

SITE PLAN REVIEW CHECKLIST

NAME _____

DATE _____

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- ____ 1. All applicable fees (see fee schedule)
- ____ 2. Fee Calculation Sheet
- ____ 3. Negotiated Exactions Fees: In accordance with Section 19-135, exaction fees may be assessed against projects requiring site plan approval per the administrative procedure of Section 12 of the Falmouth Subdivision Ordinance (Section 19-128). [Adopted 1/22/90].
- ____ 4. DEP approval, if required (Section 19-128).
- ____ 5. Board of Zoning Appeals approval, if required (Section 19-131).
- ____ 6. Subdivision approval, if required (Section 19-135).
- ____ 7. Plan sets in number and format as required (See Submittal Requirements form): (Section 19-128), and prepared in accordance with Section 19-128b.
 - ____ A. First floor plans.
 - ____ B. Building elevations showing proposed material and color.
 - ____ C. Site Plan at no less than 1"= 40' scale showing:
 - ____ 1. Lot area and dimensions.
 - ____ 2. Size, shape, and location of existing and proposed buildings.
 - ____ 3. Location and layout of parking areas, parking spaces, and drives.
 - ____ 4. Existing and proposed grades and drainage.
 - ____ 5. Proposed sewer and water facilities.
 - ____ 6. Landscaping plan (by Registered Landscape Architect), if required by the Town Planner.
 - ____ 7. Location of fences.
 - ____ 8. Signs and advertising features.
 - ____ 9. Key map showing entire project and relation to surrounding properties and buildings.
 - ____ 10. Proposed location of all existing and new utility services (Section 19-153d).
- ____ 8. General Site Plan Standards (Section 19-133).
 - ____ 1. Utilities underground (Section 19-133.d)
 - ____ a. On-site
 - ____ b. Off-site to main utility lines
- ____ 9. Performance Standards and Guidelines (Section 19-134).
 - ____ A. Environmental Considerations (Section 19-157).
 - ____ 1. Maintenance of existing topography (Sec. 19-157 b (1)).
 - ____ 2. Increase in rate of storm water runoff minimized (Sec. 19-158 b (2)).
 - ____ 3. Full stormwater management plan if 10,000 sq. ft. of impervious surface (Subdivision Ordinance, Appendix 7-6).
 - ____ 4. Post-Construction Stormwater Management Plan per Section 19-72A.
 - ____ 5. Natural vegetation retained, protected, and supplemented (Section 19-158 b (3)).
 - ____ B. Parking Area Standards (Section 19-136)
 - General Parking Requirements:
 - ____ 1. Number of spaces for specific uses (Section 19-38 b).
 - ____ 2. Planning Board determination for unspecified uses (Section 19-38 c).

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- ___ 3. Parking space dimensions (Section 19-38 d and 19-136 e).
- ___ 4. Parking to be located on site (Section 19-38 e).
- ___ 5. Joint use arrangements (Section 19-38 f).
- ___ 6. Parking area setbacks in residential districts (Section 19-38 g).

Parking Area Design Standards (Section 19-136)

- ___ 1. Access to parking spaces (Section 19-136 a).
- ___ 2. Size of aisles (section 19-136 b).
- ___ 3. Parking within front setback (Section 19-136 c).
- ___ 4. Sidewalk and curbing (Section 19-136 d).
- ___ 5. Marking and delineation of parking area (Section 19-137).
- ___ 6. General circulation and parking design guidelines (Section 19-138).
- ___ 7. Snow removal and storage areas (Section 19-136 f).
- ___ 8. Location of off-street loading berths (Section 19-39 and 19-136 c).

Parking Standards (section 19-140)

- ___ 1. Location of entrances with respect to site distances and intersections (Section 19-140 a).
- ___ 2. Limitations on curb cuts (Section 19-140 b).
- ___ 3. Angles of driveways at road (Section 19-141).
- ___ 4. Maximum and minimum driveway dimensions (Section 19-142).
- ___ 5. Driveway surfacing (Section 19-143).
- ___ 6. Driveway grades (Section 19-145).
- ___ 7. Acceleration and deceleration lanes (Section 19-146 and 19-147).

___ C. Lighting Design Section 19-149).

- ___ 1. Lighting plan (Section 19-149).
- ___ 2. Maximum height of freestanding lights (25') (Section 19-149 b).
- ___ 3. Maximum apex angle of cone of illumination (150) (Section 19-149 c).
- ___ 4. Lighting location requirements (Section 19-149 d-j, l & m).
- ___ 5. Lighting intensities (Section 19-149 k).

___ D. General Buffer Standards. (Section 19-150)

- ___ 1. Spacing of evergreens used as buffering (Section 19-150 a).
- ___ 2. Required locations of buffers (Section 19-150 b).
- ___ 3. Maintenance of natural buffers, if sufficient (Section 19-150 c).
- ___ 4. Fences and screening located within property lines to allow access and maintenance (Section 19-150 e & f).

___ E. Special Buffer Standards (Note: These requirements apply only to site development within the specific zoning districts indicated).

- BP Business Professional (Section 19-151).
- SB-1 Suburban Business-1 (Section 19-152).
- CO Corridor Overlay (Section 19-153).

- ___ 1. Plan prepared by Registered Landscape Architect (Section 19-128 a (3)).
- ___ 2. Minimum required plantings and buffers:
 - (BP Section 19-151 a)
 - (SB-1 Section 19-152 a)
 - (CO Section 19-153 a)
- ___ 3. Parking Area Landscaping (Section 19-154 a).
- ___ 4. Minimum plant sizes (Section 19-154 b).
- ___ 5. Required plant types (Section 19-154 b).
- ___ 6. Plant Maintenance Bond (Section 19-154 d).

___ F. Drive Through Facilities (Section 19-148)

- ___ 1. Queuing & Circulation (Section 19-148 a).

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- ☐ 2. Pedestrian Safety (Section 19-148 b).
 - ☐ 3. Stacking & Queuing Requirements (Section 19-148 c).
 - ☐ 4. Circulation (Section 19-148 d).
 - ☐ 5. Separation Distances from Intersection (Section 19-148 e).
- ☐ 10. Master Development Plans - BP and CO Districts
- ☐ A. Business and Professional Zone Five Acre Site Plan (Section 19-157). Plan required if more than 5 acres owned by developer/landowner.
 - ☐ 1. No more than one entrance and exit on Route 1 (Section 19-157 a).
 - ☐ 2. Lots for future development indicated (Section 19-157 b).
 - ☐ 3. Facilities for future lots indicated (Section 19-157 b).
 - ☐ 4. Definition of lots to receive final approval (Section 19-157 c).
 - ☐ B. Corridor Overlay Zone Master Development Plan (Section 19-17).
 - ☐ 1. Plan required if lot of 10 acres or 500' frontage on Route 100.
 - ☐ 2. Plan by landscape architect or engineer.
 - ☐ 3. Minimum required information.
 - ☐ 4. Proposed overall vehicular circulation system (road network).
 - ☐ 5. Development to be consistent with Master Plan.
- ☐ 11. Request waivers of performance standards with justification and proposed conditions (Sections 19-134).
- ☐ 12. DEP Maine Construction General Permit (MCGP)(Required if total soil disturbance exceeds 1-acre).