



**TOWN OF HARRISON**  
Telephone 207-583-2241 • Fax 207-583-6240  
[www.harrisonmaine.org](http://www.harrisonmaine.org)

## SITE PLAN REVIEW APPLICATION

1. APPLICANTS'S NAME	2. MAILING ADDRESS
3. OWNER'S NAME	4. LOCATION OF SITE
5. EXISTING USE OF SITE	6. TAX MAP AND LOT #
7. PROPOSED USE	8. ZONING DISTRICT  SHORELAND _____  WATER BODY _____  BEAR RIVER AQUIFER _____  WETLANDS _____  FLOOD ZONE _____

**NOTE:** THE UNDERSIGNED HEREBY APPLIES FOR SITE PLAN REVIEW OF HIS/HER PROPOSED NEW DEVELOPMENT IN ACCORDANCE WITH THE PROCEDURES AND REQUIREMENTS SET OUT IN THE TOWN OF HARRISON'S SITE PLAN REVIEW ORDINANCE.

UPON RECEIPT OF A COMPLETE "PRE-APPLICATION", THE CODE ENFORCEMENT OFFICER WILL PRESENT THE PROPOSAL TO THE PLANNING BOARD FOR SCHEDULING.

## SITE PLAN REVIEW APPLICATION

A COMPLETE "PRE-APPLICATION" CONSISTS OF THIS COMPLETED FORM AND THE FOLLOWING ATTACHMENTS.

ATTACHMENTS:

- DOCUMENTATION OF RIGHT, TITLE AND/OR INTEREST (DEED)
- ATTACH COPY OF PLAN DRAWN TO SCALE DEPICTING THE PROJECT.
- ATTACH A COPY OF SUBSURFACE WASTEWATER DISPOSAL SYSTEM DESIGN, OR A LETTER OF SEWER AVAILABILITY (ENGINEER MUST PROVIDE)
- NAMES AND ADDRESSES OF ALL OWNERS OF RECORD OF ALL ADJACENT PROPERTY, WITHIN 200 FEET, AS THEY APPEAR ON THE ASSESSOR'S RECORDS.
- FILING FEE ( WILL BE DETERMINED BY SQUARE FOOTAGE)

FORM TO BE COMPLETED AND PRESENTED TO THE CODE ENFORCEMENT OFFICER NO LESS THAN 10 BUSINESS DAYS PRIOR TO A MEETING DATE. (PLEASE SUBMIT 2 HARD COPIES AND AN ELECTRONIC COPY ON DISK OR EMAILED TO [agerry@harrisonmaine.org](mailto:agerry@harrisonmaine.org) THE HARD COPY NEEDS TO INCLUDE 2 FULL SIZE PLAN MAPS 24 X 36 AND ONE 11 X 17. THE FINAL COPY TO THE REGISTRY OF DEEDS NEEDS TO BE 24X36, 20LB. PAPER.

TO THE BEST OF MY KNOWLEDGE, ALL INFORMATION SUBMITTED ON THIS APPLICATION IS TRUE AND CORRECT. ALL PROPOSED USES WILL BE IN CONFORMANCE WITH THE APPLICATION AND SITE PLAN REVIEW ORDINANCE.

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

AGENT FOR APPLICANT/OWNER \_\_\_\_\_ DATE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

PLEASE CONTINUE TO THE SITE PLAN REVIEW CHECKLIST DO NOT LEAVE ANY UNANSWERED IF NOT APPLICABLE PLEASE MARK WITH AN N/A. IF REQUIRED THE PLANNING BOARD WILL ASK FOR MORE INFORMATION.

## SITE PLAN REVIEW CHECKLIST

### SECTION D. SUBMISSION REQUIREMENTS:

APPLICANT'S NAME	ADDRESS
CITY	STATE
ZIP CODE	PROJECT
DATE	

**WHEN THE OWNER OF THE PROPERTY OR THE AUTHORIZED AGENT MAKES A FORMAL APPLICATION FOR A SITE PLAN REVIEW, THE APPLICATION SHALL CONTAIN AT LEAST THE FOLLOWING EXHIBITS AND INFORMATION:**

#### 1. APPLICATION

**An application for Site Plan Review shall include one hard copy and one electronic copy of the following:**

**PLEASE CIRCLE YES OR NO OR PLACE N/A IF NON-APPLICABLE**

- |            |           |  |
|------------|-----------|--|
| <b>YES</b> | <b>NO</b> | <b>A.</b> A FULLY EXECUTED AND SIGNED APPLICATION FOR SITE PLAN REVIEW.  |
| <b>YES</b> | <b>NO</b> | <b>B.</b> NAME OF OWNER, DEVELOPER, AND AGENT AND INTEREST OF THE APPLICANT IF OTHER THAN THE OWNER OR DEVELOPER.                      |
| <b>YES</b> | <b>NO</b> | <b>C.</b> NAME OF DEVELOPMENT, SCALE, AND MERIDIAN ARROW, WITH SPECIFIC DEFINITION OF REPRESENTATION, DATE OF PLAN AND LEGEND          |
| <b>YES</b> | <b>NO</b> | <b>D.</b> NAMES AND ADDRESSES OF ALL OWNERS OF RECORD OF ALL ADJACENT PROPERTY, WITHIN 200 FEET, AS THEY APPEAR ON ASSESSOR'S RECORDS. |
| <b>YES</b> | <b>NO</b> | <b>E.</b> NAMES AND ADDRESSES OF DESIGNER, ENGINEER, PLANNER OR LANDSCAPE ARCHITECT.   |

# SITE PLAN REVIEW CHECKLIST

## II MAP REQUIREMENTS

THE FINAL MAP COPY TO THE REGISTRY OF DEEDS NEEDS TO BE 24X36, 20LB. PAPER.

**Two (2) hard copies to include 2 full size maps 24x36 and one (1) 11 x 17 and an electronic version submitted to [agerry@harrisonmaine.org](mailto:agerry@harrisonmaine.org) of a site plan drawn at a scale of not more than 50-feet to the inch for that portion of the total tract of land being proposed for development, and showing the following:**

- |            |           |  |
|------------|-----------|--|
| <b>YES</b> | <b>NO</b> | <b>A.</b> CURRENT ZONING BOUNDARIES AND 100-YEAR FLOODPLAIN BOUNDARIES INCLUDING SURROUNDING AREAS TO A DISTANCE OF 300-FEET FROM THE PERIMETER OF THE SITE.   |
| <b>YES</b> | <b>NO</b> | <b>B.</b> EASEMENTS: RIGHTS-OF-WAY, EXISTING, PLANNED OR PROPOSED: OR OTHER RESERVATIONS ADJACENT TO OR INTERSECTING THE PROPERTY.   |
| <b>YES</b> | <b>NO</b> | <b>C.</b> A SURVEYED TOPOGRAPHIC MAP OF THE SITE SHOWING EXISTING AND PROPOSED CONTOURS AT NO MORE THAN FIVE-FOOT INTERVALS  |
| <b>YES</b> | <b>NO</b> | <b>D.</b> LOCATION OF WATERCOURSE, AQUIFERS AND AQUIFER RECHARGE AREAS, WETLAND, MARSHES, SURFACE WATER, ROCK OUTCROPPINGS, WOODED AREAS AND AREAS OF SIGNIFICANT GROWTH.  |
| <b>YES</b> | <b>NO</b> | <b>E.</b> LOCATION OF BUILDINGS EXISTING ON THE TRACT TO BE DEVELOPED AND ON ADJACENT TRACTS WITHIN A DISTANCE OF 100-FEET FROM THE PROPERTY LINE, INDICATING WHETHER EXISTING BUILDINGS ON THE TRACTS ARE TO BE RETAINED, MODIFIED OR REMOVED.  |
| <b>YES</b> | <b>NO</b> | <b>F.</b> LOCATIONS OF WATER MAINS, SEWER MAINS, WELLS, FIRE HYDRANTS, CULVERTS, DRAINS, PIPE SIZES, GRADES AND DIRECTION OF FLOW EXISTING WITHIN 200-FEET OF THE SUBJECT PROPERTY, WHETHER PUBLIC OR PRIVATE.   |
| <b>YES</b> | <b>NO</b> | <b>G.</b> EXISTING SOIL CONDITIONS AND SOIL SUITABILITY TEST RESULTS FOR SEPTIC WASTE DISPOSAL, WITH ALL TEST PIT LOCATIONS SHOWN ON THE PLAN. THE PLANNING BOARD ALSO MAY REQUIRE SUBMISSION OF A HIGH INTENSITY SOILS MAP.   |
| <b>YES</b> | <b>NO</b> | <b>H.</b> LOCATION OF PROPOSED BUILDINGS AND USES THEREOF.   |
| <b>YES</b> | <b>NO</b> | <b>I.</b> PROPOSED TRAFFIC CIRCULATION SYSTEM INCLUDING STREETS, PARKING LOTS, DRIVEWAYS AND OTHER ACCESS AND EGRESS FACILITIES, CURB LINES, SIDEWALK LINES AND EXISTING STREETS INCLUDING THE PROJECTED TRAFFIC FLOW PATTERNS INTO AND UPON THE SITE FOR BOTH VEHICLES AND PEDESTRIANS AND AN ESTIMATE OF THE PROJECTED NUMBER OF MOTOR VEHICLE TRIPS TO AND FROM THE SITE FOR AN AVERAGE DAY AND FOR PEAK HOURS. |

- YES NO J.** LOCATION OF EXISTING AND PROPOSED PUBLIC UTILITY LINES INDICATING WHETHER PROPOSED LINES WILL BE PLACE UNDERGROUND.
- YES NO K.** LOCATION AND DESIGN OF PROPOSED OFF-STREET PARKING AND LOADING AREAS INDICATION NUMBER AND SIZE OF STALLS.
- YES NO L.** PROPOSED LOCATION, DIRECTION, TYPE AND TIME OF USE OF OUTDOOR LIGHTING.
- YES NO M.** EXISTING AND PROPOSED PLANTING, FENCES, AND WALLS, INCLUDING ALL LANDSCAPING AND SCREENING, AND INDICATION EXISTING TREES TO BE LEFT UNDISTURBED INCLUDING DESIGN FEATURES INTENDED TO INTEGRATE THE PROPOSED NEW DEVELOPMENT INTO THE EXISTING LANDSCAPE TO TO ENHANCE AESTHETIC ASSETS AND TO SCREEN OBJECTIONALBE FEATURES FROM NEIGHBORS.
- YES NO N.** LOCATION, SIZE, DESIGN AND MANNER OF ILLUMINATION OF SIGNS.  
(IF YOU THINK YOU WILL HAVE A SIGN AT SOME POINT, IT IS ADVISED THAT YOU APPLY FOR IT AT THIS TIME TO AVOID GOING BACK TO THE BOARD)
- YES NO O.** DISPOSAL OF SEWAGE, TRASH, SOLID WASTE, OILY WASTE, HAZARDOUS WASTE OR RADIOACTIVE WASTE SHOWING DISPOSAL FACILITIES, RECEPTACLES OR AREAS.
- YES NO P.** PERIMETER BOUNDARIES OF THE SITE GIVING COMPLETE DESCRIPTIVE LOT DATA BY BEARINGS, DISTANCES, AND RADII OF CURVES INCLUDING THE NAME AND SEAL OF THE REGISTERED LAND SURVEYOR WHO PREPARED THE PLAN.
- YES NO Q.** A STATEMENT ON THE MAP OF THE AMOUNT OF AREA OF LAND INVOLVED IN THE SITE, THE PERCENTAGE OF THE SITE PROPOSED TO BE COVERED BY BUILDINGS, THE TOTAL NUMBER OF DWELLING UNITS PROPOSED TO BE DEVOTED TO OPEN SPACE, THE AREA PROPOSED TO BE PAVED FOR PARKING, DRIVEWAYS, LOADING SPACE AND SIDEWALKS, THE TOTAL NUMBER OF PARKING SPACES REQUIRED BY SECTION E.I.D. FOR THE USES PROPOSED, THE NUMBER OF OF EMPLOYEES EXPECTED PER SHIFT, AND THE TOTAL FLOOR AREA OF PROPOSED COMMERCIAL OR INDUSTRIAL USES.
- YES NO R.** DESCRIPTION OF PLAN OF A “PHASED DEVELOPMENT CONCEPT” DETAILING THE AREAS AND SEQUENCE OF PHASING.
- YES NO S.** ANY OTHER INFORMATION THE PLANNING BOARD DEEMS NECESSARY.

### **III. SUPPORTING DOCUMENTS**

**The following additional documents may also be required:**

- YES NO A.** A STORM DRAINAGE STUDY CERTIFIED BY A PROFESSIONAL ENGINEER AND A PROPOSED DRAINAGE SYSTEM PLAN, BOTH SURFACE AND SUBSURFACE, SHOWING MEASURES PROPOSED TO PREVENT POLLUTION OF SURFACE GROUND WATER, SOIL EROSION, INCREASED RUNOFF, CHANGES IN GROUND WATER LEVEL AND FLOODING.
- YES NO B.** DESCRIPTION AND PLAN OF CAPACITY AND LOCATION OF MEANS OF SEWAGE SEWAGE DISPOSAL AND EVIDENCE OF SOIL SUITABILITY FOR SUCH DISPOSAL APPROVED BY A REGISTERED ENGINEER, A SOILS SCIENTIST OR SITE EVALUATOR.
- YES NO C.** A NOTARIZED FINANCIAL STATEMENT BY THE DEVELOPER ASSURING THAT HE HAS FINANCIAL CAPABILITIES TO FULLY CARRY OUT THE PROJECT AND TO COMPLY WITH THE CONDITIONS IMPOSED BY THE PLANNING BOARD. SUCH STATEMENTS SHALL BE PREPARED BY A CERTIFIED PUBLIC ACCOUNTANT.
- YES NO D.** A TRAFFIC IMPACT ANALYSIS PREPARED BY A RECOGNIZED ENGINEER IN THE FIELD OF TRANSPORTATION PLANNING.
- YES NO E.** REVIEW AND COMMENT, WHEN REQUIRED BY THE PLANNING BOARD, BY APPROPRIATE TOWN BOARD OR OFFICIALS.
- YES NO F.** ANY OTHER INFORMATION DEEMED NECESSARY BY THE PLANNING BOARD.

FEE REQUIRED BY APPLICANT TO THE TOWN OF HARRISON \$ \_\_\_\_\_

APPLICANT'S TELEPHONE NUMBER

\_\_\_\_\_  
DAYTIME

\_\_\_\_\_  
EVENING