

TOWN OF SCARBOROUGH, MAINE  
SITE PLAN REVIEW CHECKLIST

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The applicant must prepare this check list and include it with the site plan application submission to the Planning Board. This checklist is intended to be a guide for use by the applicant in preparation of the Site Plan Application. The preparation of this checklist should not be a substitute for a thorough review of the Town of Scarborough Site Plan and other applicable ordinances.

		Check Appropriate Box		
		Submitted	Waiver Request	Not Applicable
1.	<b>Evidence of Control of Property</b> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-right: 10px;">Check the box(es) that apply</div> <input type="checkbox"/> Deed <input type="checkbox"/> Purchase and Sales Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<b>Written narrative of project</b> <i>(At a minimum this will include a description of the intended uses of the property; a description of the existing site conditions; exiting zoning; tabulation of the number of required parking spaces; any special exceptions or permits required; on and off site improvements; description of traffic impacts; stormwater management)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<b>Site Plans:</b> <div style="margin-left: 40px;">Existing Conditions Plan</div> <div style="margin-left: 40px;">Proposed Conditions including:</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-right: 10px; margin-left: 10px;">Check the box(es) that apply</div> <input type="checkbox"/> Scale-- not to exceed 1"=40' <input type="checkbox"/> Lot dimensions and area <input type="checkbox"/> Existing building locations <input type="checkbox"/> Proposed building locations <input type="checkbox"/> Zoning boundaries <input type="checkbox"/> Setback requirements <input type="checkbox"/> Contour elevations <input type="checkbox"/> Natural features (e.g. water bodies, floodplains, significant habitat) <input type="checkbox"/> Pedestrian walkways & amenities <input type="checkbox"/> Parking layout <input type="checkbox"/> Driveway location <input type="checkbox"/> Location of utilities <input type="checkbox"/> Outside display area / vending <input type="checkbox"/> Legend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<b>Locus Map</b> <i>Showing relationship of project to the surrounding area at a scale no greater than 1"=2,000'</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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- |    |  | Submitted                | Waiver<br>Request        | Not<br>Applicable        |
|----|--|--------------------------|--------------------------|--------------------------|
| 5. | <b>Building Plans</b><br><div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">Check the box(es) that apply</div> <input type="checkbox"/> Building Elevations with proposed materials and colors<br><input type="checkbox"/> Floor plans   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | <b>Landscaping Plan</b><br><div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">Check the box(es) that apply</div> <input type="checkbox"/> Existing conditions<br><input type="checkbox"/> Proposed trees and planting areas<br><input type="checkbox"/> Species and caliper of trees & shrubs<br><input type="checkbox"/> Location of fences & walls<br><input type="checkbox"/> Proposed screening for mechanical pads, dumpsters, loading docks, etc | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | <b>Signage Plan</b><br><div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">Check the box(es) that apply</div> <input type="checkbox"/> Location of signs and advertising features<br><input type="checkbox"/> Rendering of signs with proposed materials and colors   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | <b>Lighting Plan</b><br><div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">Check the box(es) that apply</div> <input type="checkbox"/> Photometric Plan<br><input type="checkbox"/> Catalog cuts/fixture details<br><input type="checkbox"/> Height of fixtures/poles  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | <b>Stormwater and Erosion control</b><br><div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">Check the box(es) that apply</div> <input type="checkbox"/> Pre & Post development conditions<br><input type="checkbox"/> Stormwater management systems and details<br><input type="checkbox"/> Erosion control measures and details   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

9(A). Post-Construction Stormwater Infrastructure Management

If any of the following criteria apply to your application please refer to Chapter 419, Post-Construction Stormwater Infrastructure Management Ordinance for further requirements:

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| i. Disturb one or more acres of area  | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. Disturb less than once area of area, but is part of a subdivision that will disturb more than one acre      | <input type="checkbox"/> | <input type="checkbox"/> |
| iii. Activity within the Shoreland Zone that is subject to permits pursuant to MEDEP Chapter 500 and 502 rules? | <input type="checkbox"/> | <input type="checkbox"/> |

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10. Traffic Analysis

Check the box(es)  
that apply

- Traffic flow patterns
- Peak hour trip generation
- Measured sight distances from driveway access
- Calculated impact/mitigation fees
- Traffic impact study  
*(required for projects generating >35 end trips)*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11. Off-Site Improvements

Check the box(es)  
that apply

- Road Improvements
- Sidewalks
- Natural Areas, open space, parks
- Other *(Please describe)*\_\_\_\_\_

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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12. Does this application require:

A. Permits from Other Agencies

YES	NO
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If yes please indicate

<input type="checkbox"/>	<input type="checkbox"/>
Approved	Pending

- a. ME Dept. of Environmental Protection
- b. U.S Army Corps of Engineers
- c. ME Dept. of Transportation
- d. Other *(please describe)*

B. Approval from other Town Boards

YES	NO
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If yes please indicate

<input type="checkbox"/>	<input type="checkbox"/>
Approved	Pending

- a. Town Council
- b. Zoning Board
- c. Fire Department
- d. Public Water District
- e. Sanitary District
- f. Other   
*(please describe)*\_\_\_\_\_

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14. Identification of Historic or Archeological Resources

                                          

- ME Historic Preservation Commission
- Town's Comprehensive Plan

15. Municipal Capacity for review of DEP Site Location of Development Applications

Within the Town's designated growth areas the Planning Board has municipal capacity to review site plans that otherwise would require review by the Maine Department of Environmental Protection under the Site Location of Development Law. Site Plans that meet the Site Law thresholds are required to:

(a) Submit a complete application to the Maine Department of Inland Fisheries and Wildlife for review and comment

*Submission Date* \_\_\_\_\_

(b) Submit a complete application to the Maine Historic Preservation Commission for review and comment

*Submission Date* \_\_\_\_\_

\*Waiver request(s) shall be accompanied by written justification.