

FOR OFFICE USE ONLY:

PERMIT NO.: _____

ISSUE DATE: _____

FEE AMOUNT: _____

TOWN OF SEDGWICK, MAINE
SITE PLAN REVIEW PERMIT APPLICATION

GENERAL INFORMATION

1. APPLICANT	2. APPLICANT'S ADDRESS	3. APPLICANT'S TEL. #
4. PROPERTY OWNER	5. OWNER'S ADDRESS	6. OWNER'S TEL. #
7. CONTRACTOR	8. CONTRACTOR'S ADDRESS	9. CONTRACTOR'S TEL. #
10. LOCATION/ADDRESS OF PROPERTY	11. TAX MAP/PAGE & LOT #	12. ZONING DISTRICT
13. DESCRIPTION OF PROPERTY INCLUDING A DESCRIPTION OF ALL PROPOSED CONSTRUCTION, (E.G. LAND CLEARING, ROAD BUILDING, SEPTIC SYSTEMS, AND WELLS - PLEASE NOTE THAT A SITE PLAN SKETCH IS REQUIRED ON PAGE 1).		
14. PROPOSED USE OF PROJECT	15. ESTIMATED COST OF CONSTRUCTION	

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 PROPERTY INFORMATION

16. LOT AREA	17. FRONTAGE ON ROAD (FT.)
18. SQ.FT. OF LOT TO BE COVERED BY NON-VEGETATED SURFACES	19. ELEVATION ABOVE 100 YR. FLOOD
20. FRONTAGE ON WATERBODY (FT.)	21. HEIGHT OF PROPOSED STRUCTURE(S)
22. EXISTING USE OF PROPERTY	23. PROPOSED USE OF PROPERTY
24. LANDSCAPING CHANGES TO OCCUR	25. STORM WATER MANAGEMENT PLAN
26. SET BACK FROM PROPERTY LINES (FT.)	27. IS THIS NOW OR HAS IT BEEN A HISTORIC SITE?
28. WILL SCENIC AREAS BE EFFECTED	29. WILL THERE BE STORAGE AREAS LOCATED ON THE PROPERTY?
30. WILL THERE BE ADDITIONAL EXTERIOR LIGHTING?	31. WILL THERE BE NEW OR ADDITIONAL ADVERTISING SIGNS?
32. IS THERE ADEQUATE VEHICLE ACCESS AND PARKING?	33. ARE THERE PROVISIONS FOR EMERGENCY VEHICLE ACCESS?
34. WILL EXISTING SURFACE DRAINAGE BE IMPROVED OR ALTERED?	35. IS THERE A SOIL EROSION PLAN?
36. WILL FEDERAL & STATE REGULATIONS ON AIR QUALITY BE INVOLVED?	37. IS SUFFICIENT WATER SUPPLY AVAILABLE?
38. WILL A NEW SEWAGE DISPOSAL SYSTEM BE REQUIRED?	39. WILL INDUSTRIAL ACTIVITY BE INVOLVED?
40. WILL THERE BE MORE THAN ONE COMMERCIAL ACTIVITY INVOLVED?	

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SITE PLAN

PLEASE INCLUDE: LOT LINES; AREA TO BE CLEARED OF TREES AND OTHER VEGETATION, THE EXACT POSITION OF PROPOSED STRUCTURES, INCLUDING DECKS, PORCHES, AND OUT BUILDINGS WITH ACCURATE SETBACK DISTANCES FROM THE SHORELINE, SIDE AND REAR PROPERTY LINES, THE LOCATION OF PROPOSED WELLS, SEPTIC SYSTEMS, AND DRIVEWAYS; AND AREAS AND AMOUNTS TO BE FILLED OR GRADED. IF THE PROPOSAL IS FOR THE EXPANSION OF AN EXISTING STRUCTURE, PLEASE DISTINGUISH BETWEEN THE EXISTING STRUCTURE AND THE PROPOSED EXPANSION.

NOTE: FOR ALL PROJECTS INVOLVING FILLING, GRADING, OR OTHER SOIL DISTURBANCE YOU MUST PROVIDE A SOIL EROSION CONTROL PLAN DESCRIBING THE MEASURES TO BE TAKEN TO STABILIZE DISTURBED AREAS BEFORE, DURING AND AFTER CONSTRUCTION (See attached guidelines)

SCALE: _____ = _____ FT.

FRONT OR REAR ELEVATION

SIDE ELEVATION

DRAW A SIMPLE SKETCH SHOWING BOTH THE EXISTING
AND PROPOSED STRUCTURES WITH DIMENSIONS

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ADDITIONAL PERMITS, APPROVALS, AND/OR REVIEWS REQUIRED

CHECK IF REQUIRED:

- PLANNING BOARD REVIEW APPROVAL _____
(e.g. Subdivision, Site Plan Review)
- BOARD OF APPEALS REVIEW APPROVAL _____
- FLOOD HAZARD DEVELOPMENT PERMIT _____
- EXTERIOR PLUMBING PERMIT _____
(Approved THE 200 Application Form)
- INTERIOR PLUMBING PERMIT _____
- DEP PERMIT (Site Location,
Natural Resources Protection Act)
- ARMY CORPS OF ENGINEERS PERMIT _____
(e.g. Sec. 404 of Clean Waters Act)

OTHERS:

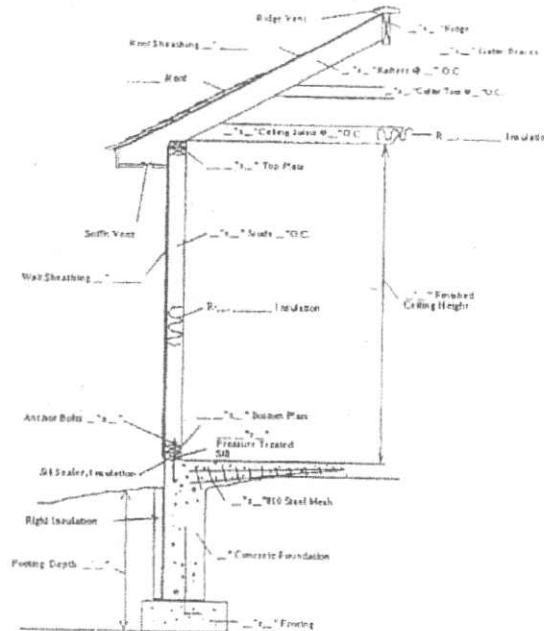
BUILDING NOTIFICATION FORM (over 75sf)

NOTE: APPLICANT IS ADVISED TO CONSULT WITH THE CODE ENFORCEMENT OFFICER AND APPROPRIATE STATE AND FEDERAL AGENCIES TO DETERMINE WHETHER ADDITIONAL PERMITS, APPROVALS, AND REVIEWS ARE REQUIRED

I CERTIFY THAT ALL INFORMATION GIVEN IN THIS APPLICATION IS ACCURATE. ALL PROPOSED USES SHALL BE IN CONFORMANCE WITH THIS APPLICATION AND THE TOWN of SEDGWICK, MAINE, SITE REVIEW ZONING ORDINANCE. I AGREE TO FUTURE INSPECTIONS BY THE CODE ENFORCEMENT OFFICER AT REASONABLE HOURS.	
APPLICANT'S SIGNATURE	DATE
AGENTS SIGNATURE (if applicable)	DATE

TOWN OF SEDGWICK, MAINE
SITE PLAN REVIEW PERMIT APPLICATION

You've made your plans



**and filled in all the blanks,
but ... have you checked with the DEP?**

If your project is within 100 feet of a brook, stream, lake, river, wetland, great pond, or other waterbody, it probably requires a Natural Resources Protection Act Permit from the DEP before work begins. Some of the activities requiring a NRPA permit are: soil disturbance, grading, filling (with any material) beach construction or repair, dredging, draining water from or discharging water to a waterbody, bridge or culvert crossings, permanent wharves, docks or moorings, most retaining wall construction or repair and any shoreline alteration or disturbance. Projects started without a State permit where one is required can result in repairs and penalties from \$100 to \$10,000 per day. Landowners and their contractors are both subject to penalties. For more information and help determining if you need a permit

call the DEP at 207-941-4570

On September 20, 1997 the DIG SAFE law changed.

You must call **1-888-DIGSAFE** and get approval before you begin ditching, grading, sign installation, culvert repair, road reconstruction, excavating and many other forms of disturbing the earth. Even if no damage occurs you could be held liable for civil penalties of up to \$1,000 if you fail to call

1-888-DIGSAFE.

Town of Sedgwick -Site Plan Review

(draft 7/2018) Applicant Check list:

The Planning Board has provided this check list to aid in fairly evaluating your proposed project.

It is the goal of the planning board to completely, fairly and openly investigate any and all possible ramifications of your development on the landscape, the community and the environment of the Town of Sedgwick.

Your attention to detail as you fully and accurately complete this checklist will enable us to quickly determine how your project conforms to the site plan review ordinance.

The planning Board, and the code enforcement officer are available to aid and assist you as you navigate this process.

Please submit your proposal to The Board that includes all of the following information:

1) Map:

A site plan map to include the following information:

A) Applicant information

- Name and address of applicant or authorized agent
- Name of proposed development (for reference purposes)
- Description and location of all proposed structures, buildings or improvements.
- Identification of any land within 500 feet of the proposed development in which the applicant has title or interest

B) Soil conditions _____

Existing soil conditions as described either by a soils scientist, geologist, engineer, or SCS medium intensity soils survey (This information may be available by contacting the Hancock County Soil Management District)

C) Tax maps & lot numbers

Copies of municipal tax maps and lot numbers (Available from the Town of Sedgwick office) with names of all owners, including those of abutting landowners

D) Survey _____

Most recent perimeter (boundary) survey of the parcel prepared and certified by a registered land surveyor, listing reference points, true or magnetic north, scale, corner of parcel, date of survey and total acreage.

E) Utilities & easements

For proposed development and areas within 200 feet of the proposed development, show existing and proposed locations and dimensions of:

- Utility lines _____
- Sewer/septic lines _____
- Wells/water lines _____
- Easements/public and private rights-of-way _____
- Drainage ways / wetlands _____
- Other critical points of interest _____

Town of Sedgwick -Site Plan Review
(draft 7/2018) Applicant Check list:

- F) Existing structures _____
Location of all existing buildings or structures located on the proposed development site and on parcels abutting the site

- G) Soils report _____
If the site is not to be served by a public sewer line, an on-site soils investigation report by a licensed soils evaluator is required. The report shall contain the types of soils, location of test pits and proposed location of the best practical subsurface disposal system for the site

- H) Pedestrian & vehicular access _____
Location and dimensions of on-site pedestrian and vehicular access ways, parking, and loading areas, curbs and sidewalk lines

- I) Landscape plan showing location, type and approximate size of plantings and location, description and dimensions of all fencing and screening. All signage and exterior lighting is to be detailed and described.

- J) Dark Skies plan. The applicant has read and has implemented recommendations as described in the Technical Assistance Bulletin provided by the Maine State Planning Office
<https://www.maine.gov/dacf/municipalplanning/docs/lightingmanual.pdf>

- K) Site topography
Topographic contours at intervals of either 15' or 10' in elevation, as specified by the Planing Board _____

- L) Site aquifers
Location of aquifers and aquifer recharge areas (if mapped)

- M) Additional information _____
Any additional information that may help to describe the proposed development

Town of Sedgwick -Site Plan Review

(draft 7/2018) Applicant Check list:

2) Project description & statement from the applicant:

A written statement by the applicant including the following information:

- Evidence of title and interest in the land for which the application addresses
- A description of the proposed uses (developments) to be located on the site, including quantity and type of residential units, if any
- Gross floor area and ground coverage of each proposed building/structure and percentage of lot area to be covered by each building/structure as well as total area of lot to be covered by buildings/structures _____
- Summary of existing & proposed easements, restrictions, liens and covenants affecting the property _____
- Method of solid waste disposal _____
- Erosion & sediment control plan _____
- Copies of certified letters (including delivery receipts) to:
 - All abutting landowners
 - Select board
 - Tax collector
 - Town clerk
 - Fire chief
 - Road commissioner (if applicable) _____notifying them of the proposed development
- A statement from the Fire Chief as to the availability and adequacy of fire hydrants and/or fire ponds, or provision of fire protective services
- If public water/sewer systems are to be used, a statement from the water/sewer district or utility as to the availability of water/sewer lines _____
- An estimate of the date when construction will begin, and when the development will be completed
- A recommendation from the Town engineer, Road commissioner, or Select board on the proposed design & layout (As needed) _____
- A comprehensive list of all County, State and Federal agencies and offices that require applications and/or permits for the proposed project
- A timeline for submission of applications, and copies of any applications previously submitted or permits granted by offices/agencies listed above. Include points of contact for listed offices/agencies