



City of Gardiner  
Planning Board Review Application

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Project Name: \_\_\_\_\_ Project Cost: \_\_\_\_\_

Date of submission: \_\_\_\_\_ Received by: \_\_\_\_\_ Fees: \_\_\_\_\_

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A complete written description of the proposed project including all other local, state and federal permits required for the project.

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Anticipated beginning/completion dates of construction: \_\_\_\_\_/\_\_\_\_\_

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**1. General Information:** (6.3.2)

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Fax No: \_\_\_\_\_

Applicant/Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Fax No \_\_\_\_\_

Design Professional(s)/Contractor(s):  Surveyor  Engineer  Architect  Contractor

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Fax No \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Fax No \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Fax No \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Property Information:** (6.3.2)

\* Property Location: \_\_\_\_\_ City Tax Map(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

\* Deed Ref: Book \_\_\_\_\_ Page \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

\* Copy of the tax map showing the property and surrounding location.

\* Verification of the applicant's right, title, and interest in the property.

**3. Development Information:** (6.3.2.7)

One or more site maps drawn to scale showing the following:

**a.)** The existing conditions on the property including: (6.3.2.7.1)

1. The property boundaries;
2. The zoning district and zoning district boundaries if the property is located in more than one zone;
3. The location of required setbacks, buffers and other restrictions;
4. The location of any easements or rights-of-way;
5. The locations of existing structures and other existing improvements on the property including a description of the current use of the property;
6. The locations of existing utilities on and adjacent to the property including sewers, water mains, stormwater facilities, gas mains, and electric and other telecommunication facilities;
7. The location of the nearest source of a fire protection water supply (hydrant, fire pond, etc.)
8. The general topography of the property indicating the general slope of the land and drainage patterns. The CEO and/or Planning Board may require a topographic survey of all or a portion of the property for projects involving the construction of new or expanded structures or site modifications.
9. The location, type and extent of any natural resources on the property including wetlands, vernal pools, floodplains, waterbodies, significant wildlife habitats, rare or endangered plants or animals, or similar resources; and
10. The location and type of any identified historic or archeological resource on the property.

**b.)** The proposed development activity for which approval is requested including: (6.3.2.7.2)

1. The estimated demand for water supply and sewage disposal together with the proposed location and provisions for water supply and wastewater disposal including evidence of soil suitability if on-site sewage disposal is proposed;
2. The direction of proposed surface water drainage across the site and from the site together with the proposed location of all stormwater facilities and evidence of their adequacy;
3. The location, dimensions, and ground floor elevations of all proposed buildings and structures including expansions or modifications to existing buildings that change the footprint of the building;

4. The location, dimensions and materials to be used in the construction of drives, parking areas, sidewalks and similar facilities;
5. The proposed flow of vehicular and pedestrian traffic into and through the property;
6. The location and details for any signs proposed to be install or altered;
7. The location and details for any exterior lighting proposed to be installed or altered;
8. Provisions for landscaping and buffering; and
9. Any other information necessary to demonstrate compliance with the review criteria or other standards of the Land Use Ordinance.

c.) Evidence that the applicant has or can obtain all required permits necessary for the proposal. (6.3.2.8)

**Additional Information Required:** (6.3.3)

Building and structure drawings showing the footprint, height, front, side and rear profiles and all design features necessary to show compliance with this Ordinance;

An estimate of the peak hour and average daily traffic to be generated by the project and evidence that the additional traffic can be safely accommodated on the adjacent streets;

An erosion and sedimentation control plan; and

A stormwater management plan demonstrating how any increased runoff from the site will be handled if the project requires a stormwater permit from the Maine Department of Environmental Protection or if the Planning Board determines that such information is necessary based on the scale of the project and the existing conditions in the vicinity of the project. (6.3.3.4)

**Survey Requirements** (6.3.5)

The Code Enforcement Officer or the Planning Board may require the applicant to submit a survey of the perimeter of the tract, giving complete descriptive data by bearing and distances, made and certified by a Registered Land Surveyor. The survey may be required for the construction of new structures or any construction proposed on a undeveloped parcel or tract of land, whenever the Code Enforcement Officer or the Planning Board finds that a survey is necessary to show compliance with the requirements of this Ordinance due to the size of the lot, location of the lot or the placement of existing or proposed structures on the lot or neighboring properties.

**Additional Studies** (6.3.6)

The Code Enforcement Officer or the Planning Board may require the applicant to perform additional studies or may hire a consultant to review the application or portions thereof. The cost to perform additional studies or hire a consultant shall be borne by the applicant.

**4. Review Criteria** (6.5.1)

An applicant shall demonstrate that the proposed use or uses meet the review criteria listed below for the type of application. The Code Enforcement Officer and/or the Planning Board shall approve an application unless one or the other of them makes a written finding that one or more of the following criteria have not been met.

**6.5.1.1** The application is complete and the review fee has been paid.

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**6.5.1.2** The proposal conforms to all the applicable provisions of this Ordinance.

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**6.5.1.3** The proposed activity will not result in water pollution, erosion or sedimentation to water bodies.

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**6.5.1.4** The proposal will provide for the adequate disposal of all wastewater and solid waste.

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**6.5.1.5** The proposal will not have an adverse impact upon wildlife habitat, unique natural areas, shoreline access or visual quality, scenic areas and archeological and historic resources.

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**6.5.1.6** The proposal will not have an adverse impact upon waterbodies and wetlands.

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**6.5.1.7** The proposal will provide for adequate storm water management.

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**6.5.1.8** The proposal will conform to all applicable Shoreland Zoning requirements.

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**6.5.1.9** The proposal will conform to all applicable Floodplain Management requirements.

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**6.5.1.10** The proposal will have sufficient water available to meet the needs of the development.

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**6.5.1.11** The proposal will not adversely affect groundwater quality or quantity.

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**6.5.1.12** The proposal will provide for safe and adequate vehicle and pedestrian circulation in the development.

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**6.5.1.13** The proposal will not result in a reduction of the quality of any municipal service due to an inability to serve the needs of the development.

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**6.5.1.14** The applicant has the adequate financial and technical capacity to meet the provisions of this Ordinance.

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