



# Development Review Application

City of Auburn Planning and Permitting Department

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

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

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

REVIEW TYPE:      Site Plan ☐                      Site Plan Amendment ☐                      Special Exception ☐  
                         Subdivision ☐                      Subdivision Amendment ☐                      Form Based Code Plan ☐  
                         Planned Unit Development ☐

PROJECT DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CONTACT INFORMATION:

<u>Applicant</u>
Name:
Address:
Zip Code
Work #:
Cell #:
Fax #:
Home #:
Email:
<u>Project Representative</u>
Name:
Address:
Zip Code
Work #:
Cell #:
Fax #:
Home #:
Email:

<u>Property Owner</u>
Name:
Address:
Zip Code
Work #:
Cell #:
Fax #:
Home #:
Email:
<u>Other professional representatives for the project (surveyors, engineers, etc.),</u>
Name:
Address:
Zip Code
Work #:
Cell #:
Fax #:
Home #:
Email:

# PROJECT DATA

The following information is required where applicable, in order complete the application

## IMPERVIOUS SURFACE AREA/RATIO

Existing Total Impervious Area .....	_____ sq. ft.
Proposed Total Paved Area.....	_____ sq. ft.
Proposed Total Impervious Area Proposed .....	_____ sq. ft.
Impervious Net Change .....	_____ sq. ft.
Impervious surface ratio existing.....	_____ % of lot area
Impervious surface ratio proposed.....	_____ % of lot area

## BUILDING AREA/LOT COVERAGE

Existing Building Footprint.....	_____ sq. ft.
Proposed Building Footprint.....	_____ sq. ft.
Proposed Building Footprint Net change.....	_____ sq. ft.
Existing Total Building Floor Area .....	_____ sq. ft.
Proposed Total Building Floor Area .....	_____ sq. ft.
Proposed Building Floor Area Net Change .....	_____ sq. ft.
New Building ?.....	_____ (yes or no)
Building Area/Lot coverage existing .....	_____ % of lot area
Building Area/Lot coverage proposed.....	_____ % of lot area

## ZONING or FORM BASED CODE DISTRICT

Existing .....	_____
Proposed, if applicable.....	_____

## LAND USE

Existing .....	_____
Proposed.....	_____

## RESIDENTIAL, IF APPLICABLE

Existing Number of Residential Units .....	_____
Proposed Number of Residential Units .....	_____
Subdivision Proposed Number of Lots .....	_____

## PARKING SPACES

Existing Number of Parking Spaces.....	_____
Proposed Number of Parking Spaces .....	_____
Number of Handicapped Parking Spaces .....	_____
Proposed Total Parking Spaces.....	_____

## ESTIMATED COST OF PROJECT.....

## DELEGATED REVIEW AUTHORITY CHECKLIST

### SITE LOCATION OF DEVELOPMENT AND STORMWATER MANAGEMENT

Existing Impervious Area .....	_____ sq. ft.
Proposed Disturbed Area .....	_____ sq. ft.
Proposed Impervious Area .....	_____ sq. ft.

1. *If the proposed disturbance is greater than one acre, then the applicant shall apply for a Maine Construction General Permit (MCGP) with MDEP.*
2. *If the proposed impervious area is greater than one acre including any impervious area created since 11/16/05, then the applicant shall apply for a MDEP Stormwater Management Permit, Chapter 500, with the City.*
3. *If total impervious area (including structures, pavement, etc) is greater than 3 acres since 1971 but less than 7 acres, then the applicant shall apply for a Site Location of Development Permit with the City. If more than 7 acres then the application shall be made to MDEP unless determined otherwise.*
4. *If the development is a subdivision of more than 20 acres but less than 100 acres then the applicant shall apply for a Site Location of Development Permit with the City. If more than 100 acres then the application shall be made to MDEP unless determined otherwise.*

### TRAFFIC ESTIMATE

Total traffic estimated in the peak hour-existing (Since July 1, 1997)	_____ passenger car equivalents (PCE)
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Total traffic estimated in the peak hour-proposed (Since July 1, 1997)	_____ passenger car equivalents (PCE)
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If the proposed increase in traffic exceeds 100 one-way trips in the peak hour then a traffic movement permit will be required.

### Zoning Summary

1. Property is located in the \_\_\_\_\_ zoning/form based code district.
2. Parcel Area: \_\_\_\_\_ acres / \_\_\_\_\_ square feet(sf).

<b>Regulations</b>	<u>Required/Allowed</u>	<u>Provided</u>
Min Lot Area	_____	/
Street Frontage	_____	/
Min Front Yard	_____	/
Min Rear Yard	_____	/
Min Side Yard	_____	/
Max. Building Height	_____	/
Use Designation	_____	/
Parking Requirement	1 space/ per _____	square feet of floor area or dwelling unit
Total Parking:	_____	/
Overlay zoning districts,(if any):	_____	/
Urban impaired stream watershed?	YES/NO If yes, watershed name _____	

## DEVELOPMENT REVIEW APPLICATION SUBMISSION

### **Submissions shall include fifteen (15) complete packets containing the following materials:**

1. 5 Full size plans and 10 smaller (no larger than 11" x 17") plans containing the information found in the attached sample plan checklist.
2. Application form that is completed and signed by the property owner or designated representative.  
(NOTE: All applications will be reviewed by staff and any incomplete application will not be accepted until all deficiencies are corrected.
3. Cover letter stating the nature of the project.
4. Narrative which explains how the project meets the intent, objectives or conditions of the required Zoning sections, such as Special Exception, Site Plan Law, Subdivision Law or the Form Based Code Ordinance.
5. All written submittals including evidence of right, title and interest.
6. Copy of the checklist completed for the proposal listing the material contained in the submitted application.
7. Any additional materials as required by the Form Based Code (Chapter 60-546) if applicable.
8. PDF files for all plans and application materials.

### **Refer to the application checklist for a detailed list of submittal requirements.**

Additional information regarding zoning and form based code can be found on-line at:  
<http://www.auburnmaine.gov/Pages/Government/Planning-Permitting-and-Code> or,  
Contact the City Planner at: 207-333-6601 ext. 1156 or [dgreene@auburnmaine.gov](mailto:dgreene@auburnmaine.gov)

### **Application Certification:**

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, I certify that the City's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

**This application is for development review only; a Performance Guarantee, Inspection Fee, Building Permit Application and other associated fees and permits will be required prior to construction.**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_





# Development Review Checklist

City of Auburn Planning and Permitting Department  
City of Lewiston Department of Planning and Code Enforcement



**THE FOLLOWING INFORMATION IS REQUIRED WHERE APPLICABLE TO BE  
SUBMITTED FOR AN APPLICATION TO BE COMPLETE**

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

PROPOSED DEVELOPMENT ADDRESS- \_\_\_\_\_

PARCEL #- \_\_\_\_\_

Required Information		Check Submitted		Applicable Ordinance	
		Applicant	Staff	Lewiston	Auburn
<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 (Auburn only)				
	Parking Space Calcs				
	Drive Openings/Locations				
	Subdivision Restrictions				
	Proposed Use				
	PB/BOA/Other Restrictions				
	Fire Department Review				
	Open Space/Lot Coverage				
	Lot Layout (Lewiston only)				
	Existing Building (s)				
	Existing Streets, etc.				
	Existing Driveways, etc.				
	Proposed Building(s)				
	Proposed Driveways				
<b>Landscape Plan</b>					
	Greenspace Requirements				
	Setbacks to Parking				
	Buffer Requirements				
	Street Tree Requirements				
	Screened Dumpsters				
	Additional Design Guidelines				

	Planting Schedule				
<b>Stormwater &amp; Erosion Control Plan</b>					
	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				
	Third Party Inspections (Lewiston only)				
<b>Lighting Plan</b>					
	Full cut-off fixtures				
	Meets Parking Lot Requirements				
<b>Traffic Information</b>					
	Access Management				
	Signage				
	PCE - Trips in Peak Hour				
	Vehicular Movements				
	Safety Concerns				
	Pedestrian Circulation				
	Police Traffic				
	Engineering Traffic				
<b>Utility Plan</b>					
	Water				
	Adequacy of Water Supply				
	Water main extension agreement				
	Sewer				
	Available city capacity				
	Electric				
	Natural Gas				
	Cable/Phone				
<b>Natural Resources</b>					
	Shoreland Zone				
	Flood Plain				
	Wetlands or Streams				
	Urban Impaired Stream				
	Phosphorus Check				
	Aquifer/Groundwater Protection				
	Applicable State Permits				
	No Name Pond Watershed (Lewiston only)				

	Lake Auburn Watershed (Auburn only)				
	Taylor Pond Watershed (Auburn only)				
<b>Right Title or Interest</b>					
	Verify				
	Document Existing Easements, Covenants, etc.				
<b>Technical &amp; Financial Capacity</b>					
	Cost Est./Financial Capacity				
	Performance Guarantee				
<b>State Subdivision Law</b>					
	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>					
	Single-Family Cluster (Lewiston only)				
	Multi-Unit Residential Development (Lewiston only)				
	Mobile Home Parks				
	Private Commercial or Industrial Subdivisions (Lewiston only)				
	PUD (Auburn only)				
<b>A jpeg or pdf of the proposed site plan</b>					
<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>					



**CITY OF AUBURN**  
**Form Based Code Compliance Checklist**

Property Location: _____	PID #: _____
Transect District: _____	(List)
Owner: _____	Contact Info: _____
Plan Type: (Circle)      Site Plan Review, Special Exception, Subdivision, Staff Review	
Reviewed By:              Staff, Plan Review Group, Planning Board	

Complies With:		Required	Complies	Not Comply	N/A
	Intent and Purpose	X			
Plan Requirements:					
	Surrounding Info (Photos, Mapping, Sketches)	X			
	Topographic Info (FP, Steep Slopes)	X			
	Elevations	X			
	Materials				
	Fencing				
	Signage				
Building Placement:					
	Front Set-Back (Principal Street)	X			
	Front Set-Back (Secondary Street)	X			
	Side Yard Set-Back	X			
	Rear Yard Set-Back	X			
	Building Coverage	X			
	Useable Open Space	X			
	Frontage Build-Out	X			
	Lot Width (Min./Max)	X			
	Building Width	X			
	Building Height	X			
	Frontage Type	X			
	Primary Entrance on Front	X			
	Ground Story Windows and Doors Coverage	X			
	Upper Story Windows Coverage	X			
	Ground Floor Elevation (Residential/Commercial)	X			
	Front Facade Wall	X			
External Elements:					
	Front Yard Fence	Optional			
	Projections	Optional			
	Driveway Location	X			
	Parking Location	X			
	Accessory Building(s)	Optional			
	Landscaping	Optional			
	Sidewalk	X			
Proposed Use:					
	Residential, Commercial ,Mixed-Use	X			
	Parking Requirement-	X			