



Town of Falmouth Community Development Department

271 Falmouth Road  
 Falmouth, ME 04105

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💻 [www.falmouthme.org](http://www.falmouthme.org)

### MINOR SITE PLAN REVIEW APPLICATION

The original signed copy of this form must be accompanied by the required application fee, required number of application forms, plans, agent authorization, checklist and other necessary items as outlined on the attached *Site Plan Submissions Checklist*. Please attach additional sheets if necessary to describe any aspects of the project.

FEES	Flat fee \$250		Check # _____ Date Paid _____		Cash <input type="checkbox"/>	
PROPERTY DESCRIPTION	Parcel ID	Map	Lot	Zoning District	Total Land Area	
	Physical Address					
PROPERTY OWNER'S INFORMATION	Name			Mailing Address		
	Phone					
	Fax					
	Email					
APPLICANT'S INFORMATION (If different from Owner)	Name			Mailing Address		
	Phone					
	Fax					
	Email					
APPLICANT'S AGENT INFORMATION	Name			Business		
	Phone			Mailing Address		
	Fax					
	Email					
PROPERTY DESCRIPTION	Existing Use:					
	Project Name					
	Proposed Use:					

Check All That Apply		THE PROPOSED PROJECT INVOLVES THE...	Explain or comment as needed for clarification
YES	NO		
<input type="checkbox"/>	<input type="checkbox"/>	Addition to a building of no more than a 20% expansion of the total gross square footage of the existing building or 500 gross square feet or less, which total does not exceed 1,000 gross square feet in a ten year period.	
<input type="checkbox"/>	<input type="checkbox"/>	Increase in impervious surface of 4,000 gross square feet or less in a ten year period	
<input type="checkbox"/>	<input type="checkbox"/>	Construction of an accessory building or structure not to exceed 500 gross square feet in any ten year period.	
<input type="checkbox"/>	<input type="checkbox"/>	Minor alteration to grading, drainage and stormwater improvements.	
<input type="checkbox"/>	<input type="checkbox"/>	Replacement of new utility or support structures such as mechanical systems and coolers	
<input type="checkbox"/>	<input type="checkbox"/>	Replacement of lighting stanchions and fixtures and changes of location of the same.	
<input type="checkbox"/>	<input type="checkbox"/>	Replacements, relocations and additions to landscaping	
<input type="checkbox"/>	<input type="checkbox"/>	Replacements and alterations to screening	

YES	NO	THE FOLLOWING QUESTIONS MAY APPLY. (Answer Yes/No or NA for Does Not Apply).
<input type="checkbox"/>	<input type="checkbox"/>	Attached are copies of the most recent Deed, "Right, Title and/or Interest" in the property, or, if applicable, Contract to Purchase or Option to Lease the property
<input type="checkbox"/>	<input type="checkbox"/>	The Owner holds an interest in abutting and/or contiguous property? If yes, please explain.
<input type="checkbox"/>	<input type="checkbox"/>	All easements are shown and labeled on the property. Copies of all <b>easement deeds</b> are attached.
<input type="checkbox"/>	<input type="checkbox"/>	Documentation of any impervious surface added to the property in the last ten years.
<input type="checkbox"/>	<input type="checkbox"/>	List of any Site Plan or Subdivision Plans approved in the last ten years.

YES	NO	THE FOLLOWING QUESTIONS MAY APPLY. (Answer Yes/No or NA for Does Not Apply).	
<input type="checkbox"/>	<input type="checkbox"/>	Floor area of existing structure(s) is:	sq. ft.
<input type="checkbox"/>	<input type="checkbox"/>	Floor Area of proposed new structure/addition(s) is.	sq. ft.
<input type="checkbox"/>	<input type="checkbox"/>	Maximum building height(s) is/are:	feet
<input type="checkbox"/>	<input type="checkbox"/>	Number of stories is/are:	
<input type="checkbox"/>	<input type="checkbox"/>	Existing lot coverage	%
<input type="checkbox"/>	<input type="checkbox"/>	Proposed lot coverage:	%

YES	NO	PARKING	
<input type="checkbox"/>	<input type="checkbox"/>	Existing paved area	sq ft.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed estimated paved area	sq ft.
<input type="checkbox"/>	<input type="checkbox"/>	Number of existing parking spaces	
<input type="checkbox"/>	<input type="checkbox"/>	Proposed number of parking spaces required	

YES	NO	UTILITIES (Answer Yes/No or NA for Does Not Apply).
<input type="checkbox"/>	<input type="checkbox"/>	Wastewater: Attach a letter from Wastewater that verifies an available capacity, permission to connect to the public sewer system. (NA if proposal does not increase water demand)
<input type="checkbox"/>	<input type="checkbox"/>	Septic System: Subsurface waste disposal. <b>Attach a copy of the HHE 200 Report.</b>
<input type="checkbox"/>	<input type="checkbox"/>	Public Water: Attach a letter from the Portland Water District (PWD) that verifies the site can be served. (NA if proposal does not increase water demand.)
<input type="checkbox"/>	<input type="checkbox"/>	Potable water will be provided by an on-site well.
<input type="checkbox"/>	<input type="checkbox"/>	Fire Protection: Attach a letter from the Town of Falmouth Fire Chief that verifies all design requirements for fire service and or fire protection are satisfactory.
<input type="checkbox"/>	<input type="checkbox"/>	State Fire Marshall inspection required.
<input type="checkbox"/>	<input type="checkbox"/>	Power lines and telephone will be: <input type="checkbox"/> underground <input type="checkbox"/> overhead
<input type="checkbox"/>	<input type="checkbox"/>	Electric Power will be: <input type="checkbox"/> Single Phase; <input type="checkbox"/> 2 Phase; <input type="checkbox"/> 3 Phase.
<input type="checkbox"/>	<input type="checkbox"/>	The Natural Gas provider will be:
<input type="checkbox"/>	<input type="checkbox"/>	The private hauler for Trash Pick-up will be:
<input type="checkbox"/>	<input type="checkbox"/>	Who will be contracted for the disposal of construction and site debris?
<input type="checkbox"/>	<input type="checkbox"/>	Will the proposed use produce and/or involve the use of hazardous waste materials? If so, list all hazardous materials to be used and/or fabricated on site. Provide the name of a disposal company and <b>Attach copies of agreements.</b>

YES	NO	FLOODPLAIN AND SHORELAND ZONING
<input type="checkbox"/>	<input type="checkbox"/>	Is any part of the property within the Shoreland Overlay District or a flood hazard area that is subject to periodic flooding? If yes, explain.
<input type="checkbox"/>	<input type="checkbox"/>	Are the 100 yr. Floodplain Zones and the Shoreland Zoning boundaries shown on the site plan?

YES	NO	POST CONSTRUCTION STORMWATER MANAGEMENT
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater LIDs on Plan? (see separate handouts for specifics)
<input type="checkbox"/>	<input type="checkbox"/>	Is the parcel located within the Town of Falmouth MS4 area?

YES	NO	AESTHETICS AND ENVIRONMENTAL IMPACT
<input type="checkbox"/>	<input type="checkbox"/>	Is this property an important historic or natural site, or adjacent to such a site?

YES	NO	STATE AND LOCAL PERMITS (attach lists if necessary)
<input type="checkbox"/>	<input type="checkbox"/>	Is a Maine Department of Environmental Protection (MDEP) Permit required? If so, list the permit.
<input type="checkbox"/>	<input type="checkbox"/>	Is an Army Corps of Engineers approval/permit required? If so, list the permit.
<input type="checkbox"/>	<input type="checkbox"/>	Are there any State or Federal approvals required? If so, list the approval.
<input type="checkbox"/>	<input type="checkbox"/>	Are there any State or Federal Licenses/ Permits required? If so list the license/permit.
<input type="checkbox"/>	<input type="checkbox"/>	Is an approval from the Board of Zoning Appeals required? If yes, please describe:
<input type="checkbox"/>	<input type="checkbox"/>	List all other municipal permits and licenses required:

*The undersigned hereby makes application to the Town of Falmouth for approval of the proposed project and declares the foregoing to be true and accurate to the best of his/her knowledge and grants permission to Town staff to enter the property for the purpose of review of this application.*

\_\_\_\_\_  
**APPLICANT OR APPLICANT'S AGENT**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRINT NAME**

# APPLICANT'S CHECKLIST FOR PLAN REQUIREMENTS

The following checklist includes items generally required for development by the Town of Falmouth. Project specifics are required to provide a complete and accurate set of plans, reports and supporting documentation.

Waivers may be requested in writing and must include an explanation of why the waiver is appropriate.

1. Paper size:  
 No less than 11" X 17" or greater than 24" X 36"
2. Scale size: no smaller than 1" = 40', graphic scale required
3. Title block/lower right hand corner of plan  
 Applicant's name and address  
 Name of preparer or professional consultants with license numbers and professional seals  
 Parcel's tax map identification (map – lot)  
 Date of plan preparation and amendment dates  
 Signature block for planning staff
4. Boundary survey performed and sealed by licensed surveyor (may be a copy if survey on file with the town, include origin of survey)  
 Identify all existing boundary markers  
 Show all proposed boundary monuments (per ordinance)  
 Show all metes and bounds, rights of way and easements
5.  Orientation- Arrow showing true north and magnetic declination
6. Show parcel data:  
 Zoning District(s)     Lots     Lot Widths  
 Street frontage     Building setback lines     Lot Areas  
 Rights-of-way     ROW area  
 Wetlands     Wetland setbacks  
 Easements     undisturbed areas  
 Shoreland Zoning setbacks
7.  Label all zoning districts abutting the property boundaries.
8.  Show locations of natural physical features such as water bodies, watercourses, forest cover, and ledge outcroppings.
9. Show the location of existing and proposed Utilities and identify which utilities are to be privately owned/ municipally owned:  
 Overhead Electric     Underground electric  
 Water mains     Wells  
 Gas mains     Cable TV  
 Sewer mains     Test pits     Septic tanks     Leach fields  
 Storm drain lines     Catch basins     Culverts     Gutters  
 Stormwater storage basins     level spreaders  
 Rain gardens  
 Nearest fire hydrant
10. Indicate required landscaping including:  
 Type of plant material     Plant/Tree sizes  
 Placement     Irrigation systems
11. Legal Documents:  
 Current Deed     Easements
12. Building plans - first floor plan, utilities, auxiliary structures and all dimensions. Projects in a zoning district with architectural standards shall also include - colored elevations, building materials, façade design, signs to be attached to the building, awnings, fenestration and any other architectural details necessary to review the design.
13. Identify and locate on and off site:  
 Easements  
 Rights-of-way
14. Include plans, profiles and typical sections of all drives and other paved ways that will be altered, lengthened or constructed.  
 Intersections     Distance to nearest intersection  
 Driveways onsite     Distance to nearest driveway  
 Sight distance
15. Show all existing and proposed lighting if being modified.  
 Street lighting  
 Site lighting  
 Location of lighted signs  
 Photo-metrics map
16.  Indicate the location of any fixtures or machinery likely to cause appreciable noise at the lot lines or emit odors or fumes.
17. Provide description of these materials stored on the property:  
 Hazardous     Toxic     Raw Waste
18.  Show existing contours at two (2) foot intervals and finished grade elevations onsite and sufficiently offsite to demonstrate how the project is situated in the surrounding environment.  
 Show proposed change in the topography of the site at two (2) foot intervals.
19. Indicate the location and dimensions of:  
 Sidewalks     Curbs     Driveways  
 Fences     Retaining walls     Other artificial features
20. Copies of State and Local permit applications:  
 Identify named streams, rivers, ponds on-or-within 250' of site  
 Notice of Intent     NRPA     Permit by Rule  
 All other applicable permits
21.  Copy of FIRM Map showing the proposed improvements to scale.

# AGENT AUTHORIZATION

<b>APPLICANT/ OWNER</b>	Name			
<b>PROPERTY DESCRIPTION</b>	Physical Address			Map
				Lot
<b>APPLICANT'S AGENT INFORMATION</b>	Name			
	Phone		Business Name & Mailing Address	
	Fax			
	Email			

*Said agent(s) may represent me/us before Falmouth Town staff to complete the approval of the proposed development for this parcel.*

\_\_\_\_\_ DATE \_\_\_\_\_

PLEASE TYPE OR PRINT NAME HERE \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_

PLEASE TYPE OR PRINT NAME HERE \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_

PLEASE TYPE OR PRINT NAME HERE \_\_\_\_\_

# Submissions for Minor Site Review

1. An application will not be deemed complete until the applicant has submitted the signed original application, with all supporting documentation, payment of the application fees and five (5) packets containing one copy each of all supporting documentation in the following order:
  - a. The signed application form
  - b. Supporting documents such as:
    - i. Right, title or interest - A copy of the current deed to the property. If the applicant is not the owner; a contract to purchase or lease or permission from the current owner must be submitted.
    - ii. A completed Agent Authorization form, if the applicant is represented by an agent; and
    - iii. Any reports or studies necessary to fully explain the details of the project., etc. [Only 2 Stormwater Reports]
  - c. Plan Sheets. [5 Full size (36" x 24") Multiple plan sheets must be bound and folded.
2. The Review Staff, which includes the Senior Planner, Community Development Director and the Town's Engineer. Staff may request review from the Wastewater, Code Enforcement Officer, Portland Water District or the Town's Attorney. Staff will review all complete applications and the Senior Planner will forward any questions, concerns or problems with the application. Revisions to the application must address all questions, concerns or problems raised by the Staff Notes.
3. Review Time: From the time that a complete application has been received, including any information required in the initial review in Item 2, it is expected that most applications will be reviewed and approved or denied or approved with conditions within 10 business days.