

TOWN OF OLD ORCHARD BEACH

**Current Planning Services:
AMENDMENT TO
AN APPROVED
SITE PLAN
ARTICLE IV**

Page 1 of 3
Application Fee is \$200 plus \$25 per
each 1,000 sq. ft. of changes

Date Received:	
Application Fee PAID:	\$

This application and all accompanying submissions shall conform to the applicable provisions of the Old Orchard Beach Zoning Ordinance.

Parcel No.	M:		B:		L:		Zoning Dist.:	
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Project Name:	
Project Address or Location:	

Record Owner:		E-mail:	
Mailing Address:		Phone:	
		Fax:	
*Applicant/Agent:		E-mail:	
Mailing Address:		Phone:	
		Fax:	

*If Applicant IS NOT the record owner, attach evidence of the applicant's interest in the property.

Existing Use of Property:

*If approved, this approval expires twelve (12) months from date of approval.
Building Permits must be issued within six (6) months of approval.*

No application shall be accepted by OOB Town Staff without all information in the above section and without all items marked in the following pages.

OOB Planning Department
One Portland Avenue, Old Orchard Beach, ME. 04064 Phone: 207 934 5714 Fax: 207 934 5911

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ARTICLE IV

Application and Submittal Requirements

1. Date of Site Plan Approval: _____
2. Number of Lots Approved: _____

3. Proposed Modifications to the Approved Site Plan:

- Re-subdivision of Lots
- Lot Line Adjustment
- Conditions of Approval
- Major Road Design Change
- Minor Road Design Change
- Performance Assurance
- Infrastructure Re-Design
- Signage Change
- Landscape/Lighting Change
- Stormwater Management Change

If you checked any items in Part 3. (above) thoroughly describe proposed modifications:

Attach additional sheets for narrative if necessary.

4. Attach the OOB Planning Board NOTICE OF DECISION and FINDINGS OF FACT issued for the approved site plan project.
5. Submit the Approved Site Plan project complete with the signatures of the OOB Planning Board members.

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ARTICLE IV

Application and Submittal Requirements

6. The Site Plan Amendment shall comply with all requirements of Section 12.5.2 and shall clearly demonstrate all revisions to the Approved Site Plan.
7. Flood Hazard Maps showing parcel boundaries
8. Technical Documents submitted to support the proposed revision to the approved site plan:
- | | |
|---|--|
| <input type="checkbox"/> Drainage Report & calculations | <input type="checkbox"/> Sanitary Sewer Report |
| <input type="checkbox"/> Traffic Study | <input type="checkbox"/> Water Supply and Certification of |

Submit 13 copies of Applications, Checklists, Plans, etc. to OOB Planning Department.

**VERIFY SUBMITTAL DEADLINES WITH THE PLANNING DEPARTMENT.
ALL SUBMITTALS MUST BE DELIVERED TO THE PLANNING DEPARTMENT NO
LATER THAN 4:00 pm 22 DAYS BEFORE THE NEXT PLANNING BOARD MEETING.**

9. Attach a Check payable to the Town of Old Orchard Beach for application fees.

The undersigned hereby makes application to the Town of Old Orchard Beach for approval of the attached plans and declares the foregoing document to be true and accurate to the best of his/her knowledge.

Owner, Applicant, or Agent

Date

OOB Planning Department

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**SITE PLAN REVIEW
REQUIREMENTS**

Sec. 78-215.

PLEASE CHECK THE FOLLOWING ITEMS UPON COMPLETION:

- 1. A fully executed and signed Site Plan Review Application.
- 2. Copy of property deed, option to purchase or other documentation to demonstrate the Applicant's right, title or interest in the property.
- 3. Proposed Site Plan, drawn at a scale not to exceed one inch equals forty feet (1" = 40') or at a scale otherwise specified by the Town Planner. Said plan shall be sealed by a Professional Engineer, Landscape Architect or a Surveyor licensed in the State of Maine AND containing the following information:
 - A. **Property Boundary Survey Class I:** signed and sealed by a Maine Licensed Land Surveyor, showing bearings and distances of the subject property boundary(s), topographic elevations at a contour level of no more than two (2) feet, location and elevation of all existing and proposed structures, site features, and site improvements.
 - B. **Information Block** containing location, address, Map/Block/Lot numbers of the subject property, as recorded in the Town Assessor's Office, name and address of the applicant(s) and owner(s) if different.
 - C. **Approval Block** providing space for the signatures of Planning Board members.
 - D. **Denote the zone in which the property is located.** In the event that the property is divided by a zone line, the line shall be delineated and labeled on the plan.
 - E. **Map scale, north arrow (True North), and date** Site Plan was prepared INCLUDING the date of any subsequent revisions made to the plan.
 - F. **Identification, location, & addressed envelopes of all ABUTTERS** (within 100-foot radius) to the applicant's property. All envelopes must include postage or payment sufficient for postage.
 - G. The dimensions and layout of all building and zoning **setback lines**.
 - H. Delineation of all existing and proposed public and private **easements** on or directly adjacent to the property.

OOB Planning Department

**SITE PLAN REVIEW
REQUIREMENTS**

Sec. 78-215.

- I. Location, dimensions, & layout of all existing and proposed built elements; including buildings and structures, parking areas, driveways, Town/State Roads, sidewalks, fences, walls, steps, piers and docks, patios, swimming pools, and signage.
- J. Location of existing site features located on the property, including but not limited to existing streams, wetlands, drainage swales, tree lines, identification & location of specimen trees greater than eight inches (8") caliper, location of existing rock outcrops and boundary of 100-year Flood Zone as defined by the FEMA Flood Insurance Rate Map for the Town of Old Orchard Beach.
- K. Location of existing and proposed utilities including overhead telephone poles and/or underground cables, public sewer and water lines, gate valves, fire hydrants, dumpsters or waste receptacles, private septic systems and water supply wells.
- L. Landscape Plan: Specification, layout and quantity of proposed landscaping plant materials.
- M. Grading & Drainage Plan: Location, layout, and dimensions of all existing and proposed drainage facilities, accompanied by detailed drainage calculations & site grading signed and sealed by a Professional Engineer licensed in the State of Maine.
- N. Lighting Plan: location, specification, height, and photometric data of existing and proposed exterior lighting.
- O. Soil Erosion Control Plan showing location, quantity and specifications of erosion control devices and strategies to be implemented to minimize on and off-site sedimentations.
- 4. Cost estimates for all proposed site improvements.
- 5. Building Plans of all proposed structures including interior layout, side, and front elevations drawn to a scale not less than 1/4 inch to 1 foot.
- 6. Schematic elevation of proposed signs, drawn to a scale of not less than 3/4 inches to 1 foot, and illustrating sign layout, lettering, graphics and logos, materials, color, and proposed illumination.
- 7. Additional Submittals: In addition, the Planning Board may require any one or all of the additional impact studies and information to be submitted as part of the Plenary Major

OOB Planning Department

**SITE PLAN REVIEW
REQUIREMENTS**

Sec. 78-215.

Site Plan Review Application:

- a. Fiscal Impact Assessment: Analyzing the projected fiscal impacts to the municipal service delivery system.
- b. Traffic Impact Assessment: Analyzing the potential trip generation created by the proposed project and its cumulative impact upon traffic capacity of servicing public streets and level of service performance at off-site intersections.
- c. Visual/Cultural Impact Assessment: Analyzing the impacts of the project upon prevailing visual quality, architectural fabric, and cultural character.
- d. Groundwater Study: Analyzing the individual and cumulative impacts of the proposed project upon existing groundwater quality.
- e. Adaptive Reuse Study: Investigating the potential reuse of major facilities in the event that the proposed use fails.
- f. Market Study: Prepared by a qualified market research firm, and indicating the potential feasibility and projected success of a proposed use.
- 8. Any other information requested by the Planning Board deemed necessary to make a reasonable and informed decision about the proposed project.

**ASSESSOR'S
CERTIFICATION for
MAP BLOCK and LOT**

The following certification of the correct Map Block and Lot Number(s) of the subject property must be obtained from the Assessing Office and must accompany all applications submitted to the Planning and Code Enforcement Departments.

NO APPLICATION will be deemed complete without this certification.

PROJECT NAME: _____

PROJECT APPLICANT: _____

Application Type (Check appropriate boxes)

- | | | |
|--|---|---|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Design Review | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Miscellaneous Appeal | <input type="checkbox"/> Amend to Subdivision |
| <input type="checkbox"/> Sign Permit | <input type="checkbox"/> Street Opening | <input type="checkbox"/> Sewer Connection |
| <input type="checkbox"/> Dumpster Permit | <input type="checkbox"/> Building Permit | <input type="checkbox"/> Other |

Property owned by _____ and located at _____
owner's name
_____ is identified on the
Street Address

Old Orchard Beach Assessor's Maps and within the Town Assessing Records as having the following Map, Block and Lot number:

MAP _____ BLOCK _____ LOT _____

Date

Assessing Official

OOB Planning Department

TOWN OF OLD ORCHARD BEACH

PLANNING AND CODE ENFORCEMENT COST ESTIMATES for Improvements to be Covered by PERFORMANCE AGREEMENT

DATE:

To be included with Subdivision and Site Plan Applications

Parcel No.

M:			B:		L:	
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Project Name:

--	--

Project Address

--	--

or Location:

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	Unit Measure	# Units	ON-SITE Unit Cost	Subtotal	Unit Measure	# Units	OFF-SITE Unit Cost	Subtotal
1. STREET/SIDEWALK								
Roads				0				0
Paving								
Granite Curbing				0				0
Sidewalks				0				0
Esplanades				0				0
Monuments				0				0
Street Lighting				0				0
Street Opening Repairs				0				0
Other:				0				0
2. EARTH WORK				0				0
Cut				0				0
Fill				0				0
3. SANITARY SEWER				0				0

	Unit Measure	# Units	ON-SITE Unit Cost	Subtotal	Unit Measure	# Units	OFF-SITE Unit Cost	Subtotal
	Manholes			0				0
	Piping			0				0
	Connections			0				0
	Maine Line Piping			0				0
	House Service Piping			0				0
	Pump Stations			0				0
	Other:			0				0
4.	WATER MAINS			0				0
5.	SITE LIGHTING			0				0
6.	STORM DRAINAGE			0				0
	Manholes			0				0
	Catchbasins			0				0
	Piping			0				0
	Detention Basin			0				0
	Other*:			0				0
7.	EROSION CONTROL			0				0
	Silt Fence			0				0
	Check Dams			0				0
	Pipe Inlet/Outlet Protection			0				0
	Level Lip Spreader			0				0
	Soil Stabilization			0				0
	Geotextile			0				0
	Hay Bale Barriers			0				0
	Catch Basin Inlet Protection			0				0
	Other*:			0				0
8.	RECREATION & OPEN SPACE AMENITIES			0				0
9.	LANDSCAPING			0				0

Unit Measure		# Units	ON-SITE Unit Cost	Subtotal	Unit Measure		OFF-SITE Unit Cost	Subtotal
(Attach detail for landscaping; inc. units & cost)								
10.	Miscellaneous			0				0
				Totals:	0			0
				Grand Totals:	\$ -			
				15% Contingency:	-			
				Total Required for LOC:	\$ -	Issued by Bank; Lending Institution		
				INSPECTION FEES = 2% OF GRAND TOTALS:	\$ -	Payable to the Town of OOB: Check, Cash, MO		
<p>*other</p> <p>Item 5. Includes connections to the existing system.</p> <p>Item 7. Includes dust control, tree protection, and cleaning of storm drains/structures upon project completion.</p>								

PREPARED BY: _____

PRIOR TO THE SIGNING OF FINAL PLANS BY THE PLANNING BOARD, THE APPLICANT SHALL MEET ALL CONDITIONS OF APPROVAL, SECURE PERFORMANCE ASSURANCES AND ESCROW AGREEMENTS (PURSUANT TO ARTICLE III), AND PAY ALL OUTSTANDING PEER REVIEW FEES. ALL CONDITIONS OF APPROVAL SHALL BE INCLUDED WITHIN AN APPROVAL BLOCK ON THE RECORD REPRODUCIBLE PLAN.