



**Town of Minot, Maine**  
**Planning Board**  
Site Plan Review

1. **Read every part of this document. Failure to follow requirements can and will delay the Planning Board's decisions.**
2. Fill out the forms on pages 1 through 7. Obtain or get copies of information as required by the application on these pages.
3. Use the "Submission Checklist" on pages 5-7 to make sure submission requirements are met.
  - a. The checklist is a summary of the standard requirements in Chapter 4, Section 701 of the Land Use Code.
    - i. The actual Code wording may be found online at [www.minotme.org](http://www.minotme.org).
  - b. Make sure all waiver requests have a written statement for each request. Check with the Code Enforcement Office to make sure items stated as "On File" are indeed in the town office.
  - c. Some requirements may need only a one paragraph or one sentence statement. Make sure all requests are answered.
4. **NUMBER OF COPIES OF THE APPLICATION AND DUE DATE**
  - a. A total of at least ten (10) copies of the application and plans. Be sure to make a copy for yourself.
  - b. The Code Enforcement Officer must receive the correct number of copies with appropriate fees by the date on the deadline schedule to be put on the upcoming agenda.
  - c. If review for missing information by the Code Enforcement Officer is desired, a copy must be submitted to the CEO at least 14 days prior to the meeting.

**LOT INFORMATION:**

Tax Assessor's Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Sub lot # \_\_\_\_\_  
Property's Road Location: \_\_\_\_\_  
Lot Size: \_\_\_\_\_ Acres or Sq. Ft. Road Frontage: \_\_\_\_\_ Ft.  
Year lot created: \_\_\_\_\_ (If unknown, give best estimate with "est." after date)  
Zoning District(s): \_\_\_\_\_ Flood Zone: \_\_\_\_\_ Aquifer Overlay: \_\_\_\_\_  
Current use of lot: \_\_\_\_\_

**LANDOWNER(s):**

Name(s) \_\_\_\_\_  
Company \_\_\_\_\_  
Mail Address: \_\_\_\_\_ Main Phone \_\_\_\_\_  
Town/State/Zip \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**APPLICANT or CONTACT PERSON:**

Applicant is: \_\_\_\_\_ Landowner \_\_\_\_\_ Contractor \_\_\_\_\_ Renter \_\_\_\_\_ Buyer

**If landowner, write "Same" below and continue to next block below. If not the landowner, submit a letter of permission to construct on or use the land, or copy of a contract to buy from the landowner, along with the following information:**

Name(s): \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Main Phone: \_\_\_\_\_ - \_\_\_\_\_

Town/State/Zip: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ - \_\_\_\_\_

**THIS APPLICATION IS FOR:** *(Check all that apply)*

- |   |  |
|---|--|
| <input type="checkbox"/> Multiplex Housing                      | <input type="checkbox"/> New Development         |
| <input type="checkbox"/> Agriculture/Forestry Sales & Service   | <input type="checkbox"/> Change in Use           |
| <input type="checkbox"/> Agriculture Products, Process, Storage | <input type="checkbox"/> Expansion of Use        |
| <input type="checkbox"/> Mineral Excavation                     | <input type="checkbox"/> Expansion of Structures |
| <input type="checkbox"/> Public Buildings/Facilities            | <input type="checkbox"/> Resumption of Use       |
| <input type="checkbox"/> Public Utilities                       |  |
| <input type="checkbox"/> Institutional                          |  |
| <input type="checkbox"/> Commercial Recreation                  |  |
| <input type="checkbox"/> Resource-Based Recreation              |  |
| <input type="checkbox"/> Golf Course                            |  |
| <input type="checkbox"/> Bed & Breakfast                        |  |
| <input type="checkbox"/> Neighborhood Convenience Store         |  |
| <input type="checkbox"/> Small Commerce                         |  |
| <input type="checkbox"/> Large Commerce                         |  |
| <input type="checkbox"/> Other                                  |  |

**DISCLOSURE: (READ BEFORE SIGNING)**

1. I hereby acknowledge that I have read this application and pertinent sections of the ordinances, and state that the information in this document is to the best of my knowledge true and accurate. I agree to comply with all the Town of Minot's ordinances and the State of Maine's statutes regulating the activities sought in this application as well as any permit(s) approved for this application.
2. I understand that all construction of structures shall conform to or exceed the minimum requirements of the Maine Uniform Building Code, and the NFPA-101 Life Safety Code, 2009
3. I understand that any approval is valid for only the use(s) as specified in this application. The permitting authority must approve any change(s) made to the use(s) sought in the application. Any approval issued for this application is approved on the basis of truthful information provided by the applicant(s), and as allowed by the ordinances of the town.

4. I understand that it is my responsibility to assure that the lot description herein accurately describes its ownership, its boundary lines, and the setback measurements from the legal boundary lines.
5. I understand that I have the burden of proof as to the legal right to use the property, and that approval of this application in no way relieves me of this burden. Any approval issued does not constitute a resolution in favor of me or the landowner in any matters regarding the property boundaries, ownership, or similar titles.
6. I understand that all necessary **Building and Use Permits** shall be secured from the Code Enforcement Office after the Planning Board grants approval of this application.
7. I understand that a **Certificate of Occupancy or Compliance** shall be required prior to the start of any use or occupancy associated with this application unless a signed written waiver is issued with the permit. Fines and penalties may be issued if use or occupancy is started prior to the issuance of the certificate.
8. I understand that **all state and federal permits** are my responsibility as the applicant and/or owner and will secure the same prior to the start of the project.

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*Applicant's Signature*

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*DATE*

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**Site Plan Review Fee Schedule\***

Type of Fee	Fee	Comments
Application: Small commercial/service	\$75	All other: \$50.00 plus \$10.00 per 1,000 sq. ft.
Application: All other	\$50 plus \$10 per 1,000 sq. ft or portion thereof of gross floor area, parking & storage areas	Each application
Application: For Mining operations & outdoor based uses such as, but not limited to, cemeteries, golf courses, recreation areas & campgrounds, and for structures without floor areas, such as communication towers.	\$150	Each application
Notification of Abutters (via certified letter)	\$10.00 per abutter	All abutters within 200 ft. of the property must be notified
1. Site Plan Review Amendment	\$50	For projects approved but not constructed or changes to the approved application <b>where there will be no</b> increase in project size
2. Site Plan Review Amendment	All fees required above for the areas to be increased in size	For projects approved but not constructed <b>where there will be</b> an increase in the project size
Review Escrow Account**	\$500	Escrow use for planning review, legal services, or third party review
Automobile Graveyards & Junkyards	\$300	Due annually in October by Board of Selectmen

Automobile Recycling Centers***	\$1,500	For a five year permit Plus State License Fees & Inspection
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**\*The Planning Board will not begin the application review process without proof that all fees have been paid. The application fee is Non-Refundable.**

\*\*At the option of the Board, the developer may be required to create a Review Escrow Account. There shall be a payment of \$100.00 per 2000 sq. ft. or portion thereof of gross floor area, parking and storage area. For mining operations and outdoor based uses such as, but not limited to, cemeteries, golf courses, recreation areas and campgrounds, and for structures without floor areas, such as communication towers, there shall be a payment of \$500.00. The monies shall be made by check payable to the Town of Minot, Maine. These monies may be used by the Board to pay for professional reviews and advice related to the developer's application, as it deems necessary. The Board shall provide the applicant with notice of its intent to spend any portion of this account, which notice shall specify the purpose for the proposed expenditures. If the balance in the applicant's portion of the Planning Board Review Escrow Account shall be drawn down by 75 percent, the Board shall require that an additional 50 percent of the original Planning Board Review Escrow Account Fee be deposited. The Board shall continue to notify and require an additional 50 percent of the original Planning Board Review Escrow Account Fee be deposited as necessary whenever the balance of the account is drawn down by 75 percent of the original deposit. Those monies deposited by the developer and not spent by the Board in the course of its review shall be returned to the developer within thirty (30) days after the Board renders its final decision on the application.

Escrow Funds may be used by the Town to pay for professional reviews and advice requested by the Planning Board or Code Enforcement Officer related to the applicant's proposed development. Review escrow funds deposited by the applicant not spent during the course of the Town's review shall be returned to the developer within sixty days after the Planning Board's decision on the application is final. **If Professional review and advice fees exceed the amount deposited, the developer shall pay the amount outstanding before final approval or any permit is granted.**

\*\*\*Per Title 30-A MRS Section 3754-A

**Submission CHECKLIST**

The following list is a short summary of the information required in Chapter 4-701.5 of the Comprehensive Land Use Code for the Town of Minot, Maine. Please checkmark or place an “X” in the left-hand columns if the information has been provided, if you request a waiver from submitting the information, or you believe the information is not applicable to your application. If a waiver(s) is requested, or the information is not applicable, a written explanation is required. Columns on the right are for the Planning Board’s use.

<b>Applicant Use</b>		<b>Chapter 4, Section 701 Submission Requirements</b>	<b>Planning Board Use</b>			
Provided	Not Applicable		Received	On File	Waived	Not Applicable
		Complete and Signed copy of application				
		Site Plan Drawings				
		Map of general location				
		Show all contiguous properties				
		Names, Map, & Lot # on drawings				
		Copy of deeds, agreements				
		Engineer/designer of plans				
		<b>Existing Conditions (Site Plan)</b>				
		Zoning Districts on and/or abutting project’s lot shown				
		Bearings & Distances shown on drawings				
		Location of utilities, culverts, drains				
		Location, name of existing r/w				
		Location, dimensions of existing structures				
		Location, dimensions of existing roads, walks, parking, loading, etc.				
		Location of intersection within 200’				
		Location of open drains, wetlands, wildlife areas, historic sites, etc.				
		Direction of surface drainage				
		100-yr. Floodplain				
		Signs				
		Easement, covenants, restrictions				
		<b>Proposed Development (Site Plan)</b>				
		Location & dimensions of all new structures. New development delineated from existing				

		development				
		Setback dimensions shown & met				
		Exterior lighting (Will meet full cutoff requirements)				
		Incineration devices				
		Noise of machinery and operations				
		Type of odors generated				
		Septic system and other soils reports				
		Water supply				
		Raw & finished materials stored outside				
		Contours shown at PB specified intervals				
		Curbs, sidewalks, drives, fences, retaining walls, parking, etc.				
		Landscaping plan				
		Easements, r/w, legal restrictions				
		Abutters' property lines, names				
		<b>TRAFFIC DATA</b>				
		<b>Submission requirements</b>				
		Peak hour traffic				
		Traffic counts				
		Traffic accident data				
		Road capacities				
		Traffic signs, signals				
		Driveway/Entrance permit				
		<b>STORMWATER &amp; EROSION</b>				
		Method for handling stormwater shown				
		Flow direction				
		Catch basins, dry wells, ditches, etc.				
		Engineering Analysis of stormwater				
		Erosion control measures				
		Hydrologist groundwater impact				
		Utility plans for all utilities				
		Cross-section profile of roads, walks				
		Construction drawings of roads, utilities				
		Cost analysis of project and financial capability				

		demonstrated				
		Phosphorus control plan if in watershed of a great pond				
		Submission of waiver requests				
		Copies of state, federal applications, permits, &/or licenses required for this project.				
Condition A.						
Condition B.						
Condition C.						
Condition D.						
Condition E.						

This application was first looked at by the Planning Board on \_\_\_ / \_\_\_ / \_\_\_ but does not create vested rights in the initiation of the review process.

By vote of the Board accept this application and schedules a public hearing for:

By vote of the Board this application requires an on-site inspection: \_\_\_\_\_

An onsite inspection is scheduled for \_\_\_\_\_ / \_\_\_\_\_ at \_\_\_\_\_