

Town of Bridgton

Site Plan of Development Application



**Bridgton Town Office
Three Chase Street, Suite 1
Bridgton, Maine 04009
207-647-8786**

Revised 07/26/2016

BRIDGTON PLANNING BOARD
Three Chase Street, Suite 1, Bridgton, Maine 04009
207-647-8786
Site Plan of Development

Fee: \$100.00 In addition to this fee, a \$250.00 escrow deposit is required.

The escrow deposit is used to cover out-of-pocket expenses for advertising and any additional administrative costs. Unused funds will be returned to the applicant within 30 days of the final review process. If the processing fees for an application exceed the \$100.00 amount, the applicant will be notified that an additional charge will be required before the review process is allowed to continue.

Upon submission of this application the information contained herein becomes available to the public.

DATE: _____

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

APPLICANT'S TELEPHONE: _____

PROJECT NAME: _____

PROPERTY LOCATION: _____

TAX MAP: _____ LOT: _____

IS LOCATION IN SHORELAND ZONING? Yes _____ No _____
(If yes, provisions of the Town of Bridgton Shoreland Zoning Ordinance will also apply to this application, therefore, please provide documentation that the project is in compliance with the Town of Bridgton Shoreland Zoning Ordinance).

CURRENT PROPERTY USE: _____

PROPOSED USE OF PROPERTY: _____

NOTE: Please review Article VII "Review Standards" of the Town of Bridgton Site Plan Review Ordinance for full comprehensive review standards.

The Applicant shall submit 8 copies of the completed application along with all required documentation to the Town at least 12 days before the meeting of the Planning Board at which the Applicant wants to be heard. If the application for Site Plan of Development is submitted after 12 days but prior to the Planning Board meeting, the application may be heard at the discretion of the Planning Board. Application for Large Scale Water Extraction shall be in writing, stamped and certified by a Maine Registered professional Engineer or Maine-Certified Geologist, and be accompanied by Site Plans stamped by a Maine Licensed Surveyor.

Applications for Site Plan of Development, Large Scale Water Extraction and Surface and Subsurface Mineral Extraction Applications shall include at a minimum:

_____ A cover letter describing the project.

_____ A map or maps prepared at a scale of not less than one (1) inch to one hundred (100) feet containing:

_____ Name and address of the applicant or his authorized agent and name of proposed development and any land within 500 feet of the proposed development in which the applicant has title or interest;

_____ Description of existing soil conditions as established by a soils scientist, geologist, engineer or the soil conservation service medium-intensity soil surveys;

_____ Municipal tax maps and lot numbers and names of property owners within one hundred (100) feet;

_____ Perimeter survey of the parcel and interior lot layout made and certified by a registered land surveyor relating to reference points, showing true north point, graphic scale, corners of parcel and date of survey and total acreage;

_____ Existing and proposed locations and dimensions of any utility lines, sewer lines, water lines, easements, drainage ways and public or private rights-of-way;

_____ If the site is not to be served by a public sewer line, then an on-site soils investigation report by a Department of Human services licensed site-evaluator shall be provided. The report shall contain the types of soil, location of test pits, and proposed location and design of the best practical subsurface disposal system for the site;

_____ Location and dimensions of on-site pedestrian and vehicular access ways, parking areas, loading and unloading facilities design of entrances and exits of vehicles to and from the site on to public streets and curb and sidewalk lines;

_____ Topography indicating contours at intervals of either 5, 10 or 20 feet in elevation as specified by the Planning Board;

_____ Location of aquifers and aquifer recharge areas, if mapped.

Drawing or Drawings showing:

_____ Exterior of building with statement of exterior materials, texture and color;

_____ Floor plan of building(s) showing location, maximum floor area and ground coverage and placement on site;

_____ Landscaping sketch plan showing approximate placement and types of vegetation, fencing and screening;

_____ Location, description and placement of signs (See The Town of Bridgton Sign Ordinance for details).

_____ Location, description and placement of exterior lighting lighting.

A written statement or statements by the Applicant that shall consist of;

_____ Evidence from applicant of his title and/or interest in the land for which the application covers;

_____ A description of the proposed uses to be located on the site, including quantity of type of residential unit(s), if any;

_____ Total maximum floor area and ground coverage of each proposed building and structure and maximum percentage of lot covered by each building or structures;

_____ A description of the proposed uses to be located on the site, including quantity and type of residential unit(s),if any;

_____ Total maximum footage of ground floor, driveways, walkways, parking and any other impervious areas.

_____ If the above equals 20,000 square feet or more, a storm water management plan must be filed as per MRSA Title 38 ss420D.

_____ Summary of existing and proposed easements, restrictions and covenants placed on the property;

_____ Method of solid waste disposal;

_____ Proof of adequate financial and technical capacity;

_____ Erosion and sedimentation control plan;

_____ The applicant or authorized agent shall notify owners of all properties within one hundred (100) feet from the property involved of the proposed application using certified mail return receipt requested not less than twelve (12) days prior to the meeting. The applicant or authorized agent shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt requested. The notification to the property owners and the Town Manager shall Along with the notification to the property owners and the Town Manager shall include the time, place and date of the Planning Board Meeting and a sketch of the proposed project. For the purpose of this section, the owners of property shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton

Assessing Department and amended periodically. Copies of the letter, sketch and verification of the certified mailing from the USPS, or equivalent carriers, shall be made a part of the application;

_____ Surface Water Drainage. All drainage calculations shall be based on a ten-year storm frequency;

_____ The applicant's evaluation of the availability and suitability of off-site public facilities;

_____ A statement from the developer that the requirements of the Fire Chief as to the availability of fire hydrants and/or fire ponds, or provisions of fire protection services will be provided;

_____ A statement from the developer that the proposed road construction will meet town specifications as detailed by the Public Works Department;

_____ An estimate of the date when construction will start and when the development will be completed;

_____ Proposal for protecting existing vegetation during construction and replacing that which may become damaged by construction.

_____ Any additional information that the Planning Board deems necessary.

_____ All applications shall be accompanied by a fee as provided in the Town of Bridgton Fee Schedule and may be amended from time to time, and which is incorporated herein by reference.

_____ Street Name(s) approved by the E9-1-1 Addressing Officer (See The Town of Bridgton Street Naming, Addressing and Driveway/Entrance Opening Ordinance for details).

_____ If there is a recreation trail, i.e.; hiking, snowmobile, etc. Please contact appropriate group to make suitable arrangements.

LARGE SCALE WATER EXTRACTION

Projects for water extraction and/or Surface and Subsurface Mineral Extraction are required to submit additional information and are subject to additional Performance Standards as outlined in Section 7 and Section 8 of the Site Plan Review Ordinance (See Site Plan Review Ordinance for further details).

The Site Plan of Development Application Requirements outlined above shall be including with the following for Large Scale Water Extraction Applications.

_____ Copies of approved state and federally mandated permits. Applications will not be accepted until all state and federal permits are complete and approved;

_____ Evidence of applicant's right, title and interest to the property(ies) from which the water is to be extracted, whether by lease, option, contract or otherwise. Ownership and title as evidenced by a deed, in its entirety, duly recorded in the Cumberland County Registry of Deeds;

_____ A statement of total maximum quantity of water to be extracted, as the annual total, then maximum monthly total and the maximum daily total; from all extraction points operated by the same individual or entity, or consortium or association of individuals or entities;

_____ The location(s) of points of extraction;

_____ The method(s) of extraction;

_____ The proposed use for which the water is to be extracted, including the identity of any end user of the extracted water whose facilities for use, processing, transporting, storage, bottling, shipping, sales or other similar activities are located outside the Town of Bridgton;

_____ A copy of any related application and exhibits, reports, and public correspondence for such extraction and related facilities filed or to be filed with any other municipal authority or any agency or department of the State of Maine or federal government, including as required by 38MRSA 481-490 (Site Location of Development), 38MRSA 480-A to 480-Z (Natural Resources Protection Act), 22 MRSA 2660 et seq. (transportation of water for commercial purposes, (or under other applicable Department of Environmental Protection (DEP) or Department of Health and Human Services rules and regulations;

_____ A copy of any related permit, approval, or denial for such extraction or related facilities as may have been issued by any agency referred to in (3.b.6) above including but not limited to DHHS bulk Water Transport Permit, DHHS Public Water Supply approval, DEP Site Location License, or DEP Wetlands Alteration Permits (all such permits are needed prior to application);

_____ A written report, certified to the Bridgton Planning Board, procured and paid for by the applicant, of a hydro geologic investigation and study; conducted, prepared and stamped and certified by a Maine Registered Professional Engineer or Maine Certified Geologist or any other professional engineer as may be determined by the Planning Board. The report shall be based on a hydro geologic investigation of sufficient detail to provide but not be limited to the following information;

_____ A map of the entire topographic drainage basin up gradient of the water extraction site(s) showing the basin boundaries, sub basin boundaries that may be of significance to the recharge of the water extraction site(s), and the location of the extraction site(s);

_____ Two maps of the aquifer as specified below showing the spring(s), well(s) or excavation(s) from which water is to be extracted;

_____ The quantity of ground water to be extracted will not negatively impact the quality of the ground water in the aquifer;

_____ Trucks transporting water must only use roads approved by the Planning Board;

_____ Representatives(s) of the Town of Bridgton shall have access to all wells and facilities for oversight purposes;

_____ Extraction well(s) shall not have a negative impact on the water quality or quantity of any public or private wells or spring in the Town of Bridgton, Maine.

SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS

Projects for water extraction and/or Surface and Subsurface Mineral Extraction are required to submit additional information and are subject to additional Performance Standards and requirements set forth in Section 7 and Section 8 of the Site Plan Review Ordinance (See Site Plan Review Ordinance for further details).

The Site Plan of Development Application Requirements outlined above shall be including with the following for Surface and Subsurface Mineral Extraction Applications.

_____ Name and address and telephone number of the applicant, and the name, address and telephone number of the owner of the property, if different from the applicant;

_____ Verification of the right, title or interest the applicant has in the property; a copy of the deed(s) of the property together with copies of all covenants, deed restrictions, easements, rights of way, or other encumbrances, including, but not limited to, liens and mortgages currently affecting the property;

Application for Surface and Subsurface Mineral Extraction shall include at a minimum:

_____ The date the plan was prepared with the name, address and telephone number of the person or company that prepared such plan.

_____ Scale is to be no more than one hundred (100) feet or less than forty (40) feet per inch. All dimensions to be marked in feet or decimals of a foot, north arrow shown and paper size no smaller than 24" x 36".

_____ Contour lines showing elevations in relation to mean sea level at appropriate intervals to show the effect on the land of existing and proposed grades for areas proposed to be excavated or filled. Contour intervals shall be a maximum of five (5) feet.

_____ Boundaries of the tract of land showing lot lines of properties within one thousand (1,000) feet as defined on the Town of Bridgton Tax Assessor's Maps with total acreage of the subject parcel(s) indicated including the Town of Bridgton Tax Assessor's map(s) and lot number(s); the

names of all the property owners within one thousand (1,000) feet of any line, as determined by the Bridgton Tax Records, shall be shown. The Planning Board may require a boundary survey of the property by a licensed surveyor if the boundaries are in question.

_____ Location of existing and proposed mineral extraction activities and structures on the property.

_____ Approximate location of residential structures on properties within 1,000 feet of the proposed activity.

_____ Location and identification of existing public and private streets, roadways and rights-of-way associated with the subject property(ies).

_____ Location of proposed access road to the mineral extraction activity from public roadways.

_____ Location of all setbacks, buffers and conservation areas and protected natural resources.

_____ Location, intensity, type, size and direction of all outdoor lighting.

_____ Location and size of signs and all permanent outdoor fixtures such as fences, gates and utility poles.

_____ Location and type of existing and proposed berms, fences, hedges and tree lines.

_____ Location of known existing natural drainage ways and proposed storm drainage facilities, including dimensions of culverts, pipes, etc. If any portion of the mineral extraction activity is in a flood-prone area, the boundaries of any flood hazard areas and the one hundred (100) year flood elevation shall be delineated on the plan.

_____ Location of known existing wells as defined by the owner within one thousand (1,000) feet of the proposed activity, if 5 acres or more; or within five hundred (500) feet of the proposed activity if less than (five) 5 acres; and all wells on the parcel itself.

_____ Location of proposed hazardous material storage areas including, but not limited to, fuel storage and handling, and washdown areas per current Maine Department of Environmental Protection specifications.

_____ Name of the proposed manager of operations.

_____ An estimate of the average daily traffic and a traffic impact narrative during periods of operation projected to be generated by the activity to show that the minimum standards in Section 8 of this Ordinance have been met.

_____ A narrative description of the surface and ground water impacts, including protection plans and the identification of any significant mapped aquifers.

_____ Information and a map showing soils conditions on the site of the proposed mineral extraction activity. For subsurface sewage disposal proposed, the information shall include evidence of soil suitability according to the standards established in Section 8 of this Ordinance. The Site Plan shall show the location of soil test areas.

_____ A Soil Erosion and Sedimentation Control Plan, prepared in accordance with the standards contained in the latest revision Best Management Practices (BMP's) as established by the State.

_____ A Reclamation Plan showing the final grades and revegetation plan, and any phasing of the plan.

_____ A narrative description of the impact on the wildlife habitat, and the location of any deer yard or other significant wildlife habitat designated by Maine Dept. of Inland Fisheries and Wildlife, including any proposed mitigation.

_____ A narrative description of the present use of the parcel and property within five hundred (500) feet of the activity.

_____ Estimated longevity of the operation, including phasing.

_____ Proposed hours and days of operation.

_____ A Spill Prevention, Control & Containment (SPCC) Plan.

_____ Blasting Plan, if any proposed blasting activity is to occur.

_____ Copies of all submissions made to any federal or state agency(ies) concerning the property.

Note: All applications submitted to the Bridgton Planning Board for review must meet the following review standards as set forth in the Town of Bridgton Site Plan Review Ordinance Article VII. Please refer to the Site Plan Review Ordinance for details.

1. Preserve and Enhance the Landscape;
2. Relationship to the Surroundings;
3. Vehicular Access;
4. Parking and Circulation;
5. Surface Water Drainage;
6. State and Local Regulated Setbacks;
7. Existing Utilities;
8. Advertising Features;
9. Special Features of the Development;
10. Exterior Lighting;
11. Emergency Vehicle Access;
12. Municipal Services;
13. Protection Against Undue Water Pollution;

14. Protection Against Undue Air pollution;
15. Water Use;
16. Protection against unreasonable soil erosion;
17. Provision for adequate sewage waste disposal;
18. Protection against any undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites or rare and irreplaceable natural areas;
19. Protection of waters and shoreland;
20. Limit of noise levels;
21. Conformance with the Comprehensive Plan for the Town;
22. ADA Compliance;
23. Location in Flood Zone;
24. Proof that the applicant has adequate financial and technical capacity to meet the above standards;

NOTE: The Planning Board may hold a public hearing within (30) days of beginning review of an application. The time, date, and place of the hearing shall be published at least two times prior to the hearing in a newspaper of area-wide circulation. The applicant or authorized agent for the applicant shall notify owners of all properties within one hundred (100) feet of the property involved of the proposed application using certified mail return receipt requested not less than twelve (12) days prior to the hearing. The applicant or authorized agent for the applicant shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt requested. The notification to the property owners and the Town Manager shall include the time, place and date of the hearing and a sketch of the proposed project. Copies of the letter, sketch and verification of the certified mailing from the USPS, or equivalent carrier, shall be made a part of the application.

TOWN OF BRIDGTON
Three Chase Street, Suite 1, Bridgton, Maine 04009
207-647-8786
www.bridgtonmaine.org

BUSINESS INFORMATION

DATE: _____ TAX MAP _____ LOT _____

BUSINESS NAME: _____

ADDRESS: _____ SHORELAND: YES ___ NO ___

TELEPHONE # _____ FAX: _____ CELL: _____

EMAIL: _____

BUSINESS OWNER'S NAME: _____

BUSINESS OWNER'S ADDRESS: _____

TELEPHONE # _____ FAX: _____ CELL: _____

EMAIL: _____

BUILDING/PROPERTY OWNER'S NAME: _____

BUILDING/PROPERTY OWNER'S ADDRESS: _____

BUILDING/PROPERTY OWNER'S TELEPHONE # _____

FAX: _____ CELL: _____ EMAIL: _____

PERSON TO CONTACT IN CASE OF EMERGENCY: _____

TELEPHONE NUMBER: _____ CELL: _____

PAST USE OF PROPERTY: _____

PROPOSED USE OF PROPERTY: _____

It has been determined the above business does not constitute a change of use as per the Bridgton Site Plan Review Ordinance. Applicant should also check with the Town Clerk for any other permits which may be applicable.

**Sample Letter
Abutter Notification**

Date:

Subject Property Location:

Map: _____

Lot: _____

To:

This is to inform you that I am submitting an application to the Bridgton Planning Board for a _____.

The Bridgton Planning Board will begin review of the application on Tuesday, _____ at 6:00p.m. The meeting will be held at the Bridgton Town Office, Three Chase Street, Suite One, Bridgton, Maine. Enclosed please find a sketch of the proposed project and location.

An application is also on file at the Bridgton Town Office for further review. If you have any questions, please feel free to contact me at _____ . You may also contact Robert Baker, Code Enforcement Officer or Georgiann Fleck, Secretary, at the Bridgton Town Office, 207-647-8786.

Sincerely,

TOWN OF BRIDGTON
THREE CHASE STREET, SUITE 1
BRIDGTON, MAINE 04009
207-647-8786

The following is a list of permits/licenses that may be applicable to the project you are proposing. It is strongly recommended that the applicant(s) contact the State of Maine Agencies directly concerning their licenses/permits.

Town of Bridgton - Code Enforcement Office

_____ Plans showing development or renovations
_____ Building/Razing Permit
_____ Plumbing Permit (Interior/Exterior)
_____ Site Plan Review (Minor/Major)
_____ Business Information Form
_____ Occupancy Permit
_____ Sign Permit
_____ Road Entrance Permit
_____ Sewer Allocation Request
_____ Shoreland Zoning Ordinance
_____ Floodplain Ordinance
_____ Subdivision Regulations
_____ Meet with Economic Development Director

Town of Bridgton - Town Clerk

_____ Victualer's License - Fast Food
_____ Victualer's License - Restaurant (Under 50 seating capacity)
_____ Victualer's License - Restaurant - Over 50 seating capacity)
_____ Bed and Breakfast
_____ Innkeeper
_____ Liquor License
_____ Hawker & Peddler
_____ Outdoor Entertainment
_____ Special Amusement Permit
_____ Pinball Machine License
_____ Junkyard
_____ Pool Room License

State of Maine - State Fire Marshal's Office 207-626-3880

_____ Construction Permit
_____ Barrier Free Permit
_____ Spinkler Permit
_____ Dance License

Miscellaneous

_____ Department of Economic & Community Development 800-872-3838
_____ Department of Human Services 207-287-5671
_____ Department of Agriculture 207-287-3841
_____ Department of Environmental Protection (DEP) 207-822-6300
_____ Department of Drinking Water Program 207-287-2070
_____ Dig Safe 800-225-4977
_____ Utility Connection Permits (Elec./Tele.) (contact appropriate utility)
_____ Bridgton Water District 207-647-2881