

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 Impervious Area _____ sq. ft.
Proposed 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

Existing _____
Proposed, if applicable _____

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 _____
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

Min Lot Area	_____ / _____
Street Frontage	_____ / _____
Min Front Yard	_____ / _____
Min Rear Yard	_____ / _____
Min Side Yard	_____ / _____
Max. Building Height	_____ / _____
Use Designation	_____ / _____
Parking Requirement	1 space/ per _____ dwelling unit
Total Parking:	_____ / _____
Overlay zoning districts (if any):	_____ / _____

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. 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.

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

To view the City of Auburn Zoning Ordinance, go to:

www.auburnmaine.gov under City Departments / Planning, Permitting & Code / Subdivisions / Land Use / [Zoning Ordinance](#)

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:
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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>Additional Comments</i>
		<i>Applicant</i>	<i>Staff</i>	
Site Plan: Sec. 60-1301				
	Sec. 60-1301(1): Name and address of owner and developer			
	Sec. 60-1301(2): Names of development, scale and meridian arrow			
	Sec. 60-1301(3): Name and addresses of all owners of record of all adjacent property			
	Sec. 60-1301(4): Current zoning boundaries and 100-year floodplain boundaries			
	Sec. 60-1301(5): Easements; rights-of-way			
	Sec. 60-1301(6): Topographic map of the site			
	Sec. 60-1301(7): Location of watercourses, wetlands, marshes, surface water, rock outcroppings, wooded areas, etc.			
	Sec. 60-1301(8): Location of buildings existing on the tract to be developed			
	Sec. 60-1301(9): Locations of water mains, sewer mains, wells, fire hydrants, culverts, drains, pipe sizes, grads and direction			
	Sec. 60-1301(10): Existing soil conditions and soil suitability test results			
	Sec. 60-1301(11): Location of proposed buildings			
	Sec. 60-1301(12): Proposed traffic circulation system			
	Sec. 60-1301(13): Location of existing and proposed public utility lines			

	Sec. 60-1301(14): Site developments requiring stormwater permits required plan			
	Sec. 60-1301(15): Location and design of proposed off-street parking and loading areas			
	Sec. 60-1301(16): Proposed location and direction of outdoor lighting			
	Sec. 60-1301(17): Existing and proposed planting, fences and walls, including landscaping and screening			
	Sec. 60-1301(18): Location, size, design and manner of illumination of signs			
	Sec. 60-1301(19): Disposal of sewage, trash, solid waste			
	Sec. 60-1301(20): Perimeter boundaries of the site with bearings, distances and radii of curves including the name and seal of the registered land surveyor who prepared the plan			
	Sec. 60-1301(21): Description and plan of capacity and location of means of sewage disposal			
	Sec. 60-1301(22): A statement of the amount of area of land involved in the site			
	Sec. 60-1301(23): Description and plan of a phase development concept			
	Sec. 60-1301(24): Demonstration of financial capacity			

<i>Required Information</i>		<i>Check when Submitted</i>		<i>Additional Comments</i>
		<i>Applicant</i>	<i>Staff</i>	
Stormwater & Erosion Control Plan: Sec. 46-209				
	Sec. 46-209(a)(1): Erosion and sedimentation control plan			
	Sec. 46-209(a)(3) a.: A stormwater management plan for 24-hour, 2, 10 and 25-year frequencies			
	Sec. 46-209(a)(3) b.: Stormwater quality			
	Sec. 46-209(b)(1) a.: Location map with the boundaries of development			
	Sec. 46-209(b)(1) b.: USGS topographic map			
	Sec. 46-209(b)(1) c.: A topographic map for the project showing predevelopment contours, post development contours, etc.			
	Sec. 46-209(b)(1) d.: SCS medium intensity soils map			
	Sec. 46-209(b)(1) e.: A high intensity soil survey			
	Sec. 46-209(b)(2) a.: Description of the development			
	Sec. 46-209(b)(2) b.: Description of stormwater handling			
	Sec. 46-209(b)(2) c.: Description of erosion and sedimentation control			
	Sec. 46-209(b)(2) d.: Schedule of construction			
	Sec. 46-209(b)(2) e.: A description of inspection and maintenance for sediment and erosion control measures			
	Sec. 46-209(b)(3) a.: Detailed drawings of any structural practices used			
	Sec. 46-209(b)(3) b.: Calculations for stormwater management practices			
	Sec. 46-209(b)(3) c.: Calculations for sediment and erosion control practices			

<i>Required Information</i>		<i>Check when Submitted</i>		<i>Additional Comments</i>
		<i>Applicant</i>	<i>Staff</i>	
Traffic Impact Analysis: Sec. 46-215				
	Sec. 46-235(a)(1) a.: Exact physical location of the proposed development			
	Sec. 46-235(a)(1) b.: Physical characteristics			
	Sec. 46-235(a)(1) c.: Existing land uses			
	Sec. 46-235(a)(1) d.: Land uses of adjacent property			
	Sec 46-235(a)(2): Proposed land use			
	Sec. 46-235(b)(1) a.: Current and proposed street network			
	Sec. 46-235(b)(1) b.: Geometrics and characteristics			
	Sec. 46-235(b)(1) c.: Intersection traffic control			
	Sec. 46-235(b)(1) d.: Signal timing and system operation at signalized intersections			
	Sec. 46-235(b)(1) e.: Existing or proposed intersection and development access points and configurations			
	Sec. 46-235(b)(1) f.: Existing and proposed rights-of-way			
	Sec. 46-235(b)(1) g.: Available hourly traffic counts			
	Sec. 46-235(b)(1) h.: Peak period turning movements at critical intersections			
	Sec. 46-235(b)(1) i.: Accident information			
	Sec. 46-235(b)(1) j.: Transit routes/headways			
	Sec. 46-235(b)(1) k.: Transit stops/station locations			
	Sec. 46-235(b)(2) a.: Comprehensive transportation plan			
	Sec. 46-235(b)(2) b.: Future improvements			
	Sec. 46-236: Traffic Movement Permit			