

SECTION 6. WHAT INFORMATION IS REQUIRED FROM AN APPLICANT FOR SITE PLAN REVIEW?

The **site plan review** process requires that the owner of the proposed development submit material which outlines the nature of the project. This allows the reviewing body to determine if the proposal meets the standards established by the community. A key question in the development of a **site plan review** process is determining what kind of information needs to be submitted and at what level of detail. These issues are discussed below.

■ THE BASIC PACKAGE

Most **site plan review** systems require the applicant to submit three basic types of information:

1. *An application form* setting forth the basic factual information about the project. This often includes information about the ownership of the property, evidence of the applicant's legal interest in the property, the location of the property, the proposed use, information about easements or other encumbrances, and similar information.
2. *A drawing or site plan* showing the boundaries of the lot, together with location and size of proposed buildings and site improvements such as access drives, parking, provisions for water supply and sewage disposal, grading, stormwater management, landscaping, lighting, etc.
3. *Supplemental information* that describes existing conditions at the site, the nature of the proposed development, on-site and off-site impacts, and the applicant's technical and financial capability to complete the project as proposed.

■ LEVEL OF DETAIL REQUIRED

Many communities struggle with the question of how much detail to require of applicants. The information that is submitted for review must present an accurate picture of what is proposed to be constructed, accurately portray where it is located on the parcel of land, describe adjacent land uses, and correctly depict the spatial relationships between various aspects of the development (how far the propane tank is from the building, where the driveway will be located, etc.).

The key item of information is an accurate site plan showing the boundaries of the lot and the proposed buildings and site improvements. This plan must be drawn to scale and accurately represent the distances on the site. The plan should be drawn at a large enough scale so that the development proposal can be evaluated. For larger scale projects or any projects involving significant grading or the construction of roadways, utilities, stormwater drainage facilities, or similar items, the plan should be an "engineered" site plan meaning that it has been prepared by a professional licensed to practice site design and engineering in the State of Maine.

Many **site plan review** systems link the level of information required to the scale and intensity of the project. Thus, the submission requirements for small projects are limited, whereas larger, more complex projects are often required to submit more detailed and/or additional information.

■ CATEGORIES OF INFORMATION

For most types of nonresidential projects, applicants should be required to submit three categories of information:

Examples of Site Plans

