

Town of Lovell

Checklist for Applicant

CONDITIONAL USE APPLICATION SUBMITTAL

Project Name _____ Date _____

This checklist has been prepared to assist applicants in assembling the information necessary for a Conditional Use Application. However, the checklist does not substitute for the text of Article 9.9 of the Zoning Ordinance. The Planning Board also will be using the checklist to make sure that your application is complete. Once the checklist is filled out according to the instructions below it should be submitted with the application form.

1. Indicate if the information has been submitted by checking the appropriate box in column 1.
2. If you believe that a required submission is not applicable to your project, please discuss the matter with the Code Enforcement Officer. If the CEO agrees that the submission is not applicable, the CEO will check the appropriate box in column 2.
3. At the applicant's initial meeting with the Planning Board, the Board will go over this list, and the Board will check each item that is deemed an acceptable submission in column 3. If the Board finds a particular submission is missing or is insufficient or incomplete, it will indicate what the applicant must do to remedy the situation in its completeness review decision.

Note that this checklist only covers the submission requirements for a Conditional Use Application. It does not address the review standards that the application must meet in the next stage of the process.

		1	2	3
	CONDITIONAL USE APPLICATION REQUIRED SUBMITTAL	Submitted by Applicant	CEO Deems Not Applicable (Submission is not necessary)	Submission Received and Accepted as Sufficient by Planning Board
9.9.C.1	10 copies of the site plan (at least 1"= 50') and all supporting materials, including Conditional Use application form, and Conditional Use Application submissions checklist; Application fee and Escrow deposit paid.			
9.9. C.2	Sizes and locations of existing and proposed building footprints, parking lots, drives, walkways, streets, roads, landscaping, and areas of proposed grading or clearing or areas to remain undisturbed			
9.9. C.3	Narrative describing the proposed project, including such details as the projected number of employees; months, days, and hours of operation; and number of customers to be served.			
9.9. C.4	Verification that the applicant has sufficient right, title or interest in the property by deed, purchase and sales agreement, option to purchase, or some other proof of interest.			
9.9. C.5	The zoning district in which the proposed site plan is located and the location of any zoning boundary			
9.9.C.6	If any portion of the site is in a flood-prone area, the boundaries of any flood hazard areas and the 100-year flood elevation, as depicted on the Flood Insurance Rate Map			

9.9. C.7	Proposed deed restrictions intended to cover all or part of the subject property			
9.9. C.8	Type of water supply system(s) to be used at the site, including evidence of adequate ground water supply and quality for potable water			
9.9. C.8	Indication of an adequate supply of water for firefighting purposes, from either on or off-site, satisfactory to the fire chief			
9.9. C.9	Type of sewage disposal: to be used at the site, and a septic system design, prepared by a Licensed Site Evaluator or Professional Engineer			
9.9. C.10	Estimate of the amount and type of vehicular traffic to be generated daily and at peak hours			
9.9. C.11	Permits from State or Federal Authorities			

Additional Application Submittals. Where new construction or expansion of a use is proposed, submission of each of the following additional items shall be required as part of the application. However, if the Board finds that strict compliance with this subsection would be excessive in light of the nature of the proposed structure or activity, or where there are special circumstances of a particular plan, the Board may waive any of these following application submissions, upon written request of the-applicant, provided that such waivers will not nullify the intent and purpose of the Zoning Ordinance.

	Conditional Use Application Required Submittal	1 Submitted by Applicant	2 CEO Deems Not Applicable. (Submission is not necessary)	3 Applicant Requests Submission Waiver from Planning Board	4 Submission Received & Accepted as Sufficient by Planning Board	5 Submission Requirement Waived at Planning Board
9.9. D.1	Standard boundary survey of the parcel made and certified by a registered land					
9.9. D.2	Existing or proposed culverts or other stormwater management features on or adjacent to the site					
9.9. D.3	Existing and proposed topographic contours at an interval of 2 feet, in relation to Mean Sea Level, for any areas to be developed					
9.9. D.4	The location of all wetlands, rivers, streams, brooks, vernal pools and other water bodies within or adjacent to the proposed site plan, as well as any other prominent natural features					
9.9. D.5	For undeveloped sites, a high intensity soil survey by a Certified Soil Scientist of those areas of the site proposed to be developed					
9.9. D.6	Statement from the fire chief approving all dry hydrant, fire pond, or storage tank locations or other fire protection measures deemed necessary					
9.9. D.7	Location, names, and present widths of existing streets, highways, easements, building lines, parks on or adjacent					
9.9. D.8	Location of any open space to be preserved and a description of proposed ownership, improvement and management					
9.9. D.9	Hydro-geologic assessment prepared by a Certified Geologist or Registered Professional Engineer					

9.9. D.10	A traffic impact analysis, prepared by a Registered Professional Engineer with experience <i>in</i> traffic engineering (<i>for projects requiring 40 or more parking spaces, or projected 200+ trips per day</i>)					
9.9. D.11	Areas within or adjacent to the proposed site which have been identified as high or moderate value wildlife habitat by the Maine Department of Inland Fisheries and Wildlife or within the comprehensive plan					
9.9. D.12	Historic or Archaeological Sites • within or adjacent to the proposed site which are either listed on or eligible to be listed on the National Register of Historic Places, or have been identified in the comprehensive plan					
9.9. D.13	The applicant shall submit a copy of the site plan and a copy of any proposed mitigation measures to the Maine Historic Preservation Commission and submit any agency comments to the Board					
9.9. D.14	Stormwater Management Plan					
9.9. D.15	Erosion & Sedimentation Control Plan					
9.9. D.16	All parcels of land proposed to be dedicated to public use and the conditions of such dedication. If proposed streets and/or open spaces or other land is to be offered to the municipality, written evidence that the Select Board is satisfied with the legal sufficiency of the written offer to convey title shall be included.					
9.9. D.17	Location and method of disposal for land clearing and construction debris					
7.14.	Sign & Light Permit					