

TOWN OF SCARBOROUGH SITE PLAN REVIEW CHECKLIST

The applicant must prepare this check list and include it with the site plan application submission to the Planning Board. This checklist is intended to be a guide for use by the applicant, in preparation of the Site Plan Application, and the Planning Board. The preparation of this checklist should not be a substitute for a thorough review of the Town of Scarborough Site Plan and other applicable ordinances.

		Check Appropriate Box		
		Submitted	Waiver Request	Not Applicable
1.	Evidence of Control of Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Deed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Purchase and Sales Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Lease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Site Plans <i>(provide both existing and proposed conditions plans)</i>			
	a. Scale-- not to exceed 1"=40'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Lot dimensions and area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Existing building locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Proposed building locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Zoning boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Setback requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g. Contour elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h. Natural features (e.g. water bodies, floodplains, significant habitat)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	i. Pedestrian walkways & amenities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	j. Parking layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	k. Driveway location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	l. Location of utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	m. Outside display area / vending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	n. Legend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Written narrative of project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>(At a minimum this will include a description of the intended uses of the property; a description of the existing site conditions; existing zoning; tabulation of the number of required parking spaces; any special exceptions or permits required; on and off site improvements; description of traffic impacts; stormwater management)</i>			

4.	Application fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Building Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Building Elevations with proposed materials and colors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Floor plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Landscaping Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Existing conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Proposed trees and planting areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Species and caliper of trees & shrubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Location of fences & walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Proposed screening for mechanical pads, dumpsters, loading docks, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Signage Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Location of signs and advertising features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Rendering of signs with proposed materials and colors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Lighting Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Architectural renderings and/or catalog cuts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Height of fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Shielding at property lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Photometric Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Location Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Showing relationship of project to the surrounding area at a scale no greater than 1"=2,000'</i>			
10.	Stormwater and Erosion control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Stormwater management systems and details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Erosion control measures and details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Traffic Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Traffic flow patterns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Peak hour trip generation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Measured sight distances from driveway access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Traffic impact study <i>(required for projects generating >35 end trips)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Calculated impact fees <i>(Dunstan Corner, Payne Rd, Oak Hill, etc)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12.	Off-Site Improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Road Improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Natural Areas, open space, parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Other <i>(Please describe)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Does this application require:	YES	NO	
	A. Permits from Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	
	If yes please indicate	Approved	Pending	
	a. Dept. of Environmental Protection	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Army Corps of Engineers	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Dept. of Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Other <i>(please describe)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
	B. Approval from other Town Boards	YES	NO	
	If yes please indicate	<input type="checkbox"/>	<input type="checkbox"/>	
	a. Town Council	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Zoning Board	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Other <i>(please describe)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Please attach, on a separate sheet, any requests for waivers or deviations from the requirements of the specific standards within the Site Plan Review Ordinance or other applicable ordinances.