

Code of the Town of Bethel
Chapter 140 Site Plan Review & Chapter 150 Subdivision
Site Plan & Subdivision Application
Application Revised to Town Meeting of June 9, 2010

Project Name:

Description:

For Chapter 140-5 Plans. The application shall include:

A. The site plan shall be drawn to a scale of not more than one inch equals 100 feet by a registered land surveyor, engineer, or other person deemed acceptable by the Planning Board.

For Chapter 150-5 Preliminary plan.

A. Introduction. The preliminary plan shall be drawn to a scale of not more than one inch equals 100 feet.

For Chapter 140-5 Site Plan and Chapter 150-5 Preliminary plan.

Ten copies shall be provided. Copies of the plan may be reduced to a size of 8 1/2 by 11 inches or 11 by 17 inches. If it is anticipated that the proposed project will be connected to the public water and/or sewer systems, additional copies shall be provided to the Bethel Water District and/or the Bethel Wastewater Treatment Department.

B. Fees.

(1) All applications/applications for preliminary plan approval shall be accompanied by the required fees as set forth in the Town of Bethel Fee Schedule.

(2) Should the application and plans for the project/subdivision necessitate retaining the services of outside professional expertise by the Planning Board to review the application and plans for the development, the cost shall be borne by the applicant.

C. Requirements. Requirements for the plan/preliminary plan are indicated on the application form (supplied by the Planning Board/ Planning Assistant) and shall include the following:

(1) Information on the applicant.

(a) Name of owner _____

Name of applicant (if other than owner) _____

Name of applicant's authorized representative

(b) Address to which all correspondence from the Planning Board should be sent including electronic mail and phone number where applicant or applicant agent can be reached.

Mailing address _____

City _____ State _____ Zip _____

Phone _____

Email address _____

(c) If applicant is an entity other than an individual, state whether the entity is licensed to do business in Maine and attach a copy of the Secretary of State's registration and Certificate of Good Standing. individual Maine business (see attachment)

(e) Name and license number of registered professional engineer, land surveyor, or planner who prepared the plan.

Name _____ License number _____

(g) Right, title, or interest. The applicant must demonstrate sufficient right, title, or interest in the parcel to be developed/subdivided (option, land purchase contract, record ownership, etc.). (see attachment.)

(i) State whether the plan/preliminary plan covers the entire contiguous holdings of the applicant or not; if there is contiguous property owned by applicant show on plan.
 covers entire contiguous holdings does not cover contiguous holdings

(2) Information on project parcel/parcel to be subdivided.

(a) Title of property: book and page (from Registry of Deeds). _____

(b) Location of property: map and lot number (from Assessor's office). Map _____ Lot _____

(c) Map survey of tract to be developed/subdivided, certified by a registered land surveyor, engineer, or other person acceptable to the Planning Board, tied to established reference points (attach to application).

(d) Current use of property. _____

(e) Acreage of parcel to be developed.

(g) Names and addresses of property owners abutting parcel to be developed/subdivided and on opposite side of any road from parcel/parcel to be subdivided (show on plan). The current use of abutting properties shall also be indicated, but not limited to, agricultural land and managed forest land. (see attachment)

(h) Any easements, rights-of-way, or other encumbrances that exist on the parcel. (show on plan)

(j) Statement if parcel is classified as tree growth. Yes No

(k) State whether any portion of the parcel to be developed is located within the Shoreland Zone.
 Yes No

(l) State whether any portion of the parcel to be developed is located within the floodplain.
 Yes, No

(3) Information on Site Plan/Subdivision.

- (a) Proposed name of project/subdivision (show on plan).
- (b) Numbers of lots and approximate acreage of each lot. (show on plan).
- (c) Date, magnetic North point, and graphic map scale (show on plan).
- (d) Proposed lot lines with approximate dimensions and building envelopes, with subsurface sewage test pits (show on plan).
- (e) Location of markers adequately placed to enable the Planning Board to locate lots readily and appraise basic lot layout in the field (show on plan).
- (f) Location and size of existing buildings within the project/subdivision, the location of any river, stream, or brook within or abutting the project/subdivision and other essential existing physical features (show on plan).
- (g) Approximate location and size of any existing sewers and water mains, and culverts and drains, using the best available data (show on plan).
- (h) Location and size of any proposed sewer and water mains and culverts and drains (show on plan).
- (i) Location, names, and widths of existing and proposed streets, highways, rights-of-way, easements, building lines, parks, and other open spaces (show on plan). If a road or way is not to be built to the specifications of Chapter 125, Road Design and Construction, Article I, this fact must be so noted on the plan.
- (j) Responsibility for the maintenance of roads and ways and the administrative structure for the perpetual funding of the private road and other improvements, show on plan and state in any restrictive covenants to be filed in the Registry of Deeds.
- (k) Contour lines at an interval of not more than 20 feet in elevation, unless otherwise specified by the Planning Board, to refer to USGS bench marks if such exist within 500 feet of the subdivision (show on plan).
- (l) Disturbed areas with a slope of 20% or greater must be specifically designated (show on plan).
- (m) The location of any freshwater wetlands. All freshwater wetlands within the proposed project/subdivision have been identified on any maps submitted as part of the application, regardless of the size of these wetlands. (show on plan)
- (n) If any portion of the subdivision is in a flood-prone area, the boundaries of any flood hazard area and the one-hundred-year flood elevation shall be delineated and shown on plan
- (o) The location of potentially sensitive archaeological sites identified by the Maine Historic Preservation Commission on the map dated December 2005, or the most current version. If the project falls in a potentially sensitive archaeological site the applicant shall consult with the Maine Historical Preservation Commission regarding an archaeological survey.

- [] (p) The location of any historic structures identified in the Bethel Comprehensive Plan dated June 1998, or the most current version. When a proposed development will include or abut an historic building the applicant will design the development to minimize the impacts on the historic building.
- [] (q) The location of significant or rare plant or wildlife habitats, including fisheries, deer wintering areas, and inland waterfowl wading habitats identified by Maine Department of Inland Fisheries and Wildlife on the map dated July 12, 2005, or most recent map or data released by the Maine Department of Environmental Protection., which may be in the area of the development. If there are significant plants or rare wildlife habitats the applicant shall consult with Maine Department of Inland Fisheries and Wildlife or Maine Natural Areas Program on measures to conserve the identified habitats.

For Chapter 140 Site Plan:

- [] (r) Location and dimensions of on-site pedestrian and vehicular access, parking areas, loading and unloading facilities, design of entrances and exits of vehicles to and from the site onto public streets, and curb and sidewalk lines. Sidewalks shall conform to the specifications of Chapter 125.
- [] (s) Landscape plan showing location, type and approximate size of plantings, area lighting, signs, and open space; location, dimensions and description of all fencing and screening (may be a separate plan).
- [] (t) Lighting Plan; may be shown on plan or be separate plan.
- [] (u) Existing and proposed locations and dimensions of buildings and other structures, roads and other paved areas, wells, any buried tanks and structures.
- [] (v) Parking plan, showing all on-site parking, (show on plan) and including written agreements for shared parking.
- [] (w) A description of the proposed uses to be located on the site, including quantity and type of residential units, if any.
- [] (x) The location of any aquifers and recharge areas if there is to be significant proposed ground disturbance.
- [] (y) If the project is proposing a public building, as defined by the Office of the Maine State Fire Marshal, the applicant shall apply for a construction and/ or barrier free permit as required. No building permit shall be issued prior to receipt of the permit.
- [] (z) An estimate of quantities of material to be excavated and a plan for on-site or legal off-site disposal thereof. No stumps may be taken to the transfer station. Six cubic yards only of construction waste and debris, demolition debris, cleaning debris, masonry, sheetrock, and asphalt material may be taken to the transfer station from a single project.
- [] (aa) Plan for storage and disposal of construction debris and of solid waste generated by the finished project.

4. Accompanying documents required for Site Plan/Preliminary Plan

- [] (a) Typical cross sections of proposed grading for roadways, sidewalks, and storm drainage facilities
- [] (b) For developments not to be connected to public sewers, a soils report prepared by a licensed soil scientist identifying soil types and location of soil test areas. Based on soil test results, certain modifications of the preliminary plan may be required. There shall be at least one soil test per lot.

- [] (c) Maine Department of Transportation traffic, driveway or entrance permits, if required, or Town of Bethel Street Opening or Driveway Entrance Permit; if required.
- [] (e) If applicable, a statement from the Wastewater Superintendent, either a letter or an electronic communication, indicating that the Wastewater Treatment Department will permit an alteration or a new connection to the sewer system.
- [] (f) If applicable, a statement from the Bethel Water District, either a letter or an electronic communication, indicating that the Water District will permit an alteration or a new connection to the water district system.

For Chapter 140 Site Plan

- [] (g) Statement from the Fire Chief, either a letter or electronic communication, verifying his review of the plans, showing the availability of fire hydrants and/or fire ponds, or provision of fire-protection services, to include the accessibility of the road for fire equipment. Specific approval needs to be included for lessening side setbacks in projects with Town sewer.

For Chapter 150 Subdivision

- [] (g) Statement from the Fire Chief, either a letter or electronic communication, as to the availability of fire hydrants and/or fire ponds and, if necessary, his recommendations for a safe environment for the subdivision.
- [] (h) A soil erosion and sedimentation control plan for construction and for permanent control (attach to application). The plan will be in accordance with currently acceptable best management practices such as Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices.
- [] (i) A location map. The location map shall show all the area within 500 feet of any property line of a proposed subdivision (attach to application).
- [] (j) Restrictive covenants to be filed in the Registry of Deeds stating any responsibility for the maintenance of roads and ways and the administrative structure for the perpetual funding of the private road and other improvements.
- [] (k) If a portion of the site plan/subdivision is located in the direct watershed of North, Songo or South Pond a phosphorus impact analysis and control plan

For Chapter 140 Site Plan

- [] (l) Stormwater management plan, prepared in accordance with currently acceptable best management practices. The plan will address stormwater in terms of quantity, quality, resource protection, soil stability, and phosphorus, where necessary, and/or as requested by the Planning Board. The plan will be prepared in accordance with currently acceptable best management practices, such as, but not limited to, Stormwater Management for Maine: Best Management Practices. [Amended 6-13-2007]

For Chapter 150 Subdivision

- [] (1) If the project is also being reviewed under Chapter 150, Subdivision of Land, the stormwater plan may be filed with the final subdivision application.

For Chapter 140 Site Plan

(m) Floor plans (may be separate plan).

(n) Floor elevations and front elevations of buildings (may be separate plan).

Waivers from submission requirements:

Does the applicant intend to request waivers of any of the submission requirements?

No

Yes If yes, list them below and state reasons for the request.

To the best of my knowledge, all information submitted on this application and enclosures are true and correct.

(Signature of Applicant)

(Date)