



City of Auburn, Maine  
Office of Planning & Permitting  
60 Court Street | Auburn, Maine 04210  
[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

## Development Review Application v10152025

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

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

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

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

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

### CONTACT INFORMATION:

#### Applicant

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City / State \_\_\_\_\_  
Zip Code \_\_\_\_\_  
Work #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Home #: \_\_\_\_\_  
Email: \_\_\_\_\_  
\_\_\_\_\_

#### Property Owner

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City / State \_\_\_\_\_  
Zip Code \_\_\_\_\_  
Work #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Home #: \_\_\_\_\_  
Email: \_\_\_\_\_  
\_\_\_\_\_

#### Project Representative

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City / State \_\_\_\_\_  
Zip Code \_\_\_\_\_  
Work #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Home #: \_\_\_\_\_  
Email: \_\_\_\_\_  
\_\_\_\_\_

#### Other professional representatives for the project (surveyors, engineers, etc.),

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City / State \_\_\_\_\_  
Zip Code \_\_\_\_\_  
Work #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Home #: \_\_\_\_\_  
Email: \_\_\_\_\_  
\_\_\_\_\_

## PROJECT DATA

The following information is required where applicable, in order to 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 \_\_\_\_\_ passenger car equivalents (PCE)  
(Since July 1, 1997)

Total traffic estimated in the peak hour proposed (Since July 1, 1997) \_\_\_\_\_ passenger car equivalents (PCE)

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>	<b><u>Required/Allowed</u></b>	<b><u>Provided</u></b>
Min Lot Area	_____	/
Street Frontage	_____	/
Min Front Yard	_____	/
Min Rear Yard	_____	/
Min Side Yard	_____	/
Max. Building Height	_____	/
Use Designation	_____	/
Parking Requirement	1 space/ per _____	<u>square feet of floor area or dwelling unit</u>
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 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. All written submittals including evidence of right, title and interest.
5. Copy of the checklist completed for the proposal listing the material contained in the submitted application.
6. Any additional materials as required by the Form Based Code (Chapter 60-546).

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

**To view the City of Auburn Zoning Ordinance, go to: <https://www.auburnmaine.gov/#> under Government/City Charter & Ordinances. [The zoning ordinance](#) is found in Chapter 60.**

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.**

<b>Signature of Applicant:</b>	<b>Date:</b>
_____	_____



City of Auburn, Maine  
Office of Planning & Permitting  
60 Court Street | Auburn, Maine 04210  
[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

## Development Review Checklist v10152025

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>
<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			

<i>Required Information</i>		<i>Check when Submitted</i>		<i>Applicable Ordinance</i>
	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>	
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				

**CITY OF AUBURN**  
**Form Based Code Compliance Checklist**  
v10152025

Property Location:	PID #:
Transect District:	
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	X			
	Upper Story Windows	X			
	Ground Story Elevation (1st fl.)	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:					
<b>Complies With:</b>		<b>Required</b>	<b>Complies</b>	<b>Not Comply</b>	<b>N/A</b>
	Residential, Commercial ,Mixed-Use	X			
	Parking Requirement-	X			

**City of Auburn: Site Plan Review Standard Conditions of Approval** V.09232025

**These provisions apply to all projects that receive Site Plan Review Approval when applicable. If you have questions, please contact Planning and Permitting at 207-333-6601 ext. 1133.**

1. Conditions of Approval: The applicant shall comply with all conditions, modifications, and restrictions imposed by the Planning Board, as well as the approved application and site plan (§60:1305).
2. Distribution of Signed Plans: An approved plan, signed by the planning board chair, must be provided to the applicant, assessor's department, engineering department, and building inspector, who may then issue building permits once all other required plans are approved (§60:1306).
3. Written Findings: The Planning Board's written findings, including conditions, modifications, restrictions, and methods to address deficiencies, shall be issued to the applicant and shall govern implementation of the plan (§60:1307).
4. Expiration of Approval: The applicant shall commence construction within one year of the date of approval (two years for solar projects), unless all required building permits have been obtained. A single one-year extension may be granted by the Planning Board upon written request at least 30 days prior to expiration. Phased projects must complete improvements for each phase before permits for subsequent phases are issued (§60:1308).
5. Building Permit Restriction: The applicant shall not receive a building permit unless construction plans and specifications are consistent with the approved site plan (§60:1309).
6. Certificate of Occupancy: The applicant shall not receive a certificate of occupancy until all construction required by the approved site plan is complete, unless the Planning Board grants special permission upon a showing of special circumstances (§60:1310).
7. Surety Requirement: When required, no development activity may occur until the applicant provides a financial guarantee (certified check, surety bond, letter of credit, or similar) in an amount set by city staff to be sufficient to ensure compliance with the approved site plan (§60:1311).
8. Blasting Permit: The applicant shall obtain a blasting permit from the Planning, Permitting, and Code Department prior to any blasting activity, except as otherwise exempted by ordinance (§14:702).
9. Resource Extraction Bond/Security: If the project involves resource extraction, the applicant shall, prior to excavation, post a performance bond, certified check, irrevocable letter of credit, or other acceptable security in an amount determined by the Planning Board or Community Development and Planning Department, sufficient to guarantee fulfillment of conditions imposed (§60:701).