: Width _____ x Length _____

E. Name and addresses of Abutters – including opposite side of road:

Map _____ Lot _____ 1. _____

Map _____ Lot _____ 2. _____

Map _____ Lot _____ 3. _____

Map _____ Lot _____ 4. _____

Map _____ Lot _____ 5. _____

Map _____ Lot _____ 6. _____

PART III.

A. Type of Water Supply:

_____ Existing _____ Public _____ Private

_____ Proposed _____ Public _____ Private

B. Type of Sewerage/Septic Disposal:

_____ Existing _____ Public _____ Private

_____ Proposed _____ Public _____ Private

C. Environmental Conditions:

_____ Flood Hazard Area: Zone _____ Permit # _____

_____ Wetlands: _____ Coastal _____ Freshwater _____ Streams

PART IV.

A. A plan of the data required under Section VI Performance Standards Checklist (A.-T.) of the ordinance, listed below:

- Advertising Features
- Emergency vehicle access
- Wells, Existing Utilities, Septic
- Exterior Lighting

- Financial / Technical Capacity
 - Lot Standards
 - Municipal Services
 - Noise
 - Parking and Circulation
 - Pollution
 - Preserve and Enhance the Landscape
 - Relationship of the Proposed Buildings to the Environment
 - Surface Water Drainage
 - Soil Erosion
 - Special Features of the Development
 - Scenic/Natural Beauty
 - Sewage Waste Disposal
 - Shoreland Zone
 - Vehicular Access
 - Water
- B.** Evidence that all applicable standards and other provisions contained in any Town of Stonington Ordinances can be met. Those ordinances include:
1. Shoreland Zoning
 2. Subdivision
 3. Flood Hazard
- C.** Photographs of site before the proposed project and illustration/rendering of site after proposed project.

PART V.

- A.** Permits will be processed upon completion of the application. A permit is valid for 1 year from date of approval, if 50% of construction has been completed.
- B.** The application shall permit the Code Enforcement Officer (CEO) to inspect the project whenever the CEO deems it necessary.

PART VI.

- A.** The following is a partial list of permits sometimes required in connection with Commercial Site Plans. The applicant must either (1) attach a copy of any permit or official decision rendered by any other local, state, or federal agency or official which relates in any way to this project, (2) attach a certificate stating what efforts have been made to obtain any such required permits, or (3) explain why such permit is not required.

- _____ Human Services Subsurface Wastewater Permit
- _____ Internal Plumbing Permit(s)
- _____ Subdivision Approval
- _____ Any local zoning waiver, special exceptions, or variance
- _____ Shoreland Zoning Permit
- _____ DEP Site Location of Development Permit
- _____ Army Corps of Engineers Wetlands or Navigable Waters Permit
- _____ DEP Natural Resources Protection Act Permit
- _____ Stonington Junkyard Permit
- _____ Flood Hazard Development Permit
- _____ State Fire Marshall's Permit

_____ Nuclear Regulatory Commission Permit

When the application form is complete, submit it to the Town Office.

The applicant is cautioned that permits from other local officials and/or State and Federal Agencies may be required before the applicant's project may commence. It is not the responsibility of the Planning Board to advise an applicant concerning other required permits. The applicant is, however, strongly advised to consult with the Code Enforcement Officer, the Local Plumbing Inspector, the Fire Chief, and all agencies having jurisdiction regarding any permit that may be required.

The Planning Board may condition its approval of any application upon evidence that all other required local, state, and federal permits, reviews, and approvals have been obtained.

PART VII.

A. CERTIFICATION: I CERTIFY THAT ALL INFORMATION GIVEN IN THIS APPLICATION IS ACCURATE. ALL PROPOSED USES SHALL BE IN CONFORMANCE WITH THIS APPLICATION AND ANY TOWN OF STONINGTON ORDINANCES THAT MAY APPLY.

B. Applicant Signature _____ Date _____

C. Agent Signature (if applicable) _____ Date _____

Applicant must provide the following:

_____ 9 copies of completed Application Form with site plans

_____ Copy of relevant Tax Map

_____ Other Local, State, and Federal Permits appended

_____ Right, Title, or Interest to Property: sufficient legal interest in the property must be demonstrated by deed, option to purchase, or lease.

_____ 2 copies of Plans & Surveys (if required)

_____ Copy of relevant FEMA Map Panel (if required)

Final approval may be given conditionally upon receipt of the above permits if they are required.

Plans:

1. _____ Building, structure, and/or site plans
2. _____ A Plan of the Data required
 - a. _____ scale and North arrow
 - b. _____ dimensions & area of lot(s) to be developed
 - c. _____ dimensions & location of existing and proposed buildings/structures
 - d. _____ location of existing & proposed driveways/roads & distance of each from nearest lot line(s)
 - e. _____ name and location of abutting rights of way, public or private
 - f. _____ cross sections of proposed gradings for roadways, sidewalks, and storm drainage facilities
 - g. _____ proposed water & sewer facilities and connections
 - h. _____ location of wells within 100 ft. of property lines
 - i. _____ Name and location of abutting water bodies
 - j. _____ Location of ponds, streams, and wetlands
 - k. _____ Areas to be cleared or cut for development
 - l. _____ Areas of any fill, grading, or other earthmoving
 - m. _____ Location of any signs and exterior lighting
 - n. _____ Key map showing entire project, relation to surrounding properties, and names of property owners
 - o. _____ Contour lines at intervals of not more than five feet
3. _____ Map of property showing freshwater wetlands and hydric soils on site
4. _____ Letter indicating sufficient water available for needs of project

Application accepted as COMPLETE on _____ (date) by _____
Planning Board Chairperson

Application Procedure

A. Planning Board Review:

_____ Approved, subject to the following conditions: _____

_____ Denied: Reason for denial: _____

B. Date of Issuance of Decision: _____

C. Inspections by CEO

1. Interim: Date: _____ Notes: _____

2. End of 1st year: _____ Complete _____ Under Construction _____ Not Started

Comments: _____

Signature: _____, CEO Date: _____