



SITE PLAN REVIEW CHECKLIST TOWN OF GRAY MAINE

For Office Use Only
 Date Received: _____
 Received by: _____

APPLICANT/PROJECT

Name	Date
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This checklist has been prepared to assist applicants in developing their applications. It should be used as a guide in assembling the information necessary for a complete application. The checklist, however, does not substitute for the requirements of Article 10 of the Zoning Ordinance. The Planning Board will also use the checklist to ensure your application is complete. Indicate if the information has been submitted or if a waiver is requested. If you feel that information is not applicable to your project, please indicate in the second column. The perimeter survey, subdivision plan and engineering plans may be contained on the same drawing. Detailed engineering drawings such as road profiles, drainage swales and erosion/sedimentation plans, however, may best be presented on a separate sheet or sheets.
This checklist does not address the standards that the site plan must meet.

SITE PLAN REVIEW SUBMISSION REQUIREMENTS

	Submitted by Applicant	Not Applicable	Applicant Request to be Waived	Reviewed by Planner/Engineer	Waived by Planning Board
402.10.10.A SITE INVENTORY PLAN					
A.1 Owner name(s), address(es), phone number(s)					
A.2 Consultant name(s) & address(es)					
A.3 Evidence of right, title, or interest in property					
A.4 Fourteen (14) copies of accurate scale inventory plan showing:					
a. The name of the development, north arrow, date and scale.					
b. The boundaries of the parcel and existing zoning.					
c. The relationship of the site to the surrounding area .					
d. The topography of the site at an appropriate contour interval depending on the nature of the use and character of the site.					
e. The major natural features of the site and within five hundred (500) feet of the site, including wetlands, streams, ponds, floodplains, groundwater aquifers, significant wildlife habitats and fisheries or other important natural features (if none, so state).					
f. Existing buildings, structures, or other improvements on the site (if none, so state).					
g. Existing restrictions or easements on the site (if none, so state).					
h. The location and size of existing utilities or improvements servicing the site (if none, so state).					
i. Mapping of all wetlands and/or potential vernal pools on site regardless of size.					
j. A Class B high intensity soil survey if any portion of the site is located in a resource protection district or has wetlands covering more than ten (10%) percent of the site.					
k. A Class D medium intensity soil survey if vernal pools and/or significant wetlands are not present.					

402.10.10.B SITE ANALYSIS PLAN

B.1 Fourteen (14) copies of a site analysis plan identifying:					
a. Portions of the site that are unsuitable for development or use;					
b. Portions of the site that are unsuitable for on- site sewage disposal;					
c. Areas of the site that have environmental limitations that must be addressed in the development plan;					
d. Areas that may be subject to off-site conflicts or concerns; and which areas are well suited to the proposed use.					
B.2 Fourteen (14) copies of site description narrative					
B.3 Submission requirement waiver requests, if any					

402.10.10.C APPLICATION SUBMISSION REQUIREMENTS

C.1 Signed/Executed Application					
C.2 Evidence of payment of the application fee and technical review escrow.					
C.3 Fourteen (14) copies of written materials and maps/drawings					
C.4 Report/Maps/Drawings: General Information					
a. Owner contact information					
b. Setback, yard, and buffer locations					
c. Abutter contact information					
d. Map: general site location					
e. Contiguous property boundaries					
f. Map/Lot Number					
g. Deed/proof of ownership/interest in property					
h. Plan preparer name, registration #, seal					
i. Evidence of technical & financial means					
C.5 Reports/Maps/Drawings: Existing Conditions					
a. Zoning Classification					
b. Property lines bearings & length					
c. Location of utilities (water, sewer, electric, etc.)					
d. Street name(s), location(s), width(s)					
e. Building location(s), dimensions, and photo(s)					
f. Driveway location(s), dimensions					
g. Location of intersecting roads/driveways					
h. Location of important or unique natural site features					
i. Direction of surface water drainage					
j. Sign location(s), front view(s), dimensions					
k. Easement location, dimensions, documents					

I. Fire hydrant or fire protection water supply location					
C.6 Reports/Maps/Drawings: Proposed Development					
a. Water/Sewage estimated demands/provisions					
b. Direction of proposed surface water drainage					
c. Solid waste disposal provisions					
d. Driveway/parking plans/provisions					
e. Proposed landscaping & buffering					
f. Proposed building/building expansion plans					
g. Proposed sign plans					
h. Proposed exterior lighting					
i. Location of utilities & fire protection systems					
j. General description of proposed use/activity					
k. Traffic estimates					
l. Stormwater, erosion & sedimentation control, and water quality management provisions					
C.7 Reports/Maps/Drawings: Site Plan					
402.10.10.D ADDITIONAL REQUIREMENTS FOR MAJOR DEVELOPMENTS					
D.1 Proposed development narrative					
D.2 Grading plan					
D.3 Stormwater drainage & erosion control program					
D.4 Groundwater impact analysis					
D.5 Plan preparer name/registration number/seal					
D.6 Utility plan					
D.7 Planting schedule					
D.8 Traffic impact analysis					
D.9 Gray Water District statement of supply adequacy					
D.10 Estimated cost of development/proof of financial capacity					
402.10.10.E WAIVER OF SUBMISSION REQUIREMENTS [WRITE IN WAIVER REQUESTS]					