

**Town of Manchester**

**Application for a Site Review or Special Exception Permit**

**General Submission Information.**

1. Name(s), address(es) and phone number(s) of record owner(s) and of applicant, if different.

	Owner	Applicant
Name	_____	_____
Address	_____	_____
Phone Number	_____	_____

2. The name of the proposed development.

\_\_\_\_\_

Location (road) \_\_\_\_\_

Zoning District \_\_\_\_\_

Minor Project \_\_\_\_\_

Major Project \_\_\_\_\_

3. Use / Use(s) proposed for approval . List and provide a short narrative.  
Use additional attached sheet of paper, if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Names and addresses of all property owners within five hundred (500) feet of the edge of the property lines of the proposed development.

(Attach List)

5. Sketch map showing general location of the site within the Town
6. (This may be a tax map with property highlighted, google map, or Delorme type map.)
7. Boundaries of all contiguous property under the control of the owner or applicant, regardless of whether all or part is being developed at this time.

(Include on Site Plan)

8. The tax map and lot number of the parcel or parcels.

Map

Lot

9. A copy of the deed to the property, option to purchase the property or other documentation to demonstrate right, title or interest in the property on the part of the applicant.
10. The name, registration number and seal of the land surveyor, architect, engineer and/or similar professional who prepared any plan.

(Include on Site Plan)

11. The name of any proposed road, roadway, or street according to the addressing standards as established in the Town of Manchester Addressing Ordinance.

*The following information is usually included on the Site Plan. The maps or drawings shall be at a scale sufficient to allow review of the items listed under approved criteria, but in no case shall be more than fifty (50) feet to the inch for that portion of the tract of land being proposed for development. Plan views of both existing and proposed conditions are necessary. If proposed conditions are not significantly different than existing conditions, one plan may be sufficient with proposed conditions indicated with dashed lines. Site plans may be hand drawn but should be to scale and legible. Major projects may require the services of a registered land surveyor or professional engineer to prepare the plan.*

### **Existing Conditions**

1. The bearings and distances of all property lines of the property to be developed and the source of this information.
2. Location and size of any existing sewer and water mains, culverts and drains that will serve the development whether on or off the property, along with the direction of existing surface water drainage across the site.
3. Location, names, and present widths 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 location and dimensions of existing driveways, streets, parking and loading areas and walkways on the site.
6. Location of intersecting roads or driveways within two hundred (200) feet of the site.
7. The location of open drainage courses, wetlands, stands of trees, and other important natural features, with a description of such features to be retained.
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.

### **C. Proposed Development Activity.**

1. The location of all building or other setbacks, yards and buffers, required by this or other Town Ordinances.
2. The location, dimension, and ground flood elevations (AGL) of all proposed buildings.

3. The location and dimensions of proposed driveways, parking and loading areas, and walkways.
4. The plan for any proposed road, roadway, or street shall contain lines or dots at fifty (50) foot intervals in the center of any proposed road, roadway, or street to aid in the assignment of numbers to structures subsequently constructed according to the addressing standards as established in the Town of Manchester Addressing Ordinance.
5. Name of any proposed road, roadway, or street according to the addressing standards as established in the Town of Manchester Addressing Ordinance.
6. The location and dimensions of all provisions for water supply and wastewater disposal.
7. The direction and route of proposed surface water drainage.
8. The location, front view, and dimensions of proposed signs.
9. The location and type of exterior lighting.
10. The proposed landscaping and buffering.

### **Additional Information and Requirements**

1. Demonstration of any applicable State applications, or permits which have been or may be issued or pending.
2. A schedule of construction, including anticipated beginning and completion dates.  
(Include on separate sheet)
3. Nine copies of the original signed application and the site plans shall be submitted by the applicant.

## **Additional Requirements for Major Developments**

Applicants of major developments are required to submit an electronic scan of the site plan. Applications for major developments shall include the following additional information:

1. Existing and proposed topography of the site at two (2) foot contour intervals, or such other intervals as the Planning Board may determine.  
(Include on Site Plan)

2. A storm water drainage and erosion control program showing:

(This is usually a separate document prepared by a profession engineer or land use consultant)

- a. The existing and proposed method of handling storm-water run-offs.
  - b. The direction of flow of the run-off.
  - 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 pattern, due to such factors as increased impervious surfaces from paving and building.
  - e. Methods of controlling erosion and sedimentation during and after construction.
3. A groundwater impact analysis prepared by a groundwater hydrologist for projects located within the Aquifer Management Overlay District, or involving common on-site water supply or sewage disposal facilities with a capacity of two-thousand (2,000) gallons per day.
  4. A utility plan showing the location and nature of electrical, telephone, and any other utility services to be installed on the site.
  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 service and safety of adjacent streets.
8. Construction drawings 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. For any 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. The location, width, typical cross-section, grades and profiles of all proposed streets and sidewalks.

(Locations may be indicated on the site plan)

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, then 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.
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.

### **Applications for Special Exception Permits.**

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

1. An alternative sites analysis identifying and analyzing other reasonable alternative sites and justification of how the proposed site is the most suitable; and
2. A neighborhood environmental impact report evaluating the potential impacts on neighboring properties and environs and presenting mitigation measures that alleviate adverse effects.

### **Applications for Wireless Telecommunication Facilities and Sexually Oriented Businesses**

There are additional application requirements. The applicant should refer to pages 140 to 144 of the ordinance for WTF and pages 144 to 146 for SOB.

## **Criteria for Review and Approval of Site Plans and Subdivisions**

*All standards should be addressed in writing. Failure to do so could make your application incomplete and will delay approval of the project. Supporting documents or data may be referenced to address criteria. If the standard is not applicable to your project indicate N/A and give reasons why you believe the standard is not applicable. Use a separate sheet of paper to address the standards, if necessary.*

### **A. Aesthetic, Cultural and Natural Values.**

The proposed activity will not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Department of Inland Fisheries and Wildlife or the municipality, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline.

### **B. Erosion.**

The proposed activity will not cause unreasonable soil erosion or a reduction in the land's capacity to hold water so that a dangerous or unhealthy condition results;

Note: You may reference an erosion control plan if one was submitted. This is required for all major projects.

### **C. Financial Burden on Town.**

The proposed activity will not cause an unreasonable financial burden on the Town for provision of public services and facilities.

**D. Financial and Technical Ability**

1. Financial Capacity. The applicant has adequate financial resources to construct the proposed improvements and meet the criteria of the statute and the standards of these regulations. When the applicant proposes to construct the building as well as any subdivision improvements, the applicant shall have adequate financial resources to construct the total development. In making the above determinations, the Board shall consider the proposed time frame for construction and the effects of inflation.
  
2. Technical Ability. In determining the applicant's technical ability, the Planning Board shall consider the applicant's previous experience, the experience and training of the applicant's consultants and contractors, and the existence of violations of previous approvals granted to the applicant.

**E. Flood Areas**

Based on the Federal Emergency Management Agency's Flood Boundary and Floodway Maps and Flood Insurance Rate Maps, and information presented by the application whether the activity is in a flood-prone area. If the activity, or any part of it, is in such an area, the applicant shall determine the 100-year flood elevation and flood hazard boundaries within the lot(s). The proposed project plan must include a condition of plan approval requiring that principal structures within the lot(s) will be constructed with their lowest floor, including the basement, at least one foot above the 100-year flood elevation.

Note: You should check with the CEO to determine whether your proposal falls within a flood zone. The Town has flood areas mapped on GIS. The flood zone areas should be included on the site plan.

**F. Freshwater Wetlands.**

All freshwater wetlands within the proposed site have been identified on any maps submitted as part of the application, regardless of the size of these wetlands. Any mapping of freshwater wetlands may be done with the help of the local soil and water conservation district.

Note: Wetlands may be indicated on the Site Plan or a separate map can be provided.

**G. Groundwater.**

The proposed activity will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of groundwater.

Note; Depending upon the proposal, you may need a statement or analysis from a hydrologist or professional engineer.

**H. Municipal Solid Waste Disposal.**

The proposed activity will not cause an unreasonable burden on the municipality's ability to dispose of solid waste, if municipal services are to be utilized.

**I. Municipal Water Supply.**

The proposed activity will not cause an unreasonable burden on an existing water supply, if one is to be used;

**J. Neighborhood Compatibility**

1. The proposed activity will be compatible and sensitive to the character of the site and neighborhood relative to land uses; scale, bulk and building height; neighborhood identity and historical character; and orientation on lot.
2. The proposed activity maximizes the opportunity for privacy by the residents of the immediate area.
3. The proposed activity ensures safe and healthful conditions within the neighborhood.
4. The proposed activity will minimize any detrimental effects on the value of adjacent properties.

**K. Pollution.**

The proposed activity will not result in undue water or air pollution. In making this determination, the Planning Board shall at least consider:

1. The elevation of the land above sea level and its relation to the flood plains;
2. The nature of soils and subsoils and their ability to adequately support waste disposal;
3. The slope of the land and its effect of effluents;
4. The availability of streams for disposal of effluents;
5. The applicable State and local health and water resource rules and regulations; and
6. The impact of phosphorous export, and other pollutants, on water bodies.

**L. River, Stream or Brook.**

Any river, stream or brook within or abutting the proposed project has been identified on any maps submitted as part of the application. For purposes of this section, "river, stream or brook" has the same meaning as in Title 38, Section 480-B, Subsection 9.

Note: River, stream, or brook locations are typically indicated on site plan.

**M. Sewage Disposal.**

The proposed activity will provide for adequate sewage/waste disposal as outlined in the Maine Subsurface Waste Water Disposal Rules (144 CMR 241) and provide the same protection as in Section 6(O). Also, the proposed sewage/waste water disposal will not cause an unreasonable burden on municipal services if they are utilized.

**N. Storm Water.**

The proposed activity will provide for adequate storm water management.

Note: You may reference a stormwater management plan if one was submitted. This is required for all major projects.

**O. Sufficient Water.**

The proposed activity has sufficient water available for the reasonably foreseeable needs of the project.

