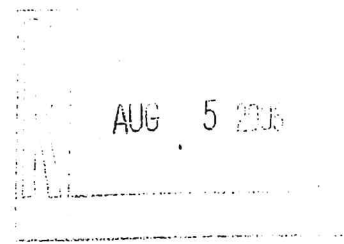


Town of Greenwood Planning Board
PO Box 180
Greenwood, Maine 04255

**SITE PLAN REVIEW
INSTRUCTIONS TO APPLICANTS**



Introduction

If you are proposing a project that requires Site Plan Review and approval by the Greenwood Planning Board the following instructions are intended to assist you through the application and review process. **It is recommended that you obtain a copy of the Site Plan Review Ordinance available at the Town Office to aid in the preparation of a complete application.**

Step 1. Preapplication Meeting

Preapplication Meeting - Prior to submitting a formal application you are required to attend a Preapplication meeting with the Planning Board. Please contact the town office to schedule that meeting. At this meeting you should present a simple sketch plan of the proposed project and explain to the Planning Board the nature of the project. The Planning Board will provide feedback including the required application information that **will assist in the preparation of the formal application.** In addition to the sketch plan, documentation of ownership, option to purchase or contract for sale of the property needs to be provided.

At this time the Planning Board will determine if an on site inspection of the project site will be conducted and schedule a date for any site inspection.

Step 2 Formal Application

Application and Development Plan - Ten copies of the Application Form, Site Plans and supportive information are required to be delivered to the Greenwood Town Office no less than seven (7) days prior to the Board's regular scheduled meeting date.

Site Plan - A site plan drawn at a scale sufficient to allow review of required items, but at not more than 50 feet to the inch for that portion of the total tract of land being proposed for the project, and showing the following:

Fees - Upon filing an application all applicable fees shall be paid by check payable to the Town of Greenwood. There are two fees, application fee and Review Escrow Account Fee.

Application fee - \$50.00 + \$5.00 per 1,000 square feet or portions thereof of gross floor area, parking and storage areas. Where the project involves no floor area or parking area the fee is \$150.00. This fee is non refundable.

Planning Board Review Escrow Account Fee - \$150.00 per 2,000 square feet or portions thereof gross floor area, parking and storage area. Where the project involves no floor area or parking area the fee is \$500.00. This fee is used by the Planning Board to pay for the professional review of the application. Any portion of this fee that is not expended is refunded.

Informational Sign - Upon submission of the application the applicant shall install a 4' X 4' a sign created by a professional sign maker on the project parcel. No such sign shall be placed in the area regulated by the Town of Greenwood Shoreland Zoning Ordinance. The sign shall contain the following. Information. **Within seven days of final approval the applicant shall remove the sign**

**Proposed Development Site
Nature of Project
Name and Address of Applicant
For Application Information Contact-
Town of Greenwood
875-2773**

Step 3 Application Review and Approval

Complete Application - The first action by the Planning Board will be to determine if the application is complete meaning that all the required information has been submitted. The Planning Board will **base its decision on the submission requirements contained in Section 1-401.3 of the Site Plan Review Ordinance.** This will be determined within thirty (30) days from the date of the meeting at which the application is received by the Planning Board. **The Planning Board will not begin to review an applicant for compliance with review standards until it has received a complete application.**

Public Hearing - The Planning Board will determine if it will hold public hearing when it has received a complete application.

Final Action - The Planning Board will vote to approve, approve with conditions or deny the application within thirty (30) days of a public hearing, or within sixty (60) days of the receipt of a complete application if no hearing is held. **The Planning Board will base its decision on the Performance Standards contained in Sections 1-601.2, 1-701.1 and 2 of the Site plan Review Ordinance.**

Findings of Fact - At the next regular meeting following final action the Planning Board will issue it findings of facts and conclusion of law.

Step 4 Expiration of Approval and Permits

Expiration of Site Plan Review Approval - Site Review Plan approvals by the Planning Board **expire two (2) years** from the date of approval unless substantial construction has commenced. Approvals lapse if work is not completed within three (3) years of the date of approval.

Permits - Approval by the Planning Board of a Site Plan Review Application **does not mean building permits and plumbing permits are also approved.** Such permits require review and approval of the Planning Board and/or Code Enforcement Officer.

**TOWN OF GREENWOOD
APPLICATION FOR SITE PLAN REVIEW**

Project Name: _____

Applicant Information:

1. Name of Applicant: _____
Address: _____

Telephone No. _____

2. Name of Property Owner: _____
Address: _____

Telephone No. _____

3. Name of applicant's authorized agent: _____
Address _____

Telephone No. _____

4. Name of person and address to which all correspondence regarding this application should be sent to:

5. What legal interests does the applicant have in the property to be developed (ownership, option, purchase and sales, contract, other)? (attach evidence of interest)

6. What interest does the applicant have in any abutting property?

7. Nature of Project. Please describe the nature of the proposed project including total floor area, type of materials/products to be handled, hours of operation and other information to familiarize the Board with your application. (attach additional pages if necessary)

Land Information

8. Location of property:
- | | | |
|--------------------------|------|-------|
| - from Greenwood Maps | Map | _____ |
| | Lot | _____ |
| - from Registry of Deeds | Book | _____ |
| | Page | _____ |

Attach copy of Tax Map showing property.

9. Acreage of parcel _____

10. Acreage of developed _____

11. Is any portion of the property within 250 feet of the high water mark of any pond, river, stream or wetland?
 yes no

12. Is any portion of the property within a special flood hazard area as defined by the Town of Greenwood Flood Hazard maps?
 yes no

13. State below the estimated cost of the project, as proposed in the application, and itemize major categories including estimated costs of activities to minimize or preventing adverse effects on the surrounding environment during construction and/or operation of the project.

Legal	_____	Water Supply	_____
Sewage Disposal	_____	Landscaping	_____
Roads/Parking	_____	Erosion	_____
Storm Water	_____	Other	_____
Structures	_____	TOTAL	_____

Attach a statement as how you plan to finance the project.

Development Information

- 14. Gross floor area or area to be developed: _____
- 15. Percentage of parcel to be covered by structures and parking: _____
- 16. Method of infrastructure:
 - a. water supply _____
 - b. sewage disposal _____
 - c. fire protection _____
 - d. electricity _____
 - e. solid waste disposal _____
- 17. Type of on-site sign(s): _____
- 18. Number of parking spaces: _____

Other Information

- 19. List any waivers to be requested:

- 20. Proposed construction schedule:

The application must be accompanied with the following in addition to the information contained in Sections 1-401.3 of the Town of Greenwood Site Plan Review Ordinance

- a. A development plan drawn at a scale of not more than 1 inch equals 50 feet indicating the nature of the project.
- b. A location map to show the relationship of the proposed development to the surrounding area.

To the best of my knowledge, all information submitted in this application is true and correct.

Signature of Applicant or Agent

Date

NOTE: *This application form provides the Planning Board with general information. Applicants are encouraged to review Section 1-401.3 of the Town of Greenwood Site Plan Review Ordinance for specific submission requirements.*

**TOWN OF GREENWOOD
APPLICATION COMPLETENESS CHECKLIST
SITE PLAN REVIEW**

Date: _____

Project Name: _____

Applicant: _____

Applicant Instructions: The following list is the information required in Section 1-401.3 of the Town of Greenwood Site Plan Review Ordinance for a complete Site Plan Review Application. Please check in the left hand column if the information has been provided, if you request a waiver from submitting the information, or you believe the information is not applicable to your application. If a waiver(s) is requested, or the information is not applicable, a written explanation is required.

For Applicant Use				For Planning Board Use		
Provided	Waiver	Not Applicable		Received	Waived	Not Applicable
_____	_____	_____	A. Executed and signed copy of the application	_____	_____	_____
_____	_____	_____	B. Application Fee and Review Escrow	_____	_____	_____
_____	_____	_____	C. Sketch map showing general location of project site	_____	_____	_____
_____	_____	_____	D. Site plan or maps at a scale of not more than one (1) inch to fifty (50) feet indicating the following	_____	_____	_____
_____	_____	_____	1. Name of proposed project	_____	_____	_____
_____	_____	_____	2. Name, address and signature of property owner	_____	_____	_____
_____	_____	_____	3. Name and address of applicant	_____	_____	_____
_____	_____	_____	4. Name and address of authorized agent	_____	_____	_____
_____	_____	_____	5. Boundaries of all contiguous property to the proposed project in which the applicant has title or interest	_____	_____	_____
_____	_____	_____	6. Perimeter survey of the parcel signed and embossed by a Professional Land Surveyor	_____	_____	_____
_____	_____	_____	7. Existing and proposed contour lines at intervals specified by the Planning Board	_____	_____	_____

For Applicant Use				For Planning Board Use		
Provided	Waiver	Not Applicable		Received	Waived	Not Applicable
_____	_____	_____	8. Soil types and location of soil boundaries	_____	_____	_____
_____	_____	_____	9. Location of existing and proposed structures (including design, exterior materials, size and height) driveways, sidewalks, parking spaces, loading areas, open spaces, open drainage courses, service areas and landscaping	_____	_____	_____
_____	_____	_____	10. Location, size and character of all signs and exterior lighting	_____	_____	_____
_____	_____	_____	11. Area of project parcel and amount of street frontage.	_____	_____	_____
_____	_____	_____	12. Location of all buildings within 50' of the parcel to be developed and intersection roads/driveways within 200'.	_____	_____	_____
_____	_____	_____	13. Location of mapped aquifers and recharged areas.	_____	_____	_____
_____	_____	_____	14. Location of wetlands, significant wildlife habitat, known or potential archaeological resources, rare and endangered species or other important natural features scenic locations, as identified in the comprehensive plan, historic buildings and sites.	_____	_____	_____
_____	_____	_____	15. Location and elevation of any area identified as 100 year flood plain	_____	_____	_____
_____	_____	_____	16. Boundaries and name of the direct watershed of a great pond	_____	_____	_____
_____	_____	_____	17. Utility plan showing provisions for water supply and waste water disposal	_____	_____	_____
_____	_____	_____	18. Preparer's seal.	_____	_____	_____
			E. A written narrative substantiated by the appropriate documentation that includes the following.			
_____	_____	_____	1. Names and addresses of all property owners within 500 feet of the project	_____	_____	_____
_____	_____	_____	2. Name, address and number of PE, PLS, or Planner who prepared plan.	_____	_____	_____

For Applicant Use				For Planning Board Use		
Provided	Waiver	Not Applicable		Received	Waived	Not Applicable
_____	_____	_____	3. Evidence of right, title or interest in the property to be developed	_____	_____	_____
_____	_____	_____	4. Location of property Book and Page/Lot and Lot number	_____	_____	_____
_____	_____	_____	5. Method of sewage disposal and result of on site soil investigation.	_____	_____	_____
_____	_____	_____	6. Type of water supply.	_____	_____	_____
_____	_____	_____	7. Description of the proposed use(s).	_____	_____	_____
_____	_____	_____	8. Total floor area and ground coverage of buildings and structures and percentage of lot to be covered by buildings and structures	_____	_____	_____
_____	_____	_____	9. Summary of existing and proposed easements, restrictions and covenants placed on he property.	_____	_____	_____
_____	_____	_____	10. Method of solid waste disposal	_____	_____	_____
_____	_____	_____	11. Erosion and sedimentation control plan	_____	_____	_____
_____	_____	_____	12. Stormwater control plan	_____	_____	_____
_____	_____	_____	13. Statement of financial capacity	_____	_____	_____
_____	_____	_____	14. Nature and type of air emissions	_____	_____	_____
_____	_____	_____	15. Municipal impact analysis	_____	_____	_____
_____	_____	_____	16. Evaluation of the availability and suitability (capacity) of off-site public facilities	_____	_____	_____
_____	_____	_____	17. Statement from Fire Chief relating to provisions for fire protection	_____	_____	_____
_____	_____	_____	18. Date when construction will begin, when use will begin and completion date	_____	_____	_____

For Applicant Use				For Planning Board Use		
Provided	Waiver	Not Applicable		Received	Waived	Not Applicable
_____	_____	_____	19. Description of the current or most recent use or proposed use of the building or land including type of products(s) sold or manufactured, operating hours, nature and number of patrons served on a daily basis, peak hours, and other items as the Planning Board may find necessary.	_____	_____	_____
_____	_____	_____	20. Traffic data	_____	_____	_____
_____	_____	_____	21. Driveway/Entrance Permit	_____	_____	_____
_____	_____	_____	22. Type and size of machinery likely to generate noise at lot lines	_____	_____	_____
_____	_____	_____	23. Phosphorous control plan	_____	_____	_____
_____	_____	_____	24. Other local, State or Federal permits as required	_____	_____	_____