

**TOWN OF PARSONSFIELD Planning Board**

634 North Rd, Parsonsfield, Maine 04047

PHONE: (207)-625-4558 FAX: (207)-625-8172 [planning@parsonsfeld.org](mailto:planning@parsonsfeld.org)

**Site Plan Review Application**

**Fees Paid: \$25.00 Application Fee and \$150.00 Escrow Fee**

**Date CEO Reviewed & Accepted:** \_\_\_\_\_

**Date Received and Paid for at Clerk’s Office:** \_\_\_\_\_

**Date Received by Planning Board Administrative Assistant:** \_\_\_\_\_

**Planning Board Administrative Assistant Signature:** \_\_\_\_\_

**Submission of Application:** For the purpose of classification and initial discussion, project applicants, prior to submitting applicable Preliminary or Final Plan applications, shall submit Site Plan information to the CEO. An application for Site Plan Review will consist of eleven (11) sets of site plan maps (two full-size set and nine 11” x 17” sets) which include scale, north arrow, legend, abutters, and title block, and shall show existing and proposed lots or property lines, existing and proposed structures, roads, driveways, easements and/or rights of way and all other information as detailed in the Town of Parsonsfield Land Use and Development Ordinance, Article III: Site Plan Review. Applicant must also submit a list of all abutters, including those across a public or private right of way or across a town line. Approval of a Site Plan shall not constitute approval of a project and is merely authorization for the applicant to file a preliminary or final plan application.

**Applicant(s):** Name & Mailing Address  
(If different from Owner)

**Property Owner(s):** Name & Mailing Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Applicant’s Signature:** \_\_\_\_\_

**Property Owner’s Authorization** (fill out only if applicant other than owner). The undersigned property owner hereby certifies that the information submitted in this application regarding the property is true, accurate, and complete and that the Applicant has full authority to request approval for this proposal.

**Property Owner’s Signature:** \_\_\_\_\_

**Site Location/Address** \_\_\_\_\_

**Tax Map#** \_\_\_\_\_

**Lot#** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**Acreage of subject parcel:** \_\_\_\_\_

**Current Use of Property** \_\_\_\_\_

**Proposed Use of Property** \_\_\_\_\_

**Previous Approvals:** List all previous uses, variances or special conditions associated with this property. \_\_\_\_\_

**Date of Action:** Planning Board Meeting/Hearing: \_\_\_\_\_

**Approval:** \_\_\_\_\_ **Denial:** \_\_\_\_\_

If application is approved, the applicant is hereby authorized to submit a preliminary or final plan.

If Application Denied, Reason: \_\_\_\_\_

- 1) **Applicability:** This application applies to any proposed use listed in the Table of Permissible Uses which requires Site Plan Review.
- 2) **Submissions:** Applications must be submitted 15 days in advance of the scheduled meeting.
- 3) **Permits:** Attach any other applicable permits.
- 4) **Abutters:** Attach a list of names and addresses of abutting property owners. (Please complete the separate "Abutters List Form" with this application)
- 5) **Supplemental Information:** The Planning Board may require additional information.
- 6) **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.

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.

- 7) **Site Plan Content:** Application must include the following exhibits and information. Please attach information on a separate sheet of paper or note that the item is not applicable **and** give a reason. (A=Attached or NA=Not Applicable)

**General Submission Information:**

- a) name and address of all property owners within 500 feet of edge of property line (Abutters List Form)
- 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 plan

**Existing 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"

<b>a.</b>	
<b>b.</b>	
<b>c.</b>	
<b>d.</b>	
<b>e.</b>	
<b>f.</b>	
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<b>x.</b>	
<b>y.</b>	

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**ABUTTERS LIST FORM**

**(Make additional copies of this form as needed in order to submit a complete list.)**

ABUTTER NAME(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

MAP # \_\_\_\_\_ LOT # \_\_\_\_\_

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