# Site Design Application

Planning & Code Enforcement
City of Caribou
25 High St.
Caribou, Maine 04736

(207) 493-3324 option 3
citymanager@cariboumaine.org

**Note to Applicant:** Complete this application and return it with the required documents. In addition, the required fee must be returned along with this completed application. Make checks payable to: "City of Caribou", in the amount of $90.00 plus $10.00 per 2000 square feet of total gross floor area for commercial, industrial or other non residential applications.

**Please print or type all information**

Name of Property Owner / Developer: _____

Development Name: _____

Location of Property (Street Locations): _____

City of Caribou Tax Map: _____ Lot: _____ Zone: _____

## Site Design Review Application – City of Caribou, Maine

Site Design approval will not be considered complete until the Planning Board has determined it has all of the necessary information to review the proposal and render a decision. You are advised to meet with the Code Enforcement Officer prior to completing the application as it may not be necessary to comply with all of the items shown on the form. The review of your application shall consist of at least (2) two presentations to the Planning Board and possibly additional presentations until all required information has been provided. A "Performance Bond" may be required prior to approval of this project.

## Applicant Information

Person and address to which all correspondence regarding this application should be sent to:

_____ Phone: _____

_____

_____ E-mail: _____

If applicant is a corporation, check if licensed in Maine (____) Yes (____) No
(Attach copy of Secretary of State Registration)

Name of Land Surveyor, Engineer, Architect or other Design Professionals. (attach list if needed)

_____ Phone: _____

_____ Phone: _____

What legal interest does the applicant have in property to be developed (ownership, owner's representative, option, purchase & sales contract, etc?)

_____

(Attach supportive legal documentation)

## General Information

Aroostook County Registry Deeds: Book # _____ Page # _____ (attach copy of deed)

What interest does the applicant have in any abutting property? _____

Is any portion of the property within 250 feet of the normal high water line of a lake, pond, river, or wetland or within 75 feet of any stream? ( ____ ) Yes (____) No

Is any portion of the property within a Flood Hazard Zone? (____ ) Yes (____) No

Total area or acreage of parcel: _____ Total area or acreage to be developed: _____

Has this land been part of subdivision in the past five years? (____) Yes (____) No

Identify existing use(s) of land (farmland, woodlot, residential, etc.) _____

_____

Indicate any restrictive covenants to be placed in the deed: _____

_____

(Attach list if needed)

Does the applicant propose to dedicate any recreation area, or common lands? (____) Yes (____) No

Recreation area(s) Estimated Area & Description: _____

Common land(s) Estimated Area & Description: _____

Anticipated start date for construction: month / year ____/____ Completion: ____/____

Does any portion of the proposal cross or abut an adjoining municipal line? (____) Yes (____) No

Does this development require extension of public services? (____) Yes (____) No

Roads: _____ Storm Drainage: _____ Sidewalks: _____ Sewer Lines: _____ Other: _____

Estimated cost for infrastructure improvements: $_____

Water Supply: Private Well: (____) Public Water Supply: (____)

Sewerage Disposal: Private SSWD: (____) Public Sewer: (____)

Estimated sewerage disposal gallons per day: (_____/ day)

**Does the building require plan review by the State Fire Marshal Office?** (____) Yes (____) No
(Attach Barrier free and Construction Permits from SFMO)

**Have the plans been reviewed & approved by the Caribou Fire Chief?** (____) Yes (____) No

Does the building have an automatic sprinkler system? (____) Yes (____) No

Does the building have an automatic fire detection system? (____) Yes (____) No

Will the development require a hydrant or dry hydrant fire pond? (____) Yes (____) No

## Concept Plan Review Criterion

1. The Planning Board shall review applications first as a Concept Plan. Concept Plan Review is intended to insure the proposed plan is in conformance with the Caribou Comprehensive Plan and all City Ordinances. The completed application and concept plans shall be delivered to the Code Enforcement Office no less than 21 days prior to the first day of the next month. The Chairman of the Planning Board shall determine the schedule and agenda of the next meeting when the application and plans will receive Concept Plan Review. At a minimum, Concept Plan applications shall include the following:

1. ____ Name and address of the owner of record and applicant (if different).

2. ____ Name of the proposed development and location.

3. ____ Names and addresses of all property owners within 500 feet of the property.

4. ____ A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest in the property on the part of the applicant.

5. ____ Names and addresses of all consultants working on the project.

6. ____ 1 complete set of plans, 24" X 36" & 10 complete sets of plans, 11" X 17"

Plans to be included:

- Boundary Survey
- Storm Water Management
- Erosion and Sediment Control
- Finish Grading Plan
- Site Improvement Detail
- Building Elevations and Structural Plans

7. **Plans to show the following elements for review:**

____ a. Graphic scale and north arrow.

____ b. Location and dimensions of any existing or proposed easements and copies of existing covenants or deed restrictions.

____ c. Name, registration number, and seal of the land surveyor, architect, engineer, and/or similar professional who prepared the Plan.

____ d. All property boundaries, land area, and zoning designations of the site, regardless of whether all or part is being developed at this time.

____ e. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines.

____ f. Access for Emergency Vehicles, location and layout design of vehicular parking, circulation areas, loading areas, and walkways including curb cuts, driveways, parking space and vehicle turn around areas.

____ g. Location and names of streets and rights-of-way within 200' and adjacent to the proposed development.

____ h. Proposed finish grades and graphic arrows indicating the direction of storm water runoff.

____ i. Conceptual treatment of on and off site storm water management facilities.

____ j. Location and sizes of existing and proposed sewer and water services including connections.

____ k. Conceptual treatment of landscaping buffers, screens, and plantings.

____ l. Location of outdoor storage areas, fences, signage and accessory structures.

____ m. Context map illustrating the area surrounding the site which will be affected by the proposal including all streets, sidewalks, intersections, storm water

drainage ways, sanitary sewer lines and pump stations, nearby properties and buildings, zoning Districts, and geographic features such as, but not limited to, wetlands, natural features, historic sites, flood plains, significant scenic areas, and significant wildlife habitats as provided in the Comprehensive Plan.

____ n. All proposed signage and exterior lighting including the location, size and wording of all signs, type of exterior lights, radius of light, manufacturer's specifications sheet, and the ground level intensity in foot- candles of all exterior lights.

## Final Site Design Plan Requirements

Following approval of the Concept Plan Review, the Planning Board may by majority vote schedule the Site Design Application for Final Plan Review. Final Plan Review must be at least 30 days following Concept Plan Approval. If additional information is required by the Planning Board following the Concept Plan Review, a complete set of revised plans shall be provided for final review and approval. If additional information or a change of information is required, the revised plans shall be delivered to the Code Enforcement Office at least 21 days prior to the next scheduled meeting.

Final Site Design Plan Review shall require three (3) 24" X 36" sets of plans for Board Signatures.

If the Planning Board determines that third party review will be necessary to make a sound decision, the applicant will be responsible for any fees incurred for the third party review.

During the Final Site Design Review the Chairman or designee shall determine that all of the elements of review 7-a., through 7-n. above have been addressed. The chair may then call for a motion.

If the Final Plan is approved by the Planning Board, no work may commence for a period of 30 days following the date of approval.

Final Site Design Plans shall provide an area designated for all seven Planning Board members' signatures.

**Applicant Signature:**

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

Signature of Applicant: _____ Date: _____

**Final Site Design Review Criteria by Planning Board**

| | Date: _____ | Yes | No | N/A |
|---|---|---|---|---|
| A. | Conformance with Comprehensive Plan | ____ | ____ | ____ |
| B. | Traffic | ____ | ____ | ____ |
| C. | Site Access | ____ | ____ | ____ |
| D. | Parking & Vehicle Circulation | ____ | ____ | ____ |

| | | Yes | No | N/A |
|---|---|---|---|---|
| E. | Pedestrian Circulation | ____ | ____ | ____ |
| F. | Site Conditions | ____ | ____ | ____ |
| G. | Open Space | ____ | ____ | ____ |
| H. | Sanitary Sewage | ____ | ____ | ____ |
| I. | Water | ____ | ____ | ____ |
| J. | Emergency Vehicle Access | ____ | ____ | ____ |
| K. | Waste Disposal | ____ | ____ | ____ |
| L. | Buffering | ____ | ____ | ____ |
| M. | Natural Areas | ____ | ____ | ____ |
| N. | Exterior Lighting | ____ | ____ | ____ |
| O. | Stormwater Management | ____ | ____ | ____ |
| P. | Erosion & Sediment Control | ____ | ____ | ____ |
| Q. | Buildings | ____ | ____ | ____ |
| R. | Existing Landscaping | ____ | ____ | ____ |
| S. | Infrastructure | ____ | ____ | ____ |
| T. | Advertising Features | ____ | ____ | ____ |
| U. | Design Relationship to Site | ____ | ____ | ____ |
| | & Surrounding Properties | ____ | ____ | ____ |

| | | | | | |
|---|---|---|---|---|---|
| V. | Scenic Vistas & Areas | | ____ | ____ | ____ |
| W. | Utilities | | ____ | ____ | ____ |
| X. | Mineral Exploration | | ____ | ____ | ____ |
| Y. | General Requirements | (Pg. 859) | ____ | ____ | ____ |
| Z. | Phosphorus Export | | ____ | ____ | ____ |

**City of Caribou, Maine**
**Planning Board**

Site Design Review for: _____

Address: _____

On _____(date) the members of the Caribou Planning Board met to consider the application for Site Design Review on the property referenced above.
The application was: **Denied** / **Approved** / **Approved with conditions**

**Approved by the Caribou Planning Board**

Signed: _____ Chairman of the Planning Board

_____

_____

_____

_____

_____

_____

Date: ____ / ____ / ____

**Conditions of Approval:**

_____

_____

_____