

TOWN OF OLD ORCHARD BEACH

ADMINISTRATIVE SITE PLAN REVIEW

ARTICLE IV-SEC. 78-213

Page 1 of 6

Application Fee is \$200.00

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 District:	
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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.*

OOB Planning Department

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

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Current Planning Services:

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Application and Submittal Requirements

1. DESCRIBE PROPOSED PROJECT.

2. ATTACH A COPY OF THE PROPERTY DEED.

3. SIZE OF PROPERTY: _____ SF or _____ acres

4. IDENTIFY ANY AND ALL EASEMENTS ON THE PROPERTY. ATTACH COPIES OF EASEMENT DEEDS.

5. **FLOOR AREA:**

Existing Structures _____ SF

Proposed Structure(s) _____ SF

Addition(s) _____ SF

6. **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.

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.

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8. Is any part of this property a historic or important natural site, or adjacent to such site?

Yes _____ No _____, If Yes, EXPLAIN:

9. **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

10. **TRASH PICKUP:**

Private How often per week? _____

Public How often per week? _____

Note: The use of a dumpster will require a dumpster permit and location shown on site plan.

11. **SITE LIGHTING**

Proposed Fixtures _____

Location _____

Lamp Wattage _____

*Attach catalog cut sheets of luminaries and photometric data from manufacturer(s).
Show ALL existing and proposed lighting on the site plan.*

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12. WASTE, EMISSIONS, NOISE and MATERIAL'S STORAGE:

- a. Will the proposed new use or the expanded use generate waste and/or emissions such as grease, lubricants, odors or hazardous materials?
- b. Will hazardous materials such as inks, dyes, solvents, lubricants and petroleum products be stored on-site?

Describe storage method(s):

Describe the off-site noise the proposed project will generate:

(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

Chapter 500 Stormwater permit

Post-Construction Ord. Review (Ch. 71)

MCGP - Maine Construction General Permit
(for one (1) acre or more of disturbed area)

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Application and Submittal Requirements

- Army Corp of Engineers
- 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.)

16. PARKING:

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

- a. Number of **existing** parking spaces: _____
- b. Number of spaces **required** for proposed use: _____
- c. Number of **proposed** parking spaces: _____
- d. Size of spaces: _____ ft X _____ ft

17. CURB CUTS:

- a. Number of existing curbcuts: _____
- b. Proposed number of curb cuts: _____
- c. Distance between curbcuts: _____
- d. Width of travel lane: _____
- e. Width of entry/exit drives: _____
- f. Type of impervious surface: _____

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Submit 4 copies of Applications, Checklists, Plans, etc. to OOB Planning Department.

18. PRIOR TO THE ISSUANCE OF BUILDING PERMITS, CERTIFICATES OF OCCUPANCY OR COMMENCEMENT OF THE APPROVED ACTIVITY, THE APPLICANT SHALL SUBMIT FULLY-EXECUTED PERFORMANCE ASSURANCES, PURSUANT TO OOB ZONING ORDINANCE ARTICLE IV, SECTION 78-211, TO THE OOB PLANNING DEPARTMENT.
19. 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. Any signature of a non-owner will require assignment from the owner to act on their behalf. Attach assignment (signed by owner) to this application.

Owner, Applicant, or Agent

Date

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**CHECKLIST for ADMIN.
SITE PLAN REVIEW
SECTION 78.215**

The Applicant shall provide...

- 1. proof of right of title and interest in the subject property.
- 2. a scaled Site Plan showing existing and proposed site features.
- 3. a stormwater and erosion control plan, if applicable.
- 4. scaled building elevations and proposed sign layouts, if applicable.
- 5. property boundary and/or topographic survey, if applicable
- 6. additional information deemed necessary by the Town Planner.

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**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