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


   ___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).
____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, 1 & 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).
2. Pedestrian Safety (Section 19-148 b).
3. Stacking & Queuing Requirements (Section 19-148 c).
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).