



Site Plan Review Application Checklist of Submission Requirements

From Section 9-869 of City of Hallowell Revised Code of Ordinances (1997)

Item #	Submission Requirement	Submitted	Not Applicable ¹	Waiver Requested ²
3.A	Signed application form			
3.B	Evidence of payment of application fee			
3.C	Fourteen (14) copies of application materials			
D(1)	Owner & applicant's contact information			
D(2)	Location of all required setbacks, yards, & buffers			
D(3)	Names & addresses of all abutters within 200'			
D(4)	Sketch map showing general location of project			
D(5)	Boundaries of all contiguous properties under control of owner or applicant			
D(6)	Tax map and lot number of lot(s) where project is located			
D(7)	Copy of deed to property, or demonstration of right or interest in property			
D(8)	Name, registration number, and seal of plan preparer, if applicable			
E(1)	Zoning classification(s) of the property including all district, overlay, and subdistrict boundaries			
E(2)	Boundary survey showing bearings and lengths of all property lines of the lot to be developed			
E(3)	Location and size of all utilities on property and on abutting streets or land that may serve the development along with an assessment of their adequacy to meet the needs of the development			
E(4)	Location, names, and present widths of existing public and private streets & ROWs within or adjacent to parcel			
E(5)	Location, dimension, and ground floor elevation of all existing buildings on the lot			
E(6)	Location and dimensions of existing driveways, parking & loading areas, walkways, and sidewalks on or immediately adjacent to the lot			
E(7)	Location of intersecting roads or driveways within 200' of the lot			
E(8)	Location of open water, drainage courses, wetlands, etc., together with a description of such features			
E(9)	Direction of existing surface water drainage across the site			
E(10)	Location, view, dimensions, and means of lighting of existing signs			
E(11)	Location and dimensions of any existing easements and copies of existing covenants or deed restrictions			
E(12)	Location of nearest fire hydrant, dry hydrant, or other water supply for fire protection			
F(1)	A general description of the proposed use or activity			
F(2)	Estimated demand for water supply and sewage disposal, together with location and dimensions of all provisions for water supply and wastewater disposal, and evidence of their adequacy for the proposed use			
F(3)	Direction of proposed surface water drainage across the site & from the site, with an assessment of impacts on downstream properties			
F(4)	Provisions for handling all solid wastes, including hazardous and special wastes, and the location and proposed screening of any on-site collection or storage facilities			

F(5)	Location, dimensions, and materials to be used in the construction of proposed driveways, parking and loading areas, and walkways and any changes in traffic flow onto or off-site			
F(6)	Proposed landscaping and buffering			
F(7)	Location, dimensions, and ground floor elevation of all proposed buildings or building expansion proposed on the lot			
F(8)	Location, front view, materials, and dimensions all proposed signs			
F(9)	Location and type of exterior lighting			
F(10)	Location of all utilities, including fire protection systems			
F(11)	Estimate of the peak hour and daily traffic to be generated by the project			
F(12)	Stormwater calculations, ESC measures, and water quality provisions if project requires a stormwater permit from DEP or if PB determines that such information is required			
F(13)	Estimated value of the development activity upon completion			
4	Approval block on the plan, with space for Planning Board signatures			

NOTES:

1. Please provide a statement explaining why the item is not applicable.
2. Please provide a rationale for why the waiver should be granted.