

TOWN OF CORNISH

SITE PLAN REVIEW CHECKLIST

The Permitting Process

The permitting process is spelled out in the Land Use and Development Ordinance (amended March 21, 2022). These rules were voted on and approved at Town Meeting, and are the rules that the Code Enforcement Officer (CEO) and the Planning Board must abide by. It is recommended that the potential applicant purchase a copy of the Land Use and Development Ordinance from the Town Clerk, as the rules are many and often subject to interpretation.

DO I NEED A PERMIT?

Article 2.6.1, (Permissible Uses) contains a table (Table 1) identifying which uses/structures are allowed, not allowed or might be allowed depending on the Land Use District in question. This section runs from page 31 through page 38 of the Land Use Ordinance.

The potential applicant must determine which Land Use District is impacted, and what the potential use or structure will be. This will determine which, if any, permits will be required and who will issue those permits. The Town Clerk, the CEO or the Planning Board can help the applicant determine which Use and District is relevant. All uses require some form of permitting if the intended use is allowed in the Land Use District.

WHAT KIND OF PERMIT?

Many uses are allowed in many Land Use Districts with a Building or Use Permit issued by the CEO. The Planning board only deals with those Use/District combinations that require Planning Board Authorization, a Conditional Use Permit or a Special Exception Permit. These Use/District combinations are clearly identified in Article 2.6.

If the proposed Use/District has a C or S designation in Table 1, the applicant is required, by Ordinance, to appear before the Planning Board for consideration. CHAPTER 3 of the Land Use and Development Ordinance (page 85) discusses the SITE PLAN REVIEW process.

SITE PLAN REVIEW

The Ordinance requires the Applicant to schedule a Pre-Application Meeting with the Planning Board to discuss their plans and gain an understanding of the review procedures, requirements and standards. During this Pre-Application Meeting, the Planning Board will give the applicant a Site Plan Checklist that the applicant needs to complete before submitting an application. This Pre-Application Meeting can be part of a regular Planning Board Meeting (1st Monday of the month, requires a letter to Planning Board 10 days in advance of meeting requesting place on the meeting agenda) or at a monthly workshop (3rd Monday of the month – no letter required).

TOWN OF CORNISH SITE PLAN REVIEW CHECKLIST

All applications for Site Plan Review must be made in writing to the Code Enforcement Officer. The application fee must be included with the application (Article 5.5 – CORNISH FEE SCHEDULE, pages 113 - 114). The Code Enforcement Officer will make an initial determination of the completeness of the application, which shall then be subject to the determination of the Planning Board. If the CEO determines that the application is complete, he will forward it to the Planning Board for review. If the CEO determines that the application is NOT complete, the CEO will return the application to the applicant with a written explanation of additional information required.

When an application is determined to be complete, including all documentation required by CHAPTER 3, the Planning Board, at its next regular meeting, shall issue a dated receipt to the applicant. Unless the applicant and Board agree to an extension, the Board shall within sixty (60) days of the dated receipt act to approve or disapprove the site Plan application.

As amended March 21, 2022
Cornish Planning Board

**TOWN OF CORNISH
SITE PLAN REVIEW CHECKLIST**

Applicant: _____ Date: _____
(Print Only)

Signature: _____

Copies Required: ORIGINAL and SEVEN (7)

- | A. | <u>General Submission Information</u> | Required |
|-----|--|----------------|
| 1. | Name(s), address(es) and telephone numbers of owner(s) of record and of applicant (if different) | _____ |
| 2. | Name of proposed development | _____ |
| 3. | Names and addresses of all property owners within 500 feet of all property lines | _____ |
| 4. | Sketch map showing general location of the site within town | _____ |
| 5. | Boundaries of all contiguous property under control of owner or applicant | _____ |
| 6. | The Tax Map and Lot Number of the parcel(s) | _____ |
| 7. | A copy of the deed to the property, option to purchase or other documentation to demonstrate right, title or interest in the property on the part of the applicant | _____ |
| 8. | The name, registration number and seal of the land surveyor, architect, engineer and/or similar professional who prepared any part of this plan | _____ |
| 9. | Driveway/Entrance Permit from the Maine Department of Transportation if property is to enter onto any numbered state highway | _____ |
| 10. | Hours of operation (where applicable) | _____ to _____ |
| | Days of operation are | _____ |

TOWN OF CORNISH SITE PLAN REVIEW CHECKLIST

B.	<u>Existing Conditions</u>	Required	Waived
1.	The bearing and distance of all property lines of the parcel to be developed and the source of this information	_____	_____
2.	Location and size of any existing sewer and/or water mains, culverts and drains that will serve the development, along with the direction of existing water drainage across the site	_____	_____
3.	Locations, names and present width of existing streets and rights-of-way within or adjacent to the proposed development	_____	_____
4.	The location, dimensions and ground floor elevations Above Ground Level (AGL) of all existing buildings on the site	_____	_____
5.	The locations and dimensions of existing streets, parking and loading areas and walkways on the site	_____	_____
6.	Location of intersecting roads or driveways within 200 feet of the site	_____	_____
7.	The location of open drainage or open drainage courses, wetlands, stands of trees, and other important natural features	_____	_____
8.	The location, front view and dimensions of existing signs	_____	_____
9.	The location and dimensions of any existing easements and copies of existing covenants or deed restrictions	_____	_____

TOWN OF CORNISH SITE PLAN REVIEW CHECKLIST

C.	<u>Proposed Development Activity</u>	Required	Waived
1.	The location of all building setbacks, yards and buffers required by this or other Town Ordinances	_____	_____
2.	The locations, dimensions and AGL of all proposed buildings	_____	_____
3.	The locations and dimensions of proposed driveways, parking and loading areas and walkways	_____	_____
4.	The location and dimensions of all provisions for water and wastewater disposal	_____	_____
5.	The direction and route of proposed surface water drainage	_____	_____
6.	The location, front view and dimensions of any signs	_____	_____
7.	The location and type of exterior lighting	_____	_____
8.	The proposed landscaping and buffering	_____	_____
9.	Demonstration of any applicable Federal and/or State applications or permits which have been or may be issued	_____	_____
10.	A schedule of construction, including anticipated beginning and completion dates	_____	_____
11.	Space on the plan for signatures of the Planning Board and the date with the following wording: "Approved: Town of Cornish Planning Board"	_____	_____
12.	Applications for Historic District buildings being remodeled and/or renovated may be required to submit visual samples of materials (doors, windows, sidings, etc.) for approval.	_____	_____

TOWN OF CORNISH SITE PLAN REVIEW CHECKLIST

D.	<u>Additional Requirements</u> (Major Site Plan)	Required	Waived
1.	Existing and proposed topography of the site at two foot contour intervals or other intervals as the Planning Board may determine	_____	_____
2.	A storm water drainage and erosion control program showing:		
A.	The existing and proposed method of handling storm water runoff	_____	_____
B.	The direction and flow of the storm water runoff	_____	_____
C.	The location, elevation and size of all catch basins, drywells, drainage ditches, swales, retention basins and storm sewers	_____	_____
D.	Engineering calculations used to determine drainage requirements based upon the 25 year 24 hour storm frequency, but only if the project will significantly alter the existing drainage patterns	_____	_____
E.	Methods of controlling erosion and sedimentation during and after construction	_____	_____
3.	A groundwater impact analysis prepared by a groundwater hydrologist for projects within the Aquifer Protection Overlay district, or involving common on-site water supply or sewage disposal facilities with a capacity of 2,000 gallons per day, or at the Planning Board's discretion	_____	_____
4.	A utility plan showing the location and nature of electrical, telephone and any other utility service to be installed on site	_____	_____

TOWN OF CORNISH SITE PLAN REVIEW CHECKLIST

	Required	Waived
5. A planting schedule, keyed to the site plan, indicating the varieties and sizes of trees, shrubs and other plants to be planted	_____	_____
6. Analysis of the solid or hazardous waste to be generated and a plan for its recycling and disposal, along with evidence of disposal arrangements	_____	_____
7. A traffic impact analysis demonstrating the impact of the proposed project on the capacity, level of safety and safety of adjacent streets	_____	_____
8. Construction drawing for streets, sanitary sewers, water and storm drainage systems which are designed and prepared by a professional engineer who is registered in the State of Maine	_____	_____
9. The location of any pedestrian ways, lots, easements, open spaces and other areas to be reserved for, or dedicated to common or public use and/or ownership. The location, width, typical cross-section, grades and profiles of all proposed streets and sidewalks. For the proposed easement, the developer shall submit the proposed easement language with a signed statement certifying that the easement will be executed upon approval of the development	_____	_____
10. A copy of any covenants or deed restrictions intended to cover all or part of the property. Such covenants or deed restrictions shall be referenced on the plan	_____	_____
11. If any legal interest in land is to be dedicated to the Town for public use, a copy of a written offer of dedication or conveyance to the Town, in a form satisfactory to the Town Attorney for all such land, shall be included	_____	_____
12. Evidence of adequate provision for maintenance of the development	_____	_____

**TOWN OF CORNISH
SITE PLAN REVIEW CHECKLIST**

	Required	Waived
13. Cost estimates of the proposed development and evidence of financial capacity to complete it. This evidence should include a letter from a bank or other source of financing, indicating the name of the project, amount of financing proposed and the means of financing the project	_____	_____
14. A narrative and/or plan describing how the proposed development scheme relates to the Site Inventory and Environmental Assessment	_____	_____

This Site Plan Review Check List is only to assist the applicant, and its completion does not imply that all requirements have been met.

TOWN OF CORNISH SITE PLAN REVIEW CHECKLIST

E. Special Exception Permits

In addition to the forgoing requirements, applications for Special Exception Permits shall include:

Required

Waived

1. An alternative site analysis identifying and analyzing other reasonable alternative sites and justification of how the proposed site is the most suitable. _____

2. A neighborhood environmental impact report evaluating the potential impacts on neighboring properties and environs and presenting mitigating measures that alleviate adverse effects. _____

All pages of this application must be submitted in its entirety (Pages 3 through 9).

Signature(s) of persons making out this checklist:

Name: _____

Address: _____ Phone: _____

Date: _____

Name: _____

Address: _____ Phone: _____

Date: _____

_____ This Site Plan Review Checklist was reviewed by the Code Enforcement Officer and found to be complete.

_____ Date _____
Dan Vaillancourt, CEO

_____ An application fee in the amount of \$ _____ was paid to the Town of Cornish on _____. (Attach copy of receipt)