

OFFICE USE ONLY

Contact the Planning Office for number of plans required _____
Check for \$50.00 for single family homes or \$200.00 (Minimum) for other uses _____
(See fee schedule for details)

See Fee Schedule if project has begun before approval

**CITY OF BATH
APPLICATION FOR
SITE PLAN APPROVAL**

Applicant Name: _____
[Applicant must own the property, or have an option or purchase and sales agreement to buy the property.]

Property Address: _____

Mailing Address: _____

Phone #: _____

Email: _____

Property owner if different:

Name: _____

Address: _____

Phone #: _____

Email: _____

Applicant's interest in property: _____
(owner, option holder, lessee, etc.)

Size of parcel: _____

Map: _____ Lot: _____

Zoning: _____

Proposed use of parcel: _____

Supporting materials (other than the Site Plan) submitted: _____

1. Procedures and requirements for Site Plan Review are contained in Article 12 of the City's Land Use Code, which is available in the City Clerk's Office. (Review procedure: Codes Enforcement Officer will review the plan to determine if the use is

a permitted use, whether the space and bulk regulations are met, and if Site Plan Review is required. Once the CEO determines these, it will be given to the Planning Director. The Planning Office will send a copy of the plan to Police, Fire, Public Works, Wastewater Departments and the Bath Water District for their review. The Planning Director will review the application and supporting material to determine if it is complete. To be complete it must meet § 12.08, attached. The Planning Office will schedule the review by the Planning Board and deliver a copy of the plan to each Planning Board member.)

2. The Planning Board meets to review projects the first Tuesday of each month. For a project to be scheduled for review, we must have the complete application in the Planning Office **four weeks** prior to the date of the meeting.
3. Submit with this application the appropriate application fee.
4. To expedite the Planning Board meeting you should be prepared to address the Site Plan approval criteria, Section 12.09 and Article 10 of the Land Use Code. It works best if you do this in writing and it is part of your supporting materials.

The undersigned certifies that all information and materials submitted are true and accurate to the best of his/her knowledge, and understands that falsification or misrepresentation of any aspect of the project may cause the review process to be terminated or nullify any approvals granted.

Applicant name (printed or typed): _____

Applicant signature: _____

Telephone number: _____ Date: _____

SECTION 12.08 SUBMISSION REQUIREMENTS

The applicant must submit 15 copies of site plans (drawn to a scale of not less than 1 inch = 50 feet) and supporting information. Building elevations and other exterior building details may be required by the Planning Board for applications such as those for Historic District Approval, Setback Reduction in the NRPO district, and Contract Rezoning. The site plan and supporting submissions must include the following information: [amended August 6, 2003]

- A. the proposed use according to the Land Use Table
- B. evidence of right, title, or interest in the site of the proposed project
- C. a location map of the site with reference to surrounding areas and existing street locations
- D. the name and address of the owner and site-plan applicant, together with the names of the owners of all contiguous properties, and property directly across the street, as shown by the most recent tax records of all municipalities in which such properties lie [amended August 6, 2003]
- E. lot lines, including courses and distances, and existing monuments. [amended August 6, 2003]
- F. locations of all existing buildings and structures, streets, easements, driveways, entrances, and exits on the site and within 100 feet thereof
- G. locations and dimensions of proposed buildings and structures, roads, access drives, parking areas, and other improvements
- H. Lines on the site plan indicating Setbacks and Yard Areas [amended August 6, 2003]
- I. all existing physical features on the site, including streams, watercourses, existing vegetated areas and an indication whether the vegetation will be removed or preserved, soil conditions (e.g., wetlands, rock ledge, and areas of high water table) as reflected by a medium-intensity survey also must be shown (the Review Authority may require a high-intensity soils survey where it deems necessary) [amended August 6, 2003]
- J. Topography showing existing and proposed contours at 5-foot intervals for slopes averaging 5 percent or greater and at 2-foot intervals for land of lesser slope. A reference benchmark must be clearly designated. Where variations in the topography may affect the layout of buildings and roads or stormwater flow, the Review Authority may require that the topographic maps be based on an on-site survey.

- K. parking, loading, and unloading areas must be indicated with dimensions, traffic patterns, and curb radii
- L. improvements such as roads, curbs, bumpers, and sidewalks with cross sections, design details, and dimensions
- M. locations and designs of existing and proposed stormwater systems, sanitary waste-disposal systems, potable water supplies, and methods of solid-waste storage and disposal
- N. landscaping and buffering showing what will remain and what will be planted, and indicating botanical and common names of plants and trees, dimensions, approximate time of planting, and maintenance plans
- O. lighting details indicating type of standards, location, direction, wattage, radius of light, and intensity
- P. location, dimensions, and details of signs
- Q. demonstration of technical and financial capability to complete the project; sensitive, financial, and technical information may be submitted on a proprietary basis and will not be treated as public information
- R. evidence in site-plan, text, or report form explaining how the development meets the applicable general performance standards of Article 10 and applicable performance standards, specific activities and land uses, of Article 11
- S. where the applicant requests in writing and the Review Authority finds that due to special circumstances of a particular plan the submission of any information listed in this section is not required in the interest of public health, safety, and general welfare, or is inappropriate because of the nature of the proposed development, the Review Authority may waive such requirements, subject to appropriate conditions