



**City of Brewer  
Site Plan Review Application**

DATE OF APPLICATION:

LOCATION OF SITE:

TAX MAP & LOT:

ZONING DISTRICT OF SITE:

APPLICANT'S NAME:

APPLICANT'S PHONE NUMBER:

APPLICANT'S ADDRESS:

RECORD OWNER:

OWNER'S ADDRESS:

NAME, EMAIL, FAX, ADDRESS & PHONE NUMBER OF PERSON TO WHICH ALL CITY  
CORRESPONDENCE IS SENT:

PERSON/ENTITY & MAILING ADDRESS TO WHOM REMAINDER OF TECH REVIEW MONIES ARE  
TO BE RETURNED TO:

TYPE OF PROJECT:

PROJECT STARTING DATE:

PROJECT COMPLETION DATE:

RIGHT, TITLE OR INTEREST OF APPLICANT IN PROPERTY: (If not owner: i.e. lease, option, purchase  
and sales agreement)

DESCRIBE EXISTING USE OF PROPERTY, BEING AS SPECIFIC AS POSSIBLE. (Use separate page  
and attach, if necessary.)

DESCRIBE PROPOSED USE OF PROPERTY, BEING AS SPECIFIC AS POSSIBLE. (Use separate  
page and attach, if necessary.)

## CITY OF BREWER SITE PLAN REVIEW APPLICATION

The required information must be addressed in the application. In the margin, indicate either (P) if shown on plan; (E) if contained in an exhibit; or (W) for waiver requested if any portion of the information is missing. The only items which could be marked "N/A" are 606.1.14 and 606.1.33.

Please see Brewer Land Use Code Article 6 for complete information on Site Plan procedures, fees, submissions, review criteria and performance standards.

### 606 REQUIRED INFORMATION

Application for the establishment of uses requiring site plan review shall be accompanied by 24"x36" plans (one-inch equals twenty feet is preferred) drawn to scale, and accompanying written materials bound either in a punch & bind or 3-ring binder. For purposes of site plan review, the "site" consists of the entire parcel of land and not just the portion developed. The required submission containing at a minimum the following information:

#### 606.1 INFORMATION FOR ALL SUBMISSIONS

\_\_\_ 1. A brief narrative describing the overall goals and objectives of the project, the nature of the operations of the site use, along with the expected schedule of operation and number of employees. Also included shall be the reason for the applicant's determination of the project as either a major or minor site plan.

\_\_\_ 2. Applicant. An application will be considered only when an applicant has demonstrated sufficient title, right or interest in all of the property which is proposed for development or use. If the applicant is a business or corporation, a current Certificate of Good Standing from the State of Maine shall be supplied. If the applicant is incorporated, a copy of the Articles of Incorporation shall be supplied. An applicant shall demonstrate in writing sufficient title, right or interest as follows:

- A. When an applicant claims ownership of the property, copies of the deeds to the property shall be supplied.
- B. When the applicant has an option to buy the property, a copy of the option agreement shall be supplied. Option agreements shall contain terms deemed sufficient by the Board to establish future title. Copies of the current deeds to the property shall also be supplied.
- C. When the applicant has a lease on the property, copy of the lease shall be supplied. The lease shall be of sufficient duration, as determined by the Board, to permit construction and reasonable use of the development. Copies of the current deeds to the property shall also be supplied.
- D. When the applicant has eminent domain power over the property, evidence shall be supplied of the ability and intent to use the eminent domain power to acquire sufficient title, right or interest as determined by the Board. Copies of the current deeds to the property shall also be supplied.
- E. When the applicant has a bond for a deed on the property, a copy of the bond for a deed shall be supplied. Copies of the current deeds to the property shall also be supplied.
- F. When the applicant has a purchase and sales agreement to purchase the property, the applicant shall provide a copy of the purchase and sales agreement. Copies of the current deeds to the property shall also be supplied.

\_\_\_ 3. Graphic scale with appropriate labels

\_\_\_ 4. A location map showing the relation of the proposed development to the surrounding area.

\_\_\_ 5. Current boundary survey showing boundaries of the tract of land, improvements, easements, and rights of ways therein, bearing the surveyor's seal, indicating north arrows, corners of parcel, date of survey and total acreage, prepared in accordance with the Board of Licensure for Professional Land Surveyors.

\_\_\_ 6. Location, height in stories, ground floor area and first floor elevation of existing and proposed buildings and other structures, including use and proposed use thereof. The number of floors, square footage for each floor, and use for each floor included on site plan and in narratives.

\_\_\_ 7. Location, ground floor area and height in stories of buildings within 100 feet of the proposed project.

\_\_\_ 8. Location, names and traveled way widths of existing public streets.

\_\_\_ 9. Location of proposed drives to the lot from public streets, depicting, curb radii, centerline radii, grade (s) and sight distances.

\_\_\_ 10. Location and arrangement of proposed off-street parking loading areas and their appurtenant drives and maneuvering areas, including ADA requirements for parking and visitor parking as needed. Calculations determining the minimum required amount of parking spaces shall be included. The distance from the parking spaces to the nearest property line shall be labeled.

\_\_\_ 11. Specifications for landscaping/screening including species, spacing and height at time of planting of trees or shrubs are used; where earthen berms are used, slope, base dimensions and vegetation cover used; where fencing is employed, height, type and material of fencing.

\_\_\_ 12. Location of existing and proposed pedestrian walkways.

\_\_\_ 13. Location, size, material, and elevations of existing and proposed utilities and easements therefore, including sanitary sewerage, water, (including existing and/or proposed hydrants), telephone and electricity.

\_\_\_ 14. If the site is not to be served by a public sewer line, plan shall show the location of test pits, and the proposed location of the sub-surface disposal system, including reserve leach field locations. An on-site soils investigation report by a licensed site evaluator shall be provided. The report shall contain the types of soil, location of test pits, and proposed locations and design of the best practical subsurface disposal system for the site, including reserve leach field locations.

\_\_\_ 15. Location of existing natural drainage ways, critical areas and proposed storm drainage facilities, including size, material and elevations culverts, pipes, etc. Where channels are used, the depth, slope, grade and type of channel covering or lining shall be shown. Where subsurface drainage is employed, the layout of the system and the disposition of the flow shall be shown.

\_\_\_ 16. Lighting intensity, type, size and direction of all outdoor lighting.

\_\_\_ 17. Location and proposed use of areas proposed for outdoor recreation.

\_\_\_ 18. Location and type of existing and proposed landscaping, fences, hedges and trees fourteen inches in diameter and over, measured at a point 4.5 feet above ground level. Existing trees and landscaping to remain and be preserved shall be labeled. Existing specimen trees fourteen inches in diameter and over and unique stands of trees shall be shown and labeled.

\_\_\_ 19. All existing and proposed contours of the entire site with spot elevations at critical areas. No more than two foot contour intervals shall be used, unless the City Engineer determines that large contour intervals are adequate to evaluate the effect on adjacent property and site conditions. All plans showing contour lines and/or elevations shall include a note stating the basis of elevation and who/how the contours were determined. On plans with proposed improvements, a temporary benchmark shall be included.

\_\_\_ 20. Locations and size of signs and all permanent outdoor fixtures, existing or proposed.

- \_\_\_ 21. All existing and proposed setback dimensions. Distances from proposed buildings to nearest property line shall be shown and labeled on the site plan.
- \_\_\_ 22. The type, size and location of all incineration devices and dumpsters.
- \_\_\_ 23. The type, size and location of all machinery likely to generate noise at the lot lines.
- \_\_\_ 24. The quantity and type of any raw, finished or waste materials to be stored outside of roofed buildings, including their physical and chemical properties, as appropriate.
- \_\_\_ 25. The location of all wetlands over 4,000 sq. ft. cumulatively on the site, prepared by a State Certified Soil Scientist or Geologist registered in the State of Maine, or other qualified professional showing expertise in wetland delineation, and based on an on-site investigation. Said submission shall include a narrative describing method of delineation and location and a description of such wetland features including functions and values. All plans showing wetlands and/or vernal pools shall include a note stating who, how, and when the delineation and locations were determined.
- \_\_\_ 26. An appropriate place on the site plan for the signatures of the Planning Board.
- \_\_\_ 27. The location of stone walls, graveyards, fences, stands of trees, and other important or unique natural areas and site features, including but not limited to, floodplains, deer wintering areas, significant wildlife habitats, fisheries, scenic areas, habitat for rare and endangered plants and animals, unique natural communities and natural areas, sand and gravel aquifers, and historic and/or archaeological resources, together with a description of such features.
- \_\_\_ 28. The location of the project site drawn to scale on the Federal Emergency Management Agency Flood Insurance Rate Map for the City of Brewer, Maine.
- \_\_\_ 29. Supporting design calculations for (a) sanitary sewage and (b) water demand.
- \_\_\_ 30. Supporting calculations indicating the average daily volume of traffic to be generated by the project along with the expected peak hour volume as determined from the ITE manual "Trip Generation".
- \_\_\_ 31. Stormwater drainage provisions showing existing and proposed methods of handling stormwater runoff and directional arrows showing the flow.
- \_\_\_ 32. An erosion and sedimentation control plan detailing the methods of controlling erosion and sedimentation during and after construction.
- \_\_\_ 33. For projects proposing to disturb 1 (one) acre or more, a stormwater management plan will be required to meet the requirements of Chapter 31, Article 6-C of the City of Brewer's Charter, Codes and Ordinances. This section refers to post construction stormwater monitoring and maintenance requirements for all persons discharging into the City storm sewer system
- \_\_\_ 34. For projects involving residential uses, the applicant shall include information on the number of potential students added to the school system estimated by using the most recent available published regional numbers. The applicant shall also include a written statement from the Superintendent of Schools indicating any concerns with the additional students and bus stop locations.
- \_\_\_ 35. Written request for waivers of any item(s) specified.

#### 606.2 ADDITIONAL INFORMATION REQUIRED FOR MAJOR DEVELOPMENTS

- \_\_\_ 1. A stormwater management plan, prepared by a Maine licensed professional engineer, with supporting storm drainage calculations based on a 25-year storm, unless stipulated higher by the City Engineer, and a separate map of the drainage area(s) using either the rational method TR-20 or the TR-55, "Urban Hydrology" method.

\_\_\_ 2. A traffic impact analysis, prepared by a professional traffic engineer, demonstrating the impact of the proposed project on the capacity, level of service and safety on adjacent streets including supporting calculations indicating the average daily volume of traffic to be generated by the project along with the expected peak hour volume as determined from the ITE manual "Trip Generation".

\_\_\_ 3. A written statement from a professional engineer or licensed architect stating the adequacy of the water supply for both domestic and fire protection.

\_\_\_ 4. A groundwater impact analysis prepared by a groundwater hydrologist for projects involving common on-site water supply or sewage disposal facilities with a capacity of 2,000 gallons or more per day.

\_\_\_ 5. The location, width, typical cross-section, grades and profiles of all proposed streets and sidewalks.

\_\_\_ 6. An assessment of the impact of the development on wetlands, streams, ponds, flood plains, archaeological resources and significant wildlife habitats, including review letters from appropriate State Officials.

606.3 OTHER INFORMATION

1. When a development has a use with specific Performance Standards included in Article 4 of this Land Use Code, the application shall include sufficient information to show said Performance Standards are met. Such uses include, but are not limited to, narcotic treatment facilities, marijuana uses, and solar energy systems.
2. In cases where construction or operation of the proposed project may adversely affect such things as light, noise, public safety or cause electromagnetic effects, the applicant may be required to provide expert outside testimony at the applicant's expense.
3. Such additional information as requested in writing by the City Planner to insure compliance with the terms of this Land Use Code.

**I certify that I have examined all documents including any plans and attachments submitted as part of this application and based on my inquiry of those individuals immediately responsible for obtaining and/or preparing the information, I believe the information is current, true, accurate, and complete.**

Signature of Applicant or Agent\*: \_\_\_\_\_

Printed: \_\_\_\_\_

Date: \_\_\_\_\_

\* If signature is that of Agent, a letter shall be included from the Applicant to the City of Brewer authorizing the agent to act on his behalf for this project.

If possible, please submit this application and accompanying written materials in double-sided format.