

**CITY OF BIDDEFORD, MAINE  
 PLANNING BOARD  
 P.O. Box 586, 205 Main Street Biddeford, Maine 04005  
 207-284-9115**

**APPLICATION FORM**

**Type of Application:**

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Shoreland Zoning Permit | <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Extraction  |
| <input type="checkbox"/> Conditional Use Permit  | <input type="checkbox"/> Subdivision      | <input type="checkbox"/> Private Way |
| <input type="checkbox"/> Other: _____            |   |                                      |

**Applicant Information:**

Applicant's Name: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Applicant's Telephone: \_\_\_\_\_

What is Applicant's legal interest in the property?

- Owner     Potential Buyer with Contract     Lease/Rental Agreement

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Telephone: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Agent's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Engineer/Surveyor: \_\_\_\_\_

Engineer/Surveyor's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Project Location and Lot Information:**

Street Address: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Shoreland Zoning: \_\_\_\_\_

Size of lot: \_\_\_\_\_  acres  s.f. Lot Frontage: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property currently serviced by:  City Road  Private Road  
 Public Sewer  Septic System  
 Public Water  Private Well  
 Public Trash  Private Hauler

Slope Conditions in Area of Construction (if applicable):  
 Flat (0-3 % slope)  Rolling (3-8% slope)  Hilly (8-15% slope)  Steep (15% + slope)

Are there any wetlands or waterbodies on the site?  Yes  No If yes, attach information  
Do you plan to bring fill onto the lot?  Yes  No If yes, attach information

**Description of proposed use of property:**

Project/Proposed Use Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property to be serviced by:  City Road  Private Road  
 Public Sewer  Septic System  
 Public Water  Private Well  
 Public Trash  Private Hauler

Is this project part of a larger project?  Yes  No

If in a Shoreland Zone:

Percent of residential lot coverage (Max. 20%): \_\_\_\_\_

Percent of structure expansion (Max. 30%): \_\_\_\_\_

If Subdivision Review, number of lots proposed: \_\_\_\_\_

If a Private Way is proposed, number of lots served: \_\_\_\_\_

**If Site Plan Review, you must provide the following information:**

Total new square feet footprint of structures: \_\_\_\_\_

Total new square feet paving/parking: \_\_\_\_\_

Waiver Requests (attach details):

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**Attachments:**

A. Letters of Approval

- Fire Department - Contact Chief or Deputy Chief - 282-9986
- Ability to Serve for Water Service – Maine Water - 282-1543
- Ability to Serve for Sewer Service- Engineering Dept (Sewer) - Tom Milligan 284-9118
- Police Department - E-911 Road Name Designation - Contact Joanne Fisk - 282-5127

B. Letter to Planning Board describing project, waiver requests, proposed improvements, addressing permit requirements, etc.

C. Photographs of site.

D. Architectural renderings/drawings of proposed buildings, as required.

E. Engineered Plans, as required.

**Fees (due at time of application):**

Refer to “Attachment A Fees and Charges” of the Land Development Regulations for more information. Consult with Planning Staff if you have questions.

**Required Signatures:**

By signing this application, as the foresaid applicant or authorized agent:

- I certify that I have read and completely understand the application;
- I certify that the information contained in this application and it’s attachments are true and correct;
- I understand that all information provided on this form and all other documents submitted as part of my proposal is a matter of public record;
- I understand that copies of this information may be supplied upon request to an interested party.
- I understand that additional funds may be required through the course of review for special studies, legal review costs, and/or engineering review.
- I understand that by submitting this application I am not guaranteed a place on any particular agenda. I further understand that the City Planner will place me on an agenda for review when the application is deemed substantially complete.

Project proposed to have 1 acre or more of site disturbance:

**-Project may need to apply for a Maine Construction General Permit and shall comply with the requirements of DEP Chapter 500 Stormwater Regulations, as they apply.**

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of owner of property:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IF PLAN APPROVAL IS ANTICIPATED, PROVIDE 2 FULL SIZE MYLARS & 2 FULL SIZE PAPER COPIES FOR BOARD SIGNATURE (AS APPLICABLE). CHECK WITH PLANNING STAFF FOR CLARIFICATION.**

**CHECKLIST FOR  
SITE PLAN  
REQUIREMENTS**

**YES    NO**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Be on sheet size of 24 by 36 inches.   |
| <input type="checkbox"/> | <input type="checkbox"/> | The scale of said plan shall be not less than one inch equals 50 feet and shall be indicated on the plat by use of a bar scale.  |
| <input type="checkbox"/> | <input type="checkbox"/> | The plan shall bear the date, title, north point.  |
| <input type="checkbox"/> | <input type="checkbox"/> | The plan shall contain a location or vicinity sketch (suggested scale one inch equals 800 feet).   |
| <input type="checkbox"/> | <input type="checkbox"/> | The plan shall contain the name and address of the developer and applicant.  |
| <input type="checkbox"/> | <input type="checkbox"/> | All appropriate dimensional requirements.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed easements.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Plan of the site showing existing watercourses and water bodies, seasonal wet areas.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Plan of the site showing soil type and location of test borings.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of all existing and proposed utilities.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Topographic contours (every five percent for zero to three percent slope; or every two feet for steeper areas).  |
| <input type="checkbox"/> | <input type="checkbox"/> | Plan should include preservation and supplementation of existing dominant vegetation.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Plan shall indicate which features are to be retained and which are to be removed or altered.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of stonewalls, graveyards, fences, stands of trees, and other important unique natural areas and site features, including but not limited to floodplains, deer wintering areas, significant wildlife habitats, fisheries, scenic areas, habitat for rare and endangered plants and animals, unique natural communities and natural areas, sand and gravel aquifers, and historic and/or archaeological resources, together with description of such features. |
| <input type="checkbox"/> | <input type="checkbox"/> | Plan view of all buildings with their use, size, location, and first-floor elevation in respect to grade.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Standard elevation view of existing and proposed buildings or structures on-site.  |

**YES**   **NO**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Outline of any buildings located within 200 feet of such existing or proposed buildings or structures indicating their shape, size, location, heights and volume.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing use of abutting properties shall be identified with approximate location of any structures thereon including access roads.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, width, curbing, and paving of access ways, egress ways, and streets within the site for both pedestrian and vehicular use.  |
| <input type="checkbox"/> | <input type="checkbox"/> | The location of off-street parking and loading spaces with a layout of the parking indicated.   |
| <input type="checkbox"/> | <input type="checkbox"/> | The size and proposed location of water mains and sanitary sewerage facilities will all necessary engineering data.   |
| <input type="checkbox"/> | <input type="checkbox"/> | The size and location of all other existing and proposed public service connections including, without limitation, gas lines, power lines, telephone lines, and fire alarm connections and locations, indicating whether above or below ground. |
| <input type="checkbox"/> | <input type="checkbox"/> | The type, nature, and composition of all solid, liquid, and gaseous waste, industrial or otherwise, and the location, type, and design criteria of the storage and disposal facilities dealing with such waste.                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | A landscape plan and open space areas indicating grade change, vegetation to be preserved, new plantings used to stabilize areas of cut and fill, screening; plus size, location, purpose and type of vegetation.                               |
| <input type="checkbox"/> | <input type="checkbox"/> | A drainage plan including location, elevation, layout of catch basins and other surface and subsurface drainage features.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, size and design of proposed signs and other advertising or instructional devices.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed contours and finished grade elevations as well as the type, extent, and location of existing and proposed landscaping and open space areas which will be retained.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and type of lighting for outdoor facilities.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Lines of existing and proposed abutting streets showing width.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Surveyed property lines showing their bearing and distances and monument locations.   |
| <input type="checkbox"/> | <input type="checkbox"/> | If subdivision is involved, the lines and names of all proposed streets, lanes, ways, or easements intended to be dedicated for public or private use.  |

**YES**   **NO**

- Provide copies of any covenants or restrictions that are intended to cover all or part of the land area to be developed.
- Indicate limits of the wetland areas on the property.
- Delineate existing zoning boundaries within 1,000 feet of the site.
- Stamp and signature of either a Maine licensed land surveyor, professional engineer, or architect responsible for said plan.
- Any other exhibits or data deemed necessary by the Planning Board to evaluate the proposed development for site plan review purposes.