

APPLICATION FOR SITE PLAN REVIEW  
PARSONSFIELD PLANNING BOARD

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Applicant Name	Mailing Address	Phone
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Owner Name	Mailing Address	Phone
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Site Address/Location (Map/Lot Number)	Lot Size	Zone Type (e.g.-R,VR)
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Exact Nature of Proposed Use: \_\_\_\_\_

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Existing Use of Site: \_\_\_\_\_

Applicability

This application applies to any proposed use listed in the Table of Permissible Uses which requires Site Plan Review.

Site Plan Content

Application must include the following exhibits and information:

1. One original fully executed and signed application for Site Plan Review (this document), plus nine (9) copies
2. Ten (10) copies of site plan drawn at a scale to allow review of list of approval criteria, and showing the following, when applicable:  
General Submission Information:
  - a) name and address of all property owners within 500 feet of edge of property line
  - b) sketch map showing general location of site within the Town
  - c) boundaries of all contiguous property under control of owner/applicant regardless of whether all or part is being developed at this time
  - d) copy of the deed to the property, option to purchase the property or other documentation to demonstrate right, title or interest
  - e) name, registration number and seal of the land surveyor, architect, engineer and/or similar professional who prepared any planExisting Conditions:
  - f) bearings and distances of all property lines of property to be developed and source of information
  - g) location and size of any existing sewer and water mains, culverts and drains that will serve the development whether on or off the property, along with the direction of existing surface water drainage across the site
  - h) location, names and present widths of existing streets and rights-of-way within or adjacent to the proposed development
  - i) location, dimensions and ground floor elevations Above Ground Level (AGL) of all existing and proposed buildings on the site
  - j) location and dimensions of existing driveways, streets, parking and loading areas and walkways on the site

- k) location of intersecting roads or driveways within 200 feet of site
- l) location of open drainage courses, wetlands, stands of trees, and other important natural features, with description of features to be retained and of any new landscaping
- m) location, front view, and dimensions of existing and proposed signs
- n) location and dimensions of any existing easements and ten (10) copies of existing covenants or deed restrictions

Proposed Development Activity:

- o) location of all building setbacks, yards and buffers, required by this or other Town Ordinances
- p) location, dimensions and ground floor elevations Above Ground Level (AGL) of all proposed buildings
- q) location and dimensions of proposed driveways, parking and loading areas, and walkways
- r) location and dimensions of all provisions for water supply and wastewater disposal
- s) direction and route of proposed surface water drainage
- t) location, front view, and dimensions of proposed signs
- u) location and type of exterior lighting
- v) proposed landscaping and buffering
- w) demonstration of any applicable State applications, or permits which have been or may be issued
- x) schedule of construction, including anticipated beginning and completion dates
- y) Space shall be provided on the plan for the signatures of the Planning Board and date, together with the following words, "Approved: Town of Parsonsfield Planning Board

Supplemental Information

Planning Board may require additional information.

Approval Criteria

In approving site plans, the Planning Board shall consider criteria as listed in the Land Use and Development Ordinance Site Plan Review article. Before granting approval the Board shall make findings of fact that the provisions of this Ordinance have been met and that the proposed development will meet the guidelines of Title 30-A, MRSA, Section 4404, as amended.

The undersigned hereby makes application for approval of a Site Plan in accordance with the procedures and requirements set out in the Parsonsfield Land Use and Development Ordinance, and in conformance with the performance standards of said Ordinance.

NOTE: A Site Plan application must be approved unless in the judgement of the Planning Board the applicant is not able to meet one or more of the performance standards. Decisions of the Planning Board may be appealed in accordance with the provisions of the Ordinance.

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 Ordinance of the Town of Parsonsfield.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Applicant

For Planning Board Use Only: Date Received \_\_\_\_\_ By \_\_\_\_\_

**Complete and sign form - retain a copy for your records.  
Submit one original and nine copies of form and all attachments to CEO with  
\$25 application fee and \$150 escrow fee for Site Visit and Public Hearing expenses.  
Applications and all attachments must be received at the town office  
15 days in advance of scheduled meeting.**