

TOWN OF STARKS

APPLICATION FOR A SITE PLAN REVIEW PERMIT

General Information and Instructions

Prior to undertaking improvements to a site or construction, check with the Town Code Enforcement Officer (566-7341) to see if a permit is required. The Site Plan Review Ordinance is one of several ordinances in the Town of Starks.

The Site Plan Review Ordinance is administered by the Starks Planning Board. **The Town of Starks Site Plan Review Ordinance** and application form are available from the Town Office and at <https://www.starksme.com/my-blog/ordinances-and-town-of-starks-comprehensive-plan.html>

FIRST STEP: PRE-APPLICATION PROCESS (Recommended for Minor Developments; Required for Major Developments)

An applicant should:

- Contact the Chair of the Planning Board to be placed on the Planning Board agenda
- Request a pre-application conference with the Planning Board (Meets first Wednesday of each month)
- Be prepared to discuss the following:
 - The proposed site - location, size, and general characteristics (bring sketch map)
 - The nature of the proposed use and potential development
 - Ask questions, such as about regulations and applicability to the project
 - Ask about waivers from the submission requirements (review the application first)
 - The Planning Board will need information to classify the project as minor or major

**TOWN OF STARKS
APPLICATION FOR A SITE PLAN REVIEW PERMIT**

The undersigned applies for a permit for the following use(s) to be issued on the basis of the information contained within this application. The applicant hereby certifies that all information and attachments to this application are true and correct.

Applicant's Name (Printed): _____

Applicant's Signature: _____ **Date:** _____

INSTRUCTIONS: Submit 8 copies of written materials and maps or drawings containing the information listed below. The maps or drawings must be at a scale sufficient to allow review of the items listed under the approval standards and criteria, but in no case shall be more than 100 feet to the inch for that portion of the tract of land being proposed for development. The Board may waive the requirement for submissions in electronic format for Minor Developments where this requirement presents a hardship.

All maps and documents shall be submitted as numbered attachments coinciding with this application. This may include any additional pages as necessary to complete the application.

Waivers of Submission Requirements: Provide a written request at the time of the initial review of the application. A waiver of any submission requirement may be granted only if the Planning Board finds that the information is not required to determine compliance with this Ordinance.

GENERAL INFORMATION

1. Name and Description of Project:

2. Current use(s) of the property:

3. Permit Fees: Are permit fees included in this application? ___ Yes ___ No; Amount: _____
If applicable, is a deposit to cover town costs included with the application? ___ Yes ___ No;
Amount: _____

4. Applicant's Contact Information:

Address:

Telephone: _____ Cell Phone: _____ Email: _____

5. Property Owner's Name:

Address:

Telephone:

Cell Phone:

Email:

6. Form of Doing Business: Is the owner/applicant of the proposed project a corporation, LLC, or some other "form of doing business"? ____ Yes; ____ No; If yes, what "form of doing business"?
If, yes, attach certificate of good standing.

7. Proof of Right, Title and Interest: Attach a copy of the deed to the property, an option to purchase the property, a lease agreement, or other documentation to demonstrate right, title or interest in the property on the part of the applicant.

8. Are there currently any covenants, deed restrictions, easements, or rights-of way on the property?
____ Yes; ____ No; *If yes, attach documentation.*

Are there any plans for covenants, deed restrictions, easements, or rights-of way on the property?
____ Yes; ____ No; If yes, provide details:

9. Professional Preparer: If applicable, provide the name, registration number, and seal of the architect, engineer, or similar professional who prepared the plan:

10. Subdivision: Has this land been part of a prior approved subdivision? ____ Yes ____ No
If yes, what is the name of the subdivision?

If known, when was the subdivision approved?

11. Shoreland:* Is any part of the project site within 250 feet of any river, stream, water course, or pond?
____ Yes ____ No (*See Shoreland Zoning Map at the Town Office*)
If yes, what waterbody(s)?

How much shore frontage does the lot have? _____ feet
How far back are any existing or proposed buildings from the nearest water body? _____ feet

12. Floodplain:* Is any portion of the property within the 100-year floodplain? ____ Yes; ____ No
(*See Floodplain Map(s) at the Town Office*)

***Note: If the proposed project is within the Shoreland Zone or a 100-Year Floodplain, additional permits may be required.**

13. Location: Name of Road providing access:

(Town Tax Maps): Map #(s): _____; Lot #(s): _____

(County Registry of Deeds): Book: _____; Page: _____

Public Road frontage: _____ feet

GPS coordinates for the site entrance, if available: Longitude: _____ Latitude: _____

14. Proposed Project Description:

Size of area to be developed: (include building, structures, roads, and parking, etc.) _____ acres; If less than 2 acres, _____ square feet

Structures/Buildings: (Answer all that apply to the proposed project)

Is the building/structure prefabricated? _____ Yes; _____ No; If yes, name of the manufacturer:

List below each building/structure that will be part of the project, including existing buildings/structures: (These should be identified on the site plan map)

Name and type of building/structure/parking area, etc. (list these)	New? Expansion? (List each)	Existing, Renovation, Demolishing? (List each)	Area (sq.ft)	Length (ft)	Width (ft)	Height (ft)
1.						
2.						
3.						
4.						

Attach a list of any other structures.

15. Size of Lot and Setbacks (Ordinance Sec. 7.2)

Size of lot: _____ acres; If less than 2 acres, _____ square feet

How far back from the center line of any public road will the building/structure(s) be set back? _____ feet

Are all building and structures set back at least 15 feet from all property lines of abutters? _____ Yes; _____ No; If no, explain why not:

16. Utilization of the Site/Site Features (Ordinance Sec 7.3) Check all of the following that apply

(Identify these, as applicable, on the site plan map)

- | | |
|--|--|
| <input type="checkbox"/> forested | <input type="checkbox"/> rare or endangered species* |
| <input type="checkbox"/> open land | <input type="checkbox"/> other unique natural areas* |
| <input type="checkbox"/> active farmland* | <input type="checkbox"/> significant sand and gravel aquifers* |
| <input type="checkbox"/> wetlands* | <input type="checkbox"/> stone walls |
| <input type="checkbox"/> deer wintering areas* | <input type="checkbox"/> graveyards* |
| <input type="checkbox"/> significant wildlife habitat* | <input type="checkbox"/> significant historic or archaeological areas* |
| <input type="checkbox"/> significant fisheries* | |

Most of these features are displayed on Maps at the Town Office or on the Town's website.

*Describe how you will minimize impacts to these features, as applicable. Attach additional sheet, if necessary)

Note: you may need to contact an agency or organization to get advice on how best to protect sensitive areas.

Submit copies of the Soil Survey and Topographic Map of the site as attachments.

17. Water Quality and Quantity (Ordinance Sec. 7.4)

Will the project utilize or store any hazardous, toxic, or nuisance substances? Yes; No; *If yes, see Section 7.4, and attach an explanation of how these will be handled to protect water quality.*

Is the proposed project within 1,000 feet of any public water supply, such as the Starks Water District, Starks Community Center, and Camp at the Eastward? Yes; No;

If yes, attach letter from the public water supplier approving the proposed project.

Will the proposed project have a water capacity (on-site well or sewage disposal system) of more than 2,000 gallons per day? Yes; No; *If yes, see Section 7.4.3 for additional requirements.*

18. Water Supply (Ordinance Sec. 7.5): private well public water supply

What type of water supply? Existing; Improvement of an Existing; New

Estimated daily water usage _____gallons per day

If the project utilizes a public water supply, what public water supply?

Attach letter of approval from public water supplier.

Major Developments: How will you ensure there is adequate water for fire protection?

Attach letter from the Starks Fire Chief stating that water for fire protection will be adequate, or see Question #31.

19. Sewage Disposal (Ordinance Sec. 7.6):

Type: Subsurface waste water system (septic tank and drainage field system); Other;
If other, describe:

Is sewage disposal? Existing; Improvement/expansion of an existing; New

If applicable, attach soils test pit data and map, a fully completed HHE-200, and any other evidence of required permits.

20. Solid Waste Management (Ordinance Sec.7.7):

How will solid waste be disposed of?

Private service

Dropped off at licensed landfill; what facility?

Other (describe):

How will construction debris (stumps, brush, rock, etc.) be disposed of?

21. Storage of Materials (Ordinance Sec. 7.8)

Describe on-site collection, storage, containment and screening of materials?

See additional Requirements of Major Developments (Sec.7.8)

22. Traffic Access, Internal Circulation, and Parking (Ordinance Sec. 7.9)

How much traffic will the project generate: peak hour traffic: one-way vehicle trips; daily traffic one-way vehicle trips; Will these trips be primarily? cars and pickup trucks; large trucks; Other (describe)

Area for parking: acres; square feet; Number of parking spaces:

Area for loading, unloading, and other maneuvering? acres; square feet

*As applicable, attach as copy(ies) of approval(s) for a **Road Entrance Permit**, from the Town and/or State.*

See also, requirements under the Starks Road and Utility Structures Ordinance.

See additional Requirements of Major Developments (See Section 7.9)

23. Hazardous, Special, and Radioactive Materials (Ordinance Sec.7.10)

Will the project entail use of any hazardous, special or radioactive materials, as identified by a state or federal agency? Yes; No. If yes, describe these:

Will the project entail bulk storage of flammable or explosive liquids, solids and gases: Yes; No

If yes, will the bulk storage be? above ground; below ground.

How far will the bulk storage be set back from nearest property line(s): feet

Attach copy of Federal Safety Data Sheet and any other required governmental approval(s), as applicable.

24. Stormwater Management and Erosion and Sedimentation Control (Ordinance Sec 7.11):

How will stormwater runoff be controlled so that it does not impact adjacent properties?

Will there be any filling, grading, excavation, or other activities that disturb the soil? ___ Yes; ___ No; *If yes, attach a soil erosion and sedimentation control plan for the construction phase and the final development.*

If the project requires a state permit, attach copy of permit approval.

(See Sec. 7.11 for guidance in submitting a soil erosion and sedimentation control plan)

See additional Requirements of Major Developments (Sec. 7.11)

25. Nuisance and Aesthetics (Ordinance Sec. 7.12)

Will the project create noise that might have an impact on neighboring properties? ___ Yes; ___ No; If yes, how will the noise be minimized?

Will the project have exterior lighting that might impact neighboring properties, including public roads? ___ Yes; ___ No; If yes, how will that be minimized?

Will the project create any of the following? ___ odor; ___ dust; ___ smoke; ___ fumes; If yes, how will these be minimized?

What will be the hours of business operation?

26. Signage (Ordinance Sec. 7.13):

Will there be any signage, either existing or new? ___ Yes; ___ No. If yes, provide the following information for all signage. *Attach a drawing.*

Height above the ground: ___ feet; dimensions _____ feet; _____ materials; _____ method of securing

If the sign is to have lighting, describe:

27. Landscaping (Ordinance Sec. 7.14)

Major Developments, only

Attach landscaping plan.

28. Common Open Space Areas (Ordinance Sec.7.15)

Multifamily Developments, only

Attach description and map.

29. Additional application requirements for the following are in the Site Plan Review Ordinance:

- Automobile Graveyards, Automobile Recycling Businesses, and Junkyards (Sec. 7.16)
- Commercial Water Extraction (Sec. 7.17)
- Kennels and Veterinary Hospitals (Sec. 7.18)
- Multifamily Developments (Sec. 7.19)
- Transfer of Permits (Sec. 9.7)

30. Capacity of the Applicant (Ordinance Sec. 7.20):

How much will the project cost?

What is your approximate project timeframe? Beginning date: _____ Completion date: _____

Describe your financial and technical ability to complete the project as described in this application.

If required pursuant to Sec. 7.20.2 and/or Sec. 7.30.3, provide the following as attachments:

- a) evidence of Improvement Guarantee and/or Liability Coverage
- b) a plan to address Decommissioning and Site Restoration

31. Impact on Community Services (Ordinance Sec. 7.21)

Describe your project's needs with respect to community services, including, but not limited to, emergency services (e.g., fire, police, ambulance), road capacity, maintenance and snow removal, and the like.

Provide evidence that your project will not will not adversely impact or reduce the quality of any community service, including, but not limited to, emergency services (e.g., fire, police, ambulance), road capacity, maintenance and snow removal, and the like.

Provide evidence of project coordination with service providers to ensure protection of the health, safety and welfare of the public.

Obtain signatures from Service Providers, as applicable - See Service Provider Form on next page

Note to the applicant: Seek Planning Board guidance on what signatures will be required

31. Impact on Community Services: Service Provider Form:

Standards to be met:

1. The project will not will not adversely impact or reduce the quality of any community service, including, but not limited to, emergency services (e.g., fire, police, ambulance), road capacity, maintenance and snow removal, and the like.
2. Project coordination with service providers to ensure protection of the health, safety and welfare of the public shall be supplied as applicable.

Service Provider, by signing below you are indicating that you have reviewed the proposed project and have determined it will meet the above criteria and any of your agency's applicable requirements. You should provide additional information (*attach letter*) if you have any specific concerns regarding the proposed project or if you would like to see specific "conditions of approval" applied to the project.

Please print your name, sign and date below:

Road Commissioner: _____

Fire Chief: _____

Ambulance: _____

Sheriff: _____

State Police: _____

Other: _____

32. Conformance with Other Laws (Ordinance Sec. 7.22)

The applicant is responsible for obtaining all other permit approvals. For example, depending on the project, the applicant might need State permits for a driveway entrance onto a state highway, or a permit from the Department of Environment Protection, or the Department of Health and Human Services.

What other permit approvals will be required for this project (list):

Name of Permit	Attached? (yes/no)	Pending: When do you anticipate approval?

(Attach copies of permit approvals or pending approvals, include other required local permits, state permits, etc.)

33. Additional Information. Attach any additional information as requested by the Planning Board, or to demonstrate that the proposed project will satisfy the standards of the Site Plan Review Ordinance.

All applications shall include the following maps:

LOCATION MAP displaying the following:

1. Name of project, and the name, address and contact information of owner/applicant
2. Date of the application, scale and north arrow
3. The general location of the site within the town based upon a reduction of the property tax maps
3. The location of all contiguous property under the total or partial control of the owner or applicant
4. Names of abutters with map and lot numbers

SITE PLAN MAP(s) displaying the following:

1. Name of project, and name, address and contact information of owner/applicant
2. Date of the application, scale and north arrow
3. Tax map(s) and lot number(s)
4. Property boundaries. The bearings and lengths of all property lines of the property to be developed and the source of this information. The Planning Board may waive a boundary survey when sufficient information is available to establish, on the ground, all property boundaries.
5. Shoreland zoning districts and the boundaries, if applicable
6. Floodplain boundaries of the 100-year flood zone, if applicable
7. Location and dimensions of any existing and proposed easements, covenants, deed restrictions
8. Location and size of any existing and proposed sewer and water mains, culverts, drains, on-site sewage disposal systems, wells, underground tanks or installations, and power and telephone lines and poles on the property to be developed, on abutting roads, or land that may serve the development.
9. Location, names, and widths of existing and proposed public and private roads and rights-of-way, points of ingress and egress, parking and loading areas, storage areas and walkways, within or adjacent to the proposed development. Show location of intersecting roads or driveways within 200 feet of the site entrance.
10. Location and dimensions of all existing and proposed buildings and other structures on the site; Include building setbacks and distances from any public road and any water body.
11. Location of open drainage courses, wetlands, stonewalls, graveyards, fences, stands of trees, and other important or unique natural areas and site features, including but not limited to, floodplains, deer wintering areas, significant wildlife habitats, fisheries, habitat for rare and endangered plants and animals, unique natural communities and natural areas, significant sand and gravel aquifers, and historic and/or archaeological resources, together with a description of such features
12. Location of the nearest (within 100 feet of the property) fire hydrant, dry hydrant or other water supply for fire protection, include proposed facilities
13. Location of existing and proposed drainage courses and the direction of surface water drainage across the site and from the site onto adjacent property. The Planning Board may require topographic map and or elevations to determine the direction of flow.
14. Location(s) of lighting and signage
15. Location of solid waste disposal facilities
16. Location and description of any landscaping and buffering
17. Approval Block: Space must be provided on the final Site Plan Map for the signatures of the Planning Board and date together with the following words, "Approved: Town of Starks Planning Board"

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MAJOR DEVELOPMENTS (ONLY)

In addition to the information required for all applications, an application for a Major Development must contain the following additional information unless it is waived by the Planning Board.

SITE INVENTORY AND ANALYSIS

1. **Inventory Plan Map:** An accurate scale Inventory Plan of the parcel at a scale of not more than 100 feet to the inch showing as a minimum:
 - a. The name of the development, north arrow, date and scale
 - b. The boundaries of the parcel
 - c. The relationship of the site to the surrounding area
 - d. The topography of the site at an appropriate contour interval depending on the nature of the use and character of the site (submittal of the U.S.G.S. 10 foot contours may be adequate)
 - e. The major natural features of the site and within 1,000 feet of the site, including wetlands, streams, ponds, floodplains, groundwater aquifers, public water supplies, significant wildlife habitats and fisheries or other important natural features
 - f. Existing buildings, structures, or other improvements on the site
 - g. Existing restrictions or easements on the site
 - h. The location and size of existing utilities, roads, or improvements serving the site
 - i. A class D medium intensity soil survey. A class B high intensity soil survey may be required if any portion of the site is located in a resource protection district or wetland.
2. **Site Analysis Plan Map:** A Site Analysis Plan at the same scale as the Inventory Plan highlighting the opportunities and constraints of the site, including portions of the site are unsuitable for development (e.g., steep slopes, soil constraints, wetlands, aquifers, wildlife habitat, fisheries, floodplains) and areas that may be subject to off-site conflicts or concerns (e.g., noise, lighting, traffic); and which areas that are well suited to the proposed use. The inventory and site analysis plans may be combined as long as the information is clearly depicted.
3. **Narrative:** A narrative describing the existing conditions of the site, the proposed use and the constraints or opportunities created by the site. This submission should include any traffic studies, utility studies, or other preliminary work that will assist the Planning Board in understanding the site and the proposed use.

SITE PLAN REVIEW

1. **Narrative Plan:** A narrative and/or plan describing how the proposed development plan relates to the site inventory and analysis
2. **Grading Plan:** A grading plan showing the existing and proposed topography of the site at 2 foot contour intervals or such other interval as the Planning Board may determine
3. **A Stormwater Drainage and Erosion Control Program** showing:
 - a. The existing and proposed method of handling stormwater runoff
 - b. The direction of flow of the runoff, through the use of arrows
 - c. The location, elevation, and size of all catch/retention basins, drainage ditches, and swales
 - d. Engineering calculations used to determine drainage requirements based upon the 25 year 24 hour storm frequency; this is required only if the project will significantly alter the existing drainage pattern due to such factors as the amount of new impervious surfaces (such as paving and building area) being proposed
 - e. Methods of controlling erosion and sedimentation during and after construction
4. **A Groundwater Impact Analysis** prepared by groundwater hydrologist for projects involving on-site water supply or sewage disposal facilities with a capacity of 2,000 gallons or more per day

5. **A Utility Plan** showing the provisions for water supply and wastewater disposal, the location and nature of electrical and any other utility services to be installed on site
6. **A Traffic Impact Analysis** demonstrating the impact of the proposed project on the capacity, level of service and safety of adjacent roads, if the project or expansion will provide parking for 50 or more vehicles or generate more than 100 one-way trips during the a.m. or p.m. peak hour based upon the latest edition of the trip generator manual of the Institution of Traffic Engineers.