



## CONDITIONAL USE APPLICATION CHECKLIST

**Applicant Name:** \_\_\_\_\_ **Map:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructions:** Include each of the following items in the checklist below in your Conditional Use Application. The CEO and Planning Board will use the checklist to make sure that your application is complete. The Code Enforcement Officer (CEO) can help you with the checklist and the submission requirements. Some items may not be applicable to your project. If so, check “Not Applicable”. The Code Enforcement Officer must agree that any submission requirement is not applicable. You may request that a submission requirement be waived. Waiver requests must be made in writing, explaining why the requirement should be waived. The Planning Board must approve any waiver requests.

*Note: This checklist does not substitute for the requirements of Section 9-704 of Subchapter VII of the City of Hallowell’s Revised Code of Ordinances (1997).*

	Submission Requirement	Submitted by Applicant	Not Applicable	Applicant Requests to be Waived
<b>A</b>	The name and address of applicant (or authorized agent) plus the name of the proposed development, and a copy of the deed or record of ownership.			
<b>B</b>	Total floor area, elevation of all structures, ground coverage, and location of each proposed building, structure, or addition.			
<b>C</b>	Perimeter survey of parcel made and certified by a registered land surveyor licensed in Maine, relating to reference points, showing true north point, graphic scale, corners of the parcel, the date of the survey and the total acreage. The requirement for a perimeter survey may be waived if a deed clearly spells out the location of all lot lines such that they may easily be located on the ground.			
<b>D</b>	All existing and proposed setback dimensions.			
<b>E</b>	The size, location, and direction and intensity of illumination of all major outdoor lighting apparatus and signs.			
<b>F</b>	The type, size and location of all incineration devices.			
<b>G</b>	The type, size and location of all machinery or equipment likely to generate appreciable noise at the lot lines.			
<b>H</b>	The location, type, and size of all existing and proposed catch basins, storm drainage facilities, streams and water courses, and all utilities, both above and below ground.			

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<b>I</b>	An on-site soils investigation report by a Maine Dept of Human Services licensed Site Evaluator (unless the site is to be served by public sewer). The report shall identify the types of soil, location of test pits, and proposed location and design for the subsurface disposal system.			
<b>J</b>	The amount and type of any raw, finished or waste materials to be stored outside of roofed buildings, including their physical and chemical properties, if appropriate.			
<b>K</b>	All existing contours and proposed finished grade elevations of the entire site, and the system of drainage proposed to be constructed. Contour intervals shall be specified by the Planning Board.			
<b>L</b>	The location, type, and size of all curbs, sidewalks, driveways, fences, retaining walls, parking space areas, (including spaces and aisles) and layout thereof, together with the dimensions.			
<b>M</b>	All landscaped areas and features, (including fencing, piers, and open spaces), and size and type of plant material upon the premises in question.			
<b>N</b>	All existing or proposed rights-of-way, easements, and other legal restrictions which may affect the premises in question.			
<b>O</b>	The location, names, and widths of all existing and proposed streets abutting the premises in question.			
<b>P</b>	Plans of sewage disposal facilities water supply systems, storm and surface water flows, and disposal of solid waste.			
<b>Q</b>	The property lines of all abutting and neighboring properties within 200 feet of the proposed development, including those properties across the street, and waterways, together with the names and addresses of the owners as disclosed on the tax maps on file in the City Offices as of the date of the development plan review application.			
<b>R</b>	Any other information or data necessary for proper review, as specified by the Planning Board.			
<b>S</b>	An appropriate place for the signatures of the Planning Board.			

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<b>T</b>	An application may be required to have an accompanying traffic engineering study, should the project be considered one of substantial magnitude. Should a traffic study be requested by the Planning Board, the following data shall be included:			
	(1) Estimated summer peak-hour traffic to be generated by the proposal.			
	(2) Existing traffic counts and volumes on surrounding roads.			
	(3) Capacity of surrounding roads and any improvements which may be necessary on such roads to accommodate anticipated traffic generation.			
	(4) Need for traffic signals and signs or other directional markers to regulate anticipated traffic.			
<b>U</b>	A completed building permit application, which shall include written evidence of applicant's right, title or interest in the property to be developed.			
<b>V</b>	The location of any flood plains as shown on the City's Flood Insurance Rate Maps.			