



# City of Auburn, Maine

Office of Planning & Permitting

Eric J. Cousens, Director

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

## Development Review Checklist

The following information is required where applicable to be submitted for an application to be complete

PROJECT NAME: \_\_\_\_\_

PROPOSED DEVELOPMENT ADDRESS: \_\_\_\_\_

PARCEL #: \_\_\_\_\_

| <i>Required Information</i> |                                  | <i>Check when Submitted</i> |              | <i>Applicable Ordinance</i> |
|-----------------------------|----------------------------------|-----------------------------|--------------|-----------------------------|
|                             |                                  | <i>Applicant</i>            | <i>Staff</i> |                             |
| <b>Site Plan</b>            |                                  |                             |              |                             |
|                             | Owner's Names/Address            |                             |              |                             |
|                             | Names of Development             |                             |              |                             |
|                             | Professionally Prepared Plan     |                             |              |                             |
|                             | Tax Map or Street/Parcel Number  |                             |              |                             |
|                             | Zoning of Property               |                             |              |                             |
|                             | Distance to Property Lines       |                             |              |                             |
|                             | Boundaries of Abutting land      |                             |              |                             |
|                             | Show Setbacks, Yards and Buffers |                             |              |                             |
|                             | Airport Area of Influence        |                             |              |                             |
|                             | Parking Space Calcs              |                             |              |                             |
|                             | Drive Openings/Locations         |                             |              |                             |
|                             | Subdivision Restrictions         |                             |              |                             |
|                             | Proposed Use                     |                             |              |                             |
|                             | PB/BOA/Other Restrictions        |                             |              |                             |
|                             | Fire Department Review           |                             |              |                             |
|                             | Open Space/Lot Coverage          |                             |              |                             |

| <i>Required Information</i>                  |                                    | <i>Check when Submitted</i> |              | <i>Applicable Ordinance</i> |
|--|------------------------------------|-----------------------------|--------------|-----------------------------|
|  |                                    | <i>Applicant</i>            | <i>Staff</i> |                             |
| <b>Landscape Plan</b>                        |                                    | <i>Applicant</i>            | <i>Staff</i> |                             |
|  | Greenspace Requirements            |                             |              |                             |
|  | Setbacks to Parking                |                             |              |                             |
|  | Buffer Requirements                |                             |              |                             |
|  | Street Tree Requirements           |                             |              |                             |
|  | Screened Dumpsters                 |                             |              |                             |
|  | Additional Design Guidelines       |                             |              |                             |
|  | Planting Schedule                  |                             |              |                             |
| <b>Stormwater &amp; Erosion Control Plan</b> |                                    | <i>Applicant</i>            | <i>Staff</i> |                             |
|  | Compliance w/ chapter 500          |                             |              |                             |
|  | Show Existing Surface Drainage     |                             |              |                             |
|  | Direction of Flow                  |                             |              |                             |
|  | Location of Catch Basins, etc.     |                             |              |                             |
|  | Drainage Calculations              |                             |              |                             |
|  | Erosion Control Measures           |                             |              |                             |
|  | Maine Construction General Permit  |                             |              |                             |
|  | Bonding and Inspection Fees        |                             |              |                             |
|  | Post-Construction Stormwater Plan  |                             |              |                             |
|  | Inspection/monitoring requirements |                             |              |                             |
| <b>Lighting Plan</b>                         |                                    | <i>Applicant</i>            | <i>Staff</i> |                             |
|  | Full cut-off fixtures              |                             |              |                             |
|  | Meets Parking Lot Requirements     |                             |              |                             |
| <b>Traffic Information</b>                   |                                    | <i>Applicant</i>            | <i>Staff</i> |                             |
|  | Access Management                  |                             |              |                             |
|  | Signage                            |                             |              |                             |
|  | PCE - Trips in Peak Hour           |                             |              |                             |
|  |                                    |                             |              |                             |

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|---------------------------------|--|-----------------------------|--------------|-----------------------------|
|                                 | Vehicular Movements                          |                             |              |                             |
|                                 | Safety Concerns                              |                             |              |                             |
|                                 | Pedestrian Circulation                       |                             |              |                             |
|                                 | Police Traffic                               |                             |              |                             |
|                                 | Engineering Traffic                          |                             |              |                             |
| <b>Utility Plan</b>             |  | <i>Applicant</i>            | <i>Staff</i> |                             |
|                                 | Water  |                             |              |                             |
|                                 | Adequacy of Water Supply                     |                             |              |                             |
|                                 | Water main extension agreement               |                             |              |                             |
|                                 | Sewer  |                             |              |                             |
|                                 | Available city capacity                      |                             |              |                             |
|                                 | Electric                                     |                             |              |                             |
|                                 | Natural Gas                                  |                             |              |                             |
|                                 | Cable/Phone                                  |                             |              |                             |
| <b>Natural Resources</b>        |  | <i>Applicant</i>            | <i>Staff</i> |                             |
|                                 | Shoreland Zone                               |                             |              |                             |
|                                 | Flood Plain                                  |                             |              |                             |
|                                 | Wetlands or Streams                          |                             |              |                             |
|                                 | Urban Impaired Stream                        |                             |              |                             |
|                                 | Phosphorus Check                             |                             |              |                             |
|                                 | Aquifer/Groundwater Protection               |                             |              |                             |
|                                 | Applicable State Permits                     |                             |              |                             |
|                                 | Lake Auburn Watershed                        |                             |              |                             |
|                                 | Taylor Pond Watershed                        |                             |              |                             |
| <b>Right, Title or Interest</b> |  | <i>Applicant</i>            | <i>Staff</i> |                             |
|                                 | Verify                                       |                             |              |                             |
|                                 | Document Existing Easements, Covenants, etc. |                             |              |                             |
|                                 |  |                             |              |                             |

| <i>Required Information</i>   |  | <i>Check when Submitted</i> |              | <i>Applicable Ordinance</i> |
|---|--|-----------------------------|--------------|-----------------------------|
| <b>Technical &amp; Financial Capacity</b>   |  | <i>Applicant</i>            | <i>Staff</i> |                             |
|   | Cost Est./Financial Capacity             |                             |              |                             |
|   | Performance Guarantee                    |                             |              |                             |
| <b>State Subdivision Law</b>  |  | <i>Applicant</i>            | <i>Staff</i> |                             |
|   | Verify/Check                             |                             |              |                             |
|   | Covenants/Deed Restrictions              |                             |              |                             |
|   | Offers of Conveyance to City             |                             |              |                             |
|   | Association Documents                    |                             |              |                             |
|   | Location of Proposed Streets & Sidewalks |                             |              |                             |
|   | Proposed Lot Lines, etc.                 |                             |              |                             |
|   | Data to Determine Lots, etc.             |                             |              |                             |
|   | Subdivision Lots/Blocks                  |                             |              |                             |
|   | Specified Dedication of Land             |                             |              |                             |
|   |  |                             |              |                             |
| <b>Additional Subdivision Standards</b>   |  | <i>Applicant</i>            | <i>Staff</i> |                             |
|   | Mobile Home Parks                        |                             |              |                             |
|   | PUD                                      |                             |              |                             |
| <b>A JPEG or PDF of the proposed site plan</b>  |  | <i>Applicant</i>            | <i>Staff</i> |                             |
|   |  |                             |              |                             |
| <b>Final sets of the approved plans shall be submitted digitally to the City, on a CD or DVD, in AutoCAD format R 14 or greater, along with PDF images of the plans for archiving</b> |  |                             |              |                             |