

TOWN OF OLD ORCHARD BEACH

Current Planning Services:

**DESIGN REVIEW
CERTIFICATE
SITE PLAN**

DIVISION 5 - Sec. 78-427

Page 1 of 7

Application Fee is \$300.00
Plus Peer Review Costs

Date Received: _____

Application Fee PAID: \$ _____

Application and Submittal Requirements

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.:	
------------	----	--	----	--	----	--	---------------	--

Project Name:	
Project Address or Location:	

Applicant - Name:		E-mail:	
Mailing Address:		Phone:	
		Fax:	
Owner - Name:		E-mail:	
Mailing Address:		Phone:	
		Fax:	

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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Application and Submittal Requirements

- 1. Attach copy of the deed of property.
- 2. Size of property: _____ SF or _____ acres
- 3. Identify any and all easements on property.
Attach copies of easement deeds.

4. Proposed Site Plan Improvements:

- New Structures
- Addition/Expansion of Existing Structure
- Demolition
- Change of Use
- Expansion of Parking Area
- Exterior Site Improvements
- New Signage
- Signage Change
- New Sidewalks
- Street Trees
- Materials for Curb Cuts
- Other. Explain: _____

If you checked any items in Part 4. (above) thoroughly describe proposed improvements:

Attach additional sheets for narrative if necessary.

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Application and Submittal Requirements

5. BUILDING:

Height: existing _____ ft proposed _____ ft

Number of Stories: existing _____ proposed _____

Coverage: existing _____ % proposed _____ %

Building Coverage is the total SF of all buildings and structures (including swimming pools), porches, decks, sheds, roof overhangs, etc. divided by the total of the gross property area.

6. BUILDING COVERAGE (Floor Area):

Existing structure(s): _____ SF

Proposed structure(s) _____ SF or addition: _____ SF

7. LOT COVERAGE:

Existing : _____ SF _____ %

Proposed: _____ SF _____ %

Lot coverage is the total of building coverage plus all other impervious surfaces including, but not limited to, walkways, sidewalks, parking lots, driveways, etc. divided by the gross lot area.

8. PROPOSED UTILITIES:

Sewer: Public Sewer Estimated _____ gal/day

Existing Septic System

New Septic System (Attach copy of site/soils evaluation.)

Water: Private On-site Well

Public (Name of Provider): _____

Electrical/Telephone/Public Cable:

Underground

Overhead: Phase ___ 1; ___ 2; ___ 3

Other Utilities:

Natural Gas

Propane

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Application and Submittal Requirements

Trash Pick-up:

- | | | |
|----------------------------------|---------------------|-------|
| <input type="checkbox"/> Private | How often per week? | _____ |
| <input type="checkbox"/> Public | How often per week? | _____ |
| <input type="checkbox"/> Other | How often per week? | _____ |

9. SIGNAGE:

Existing signage: Total SF of all signs _____ SF; Number of signs _____

- | | |
|---|---|
| <input type="checkbox"/> sidewalk level | <input type="checkbox"/> sandwich board signs |
| <input type="checkbox"/> second story | <input type="checkbox"/> free-standing signs |
| <input type="checkbox"/> any other story above the second floor | |

Is there any Bonus Sign Area being proposed? Yes _____ no _____

ATTACH SCHEMATIC DRAWING(S) FOR ALL PROPOSED SIGNAGE INCLUDING THE FOLLOWING INFORMATION:

Proposed signage: Total SF of all signs _____ SF; Number of signs _____

Materials: _____

Lighting: _____

Colors: _____

10. IS ANY PART OF THE PROPERTY WITHIN A FLOOD HAZARD AREA OR SUBJECT TO PERIODIC FLOODING?

If Yes _____ (Delineate on Plan) No _____

11. IS ANY PART OF THE PROPERTY WITHIN THE SHORELAND ZONE?

If Yes _____ (Delineate on Plan) No _____

12. IS PROPERTY AN HISTORIC OR IMPORTANT NATURAL SITE, OR ADJACENT TO SUCH A SITE?

Yes _____ No _____

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Application and Submittal Requirements

12. WILL THE PROPOSED NEW USE OR THE EXPANDED USE GENERATE:

Odors _____, Noise _____, Glare _____, Pollutants _____ ?

Explain:

(Attach a separate sheet if necessary.)

13. OPERATION:

Days of Operation: _____

Hours of Operation: _____

14. LIST ANY LOCAL, STATE OR FEDERAL APPROVALS REQUIRED:

ZBA (variance) EXPLAIN: _____

DEP:

Sand Dune Permit

NRPA Permit

Coastal Wetlands

Site Location of Development

Other _____

MCGP - Maine Construction General Permit

Army Corp of Engineers

(for one (1) acre or more of disturbed area)

State, Local or Federal Licenses: _____

Design Review

Historic District Review

15. TRIP GENERATION:

a. Estimated number of vehicle trips entering and leaving the site on a daily basis.

b. Estimated number of vehicles entering and leaving the site during the busiest
A.M. hours: _____ (Busiest A.M. hours fall between _____ P.M. and _____ A.M.)

c. Estimated number of vehicles entering and leaving the site during the busiest
P.M. hours: _____ (Busiest P.M. hours fall between _____ P.M. and _____ P.M.)

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Application and Submittal Requirements

16. PROVIDE PARKING DATA AS FOLLOWS:

- a. Total number of parking spaces required per OOB Ordinance: _____ .
- b. Total number of existing parking spaces: _____ .
- c. Existing impervious paved area: _____ SF.
- d. Proposed impervious paved area: _____ SF.
- e. Number of proposed parking spaces: _____ .
- f. Size of parking spaces: _____ft X _____ft .
- g. Width of travel lanes: _____ feet.
- h. Width of entry/exits: _____ feet
- i. Type of impervious surface: _____.

Attach construction details for parking area or additional construction notes to plan.
Include existing and proposed final grades and drainage plan.

17. JUSTIFY EACH WAIVER REQUESTED: _____

18. ATTACH A SCHEMATIC DRAWING FOR ANY STRUCTURAL MODIFICATIONS, ADDITIONS, DEMOLITION OF ALL OR ANY EXTERIOR PART OF:

- Existing non-residential, mixed use, or multi-family residential structures
- Construction of new principal or accessory non-residential structures
- Mixed-use, or multi-family residential building(s)

19. INDICATE THE LOCATION OF:

- Additions
- Demolitions
- Replacement, repair or alteration of new or existing decks, porches, stairs, patios, fences, walls, and any other structure within view of a public street.

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Application and Submittal Requirements

20. SCHEDULE OF IMPROVEMENTS:

Estimated Costs \$ _____
Estimated Start Date _____
Estimated Completion Date _____

(If improvements are to be phased, attach Proposed Construction Schedule.)

21. **ALL MODIFICATIONS SHALL CONFORM TO THE CRITERIA OUTLINED IN THE GUIDELINES FOR DOWNTOWN DISTRICT.**

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.**

22. **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 IV, SECTION 78-211), AND PAY ALL OUTSTANDING PEER REVIEW FEES. ALL CONDITIONS OF APPROVAL SHALL BE INCLUDED WITHIN AN APPROVAL BLOCK ON THE RECORD REPRODUCIBLE PLAN.**

23. **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

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**CURRENT PLANNING SERVICES:
GUIDELINE FOR
DEVELOPMENT IN THE
DOWNTOWN DISTRICTS**

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SUBDIVISION II - Sec. 78-686

ALL MODIFICATIONS SHALL CONFORM TO THE CRITERIA OUTLINED AS FOLLOWS:

MASS AND SCALE: of all proposed buildings shall be compatible with the surrounding structures, or with the local building fabric. Proposed structures should neither be of overpowering mass or scale so as to visually dominate the streetscape to the visual exclusion of other structures, nor should proposed buildings be of such a diminutive size to create visual holes in the street fabric. Structures exposing a broad mass to the street should be visually broken into smaller components compatible with the bulk of surrounding structures through projecting and retreating building lines, vestibules, gable dormers, and varying roof elevations.

BUILDING HEIGHT: In order to maintain the street enclosure of the Downtown districts, foster vertical stratification of land uses, and increase the critical mass of the Downtown commercial center, all buildings should be a minimum of at least two (2) stories, with 3-4 stories preferable. If market conditions cannot justify multiple stories, the owner is encouraged to either:

- 1). Construct but not finish off the second floor, or;
- 2). Construct with adequate load-bearing walls and truss roof construction to enable addition of additional floors when market conditions can justify multiple floors.

ROOF LINES: Roofs play a critical role in defining the mass and character of a building. Historically, buildings in the Downtown area have been constructed with flat roofs or roof pitches in which the façade of the structure is visually dominate and the roofline is subordinate or concealed. Recent rehabilitation has emphasized broad pitching gable-ended and one-story structures that leave voids in the upper story building fabric of the street, and make the building line appear choppy. Roofs should be pitched at a ratio of between 12"/8" to 12"/12". Pitches of less than 12"/8" are encouraged only in *Hip Roof* and *Jerkin Head* construction. True *Mansard Roofs* incorporating the top floor of a structure are encouraged, however *False Mansard Roofs* employed as a roof or storefront cornice are to be avoided. Flat roofs are desirable as long as a parapet or a distinctive roof cornice projects above the roof elevation from the pedestrian viewpoint. Proposed structures with gable ends facing the public street or sidewalk shall not be of greater lateral dimension than the width of adjacent structures.

FENESTRATION: (Window and Door Arrangement): The relationship of voids (windows and doors) to the building façade plays a crucial role in the architectural and visual quality of the structure. The following principals shall govern all reviews of proposed fenestration for building rehabilitation and new construction:

- (1) Window and door area should be not less than 24%, nor more than 66% of the façade area facing the public sidewalk.

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SUBDIVISION II - Sec. 78-686

- (2) The arrangement of the windows and doors should provide a visual rhythm in the facade without appearing monotonous.
- (3) Window dimensions and construction should be complimentary to the architectural character and where appropriate, the historical period, of the structure.
- (4) Windows of differing dimensions are encouraged as long as they occupy a logical locations of the structure, such as a half-round window at a gable peak, and compliment the fenestration pattern.
- (5) Ribbon windows and curtain glass walls are specifically discouraged.
- (6) Conservatories and Sunrooms, are a positive addition to a structure providing that they are harmoniously integrated into the façade of the building.

FAÇADE MATERIALS: The preferred façade materials are either wood clapboards or cedar shingles. Wood provides the airy atmosphere connotative of traditional New England coastal communities and provides the flexibility to accept changing paint schemes and to integrate architectural treatments and decoration consistent with the Downtown's historic features.

- (1) Red Brick: is a heavy material more suitable for institutional structures and downtown Portland than for a seaside resort. Red Brick may be used as a façade material provided that the entire façade is faced with red brick and visual breaks between floors is created via reveals, protruding cornices, or other architectural treatments. Yellow-chroma bricks are inappropriate materials in the Downtown Business Districts.
- (2) Stucco: is an acceptable façade treatment in the Downtown Business Districts provided that corbels or cornerboards are constructed at the building corners and architectural details outlined in Section 7.3 are included to diminish the mass of the façade.
- (3) Concrete and textured Concrete Masonry Units (CMUs): are visually-cold and monolithic façade material normally unsuitable for the seaside resort atmosphere and character. Unless integral color, architectural details, and mass-reducing treatments are incorporated into the building design, Concrete and textured CMUs are strongly discouraged as façade material.
- (4) Vinyl or aluminum siding, T-111:, and similar synthetic materials are specifically discouraged on the sidewalk façade of any structure in the Downtown Business Districts.
- (5) Glass: Glass curtain wall construction is inappropriate for the Downtown Business Districts. However, Sunrooms, conservatories and other distinctive glass elements are encouraged, providing that the glass structures are well integrated into the form and mass of the building and conform to the fenestration requirements of Section 7.3.1.2.

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- (6) Metal: Metal as a façade material is acceptable for architectural details such as Storefront Bulkhead panels. However metal skin structures, particularly prefabricated metal structures should be avoided.
- (7) Combination of Materials: Facades should be of a single building material with architectural details such as storefront bulkheads, cornices, pilasters, and columns of different materials.

ARCHITECTURAL DETAILS: Much of the character of any building stock and hence the public's perception of that district as a unique area is partially determined by the presence of architectural detailing and pedestrian-scale structure.

Architectural detailing can be effectively employed as a mitigation measure, reducing building mass or creating visual character on an otherwise mundane structure. Architectural details that are appropriate to the Downtown Business Districts include carved roof brackets, Bargeboards, cornices with reveals and moldings, storefront bulkheads with recessed or raised panels, cornerboard corbelling. Pilasters and columns are appropriate for adding some architectural flavor to a bland building façade. Spindles, brackets, finials, and balustrades for porches, railings and roof overhangs are classic details reminiscent of seaside cottages.

FENCES, RAILINGS, & STEPS:

- (1) Fences, steps, and porches should reflect the architectural character, materials, and historic period of the principal structure. Finials, reveals, balustrades, spindles and other decorative elements should be incorporated into the design wherever possible and appropriate.
- (2) Free-standing fences visible from the sidewalk or street should be constructed of a durable wood, such as cedar, redwood, or pressure treated pine or of metal or combination thereof and in a manner consistent with prototypical designs illustrated in the Town Design standards.
- (3) All fences and railings should be either painted or stained in white or neutral colors, or where appropriate, in the color of the principal structure.

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**SITE PLAN REVIEW
REQUIREMENTS**

Section 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" = 40.0') 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 feet 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.

**SITE PLAN REVIEW
REQUIREMENTS**

Section 78-215

- I. Location, dimensions, and 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 and 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, and 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**

Section 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:	
----	--	--	----	--	----	--

Project Name:

--	--

Project Address

--	--

or Location:

--	--

	ON-SITE		OFF-SITE	
	Unit Measure	# Units	Unit Cost	Subtotal
1. STREET/SIDEWALK				
Roads			0	0
Paving			0	0
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:	-				-
			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.