



Code Enforcement Office

Code Enforcement Officer: Robert Grant
Deputy CEO: Bobbi Roberts

One City Hall Plaza, Ellsworth,
Maine 04605

rgrant@ellsworthmaine.gov
broberts@ellsworthmaine.gov

CITY OF ELLSWORTH

MINOR USE SITE DEVELOPMENT PERMIT APPLICATION

Minor Use Site Development Plan

APPLICATION INFORMATION

Development Name: _____

Development Address: _____

Property Owner Name: _____

Property Owner Address: _____

Applicant Name: _____

Applicant Address: _____

Applicant Telephone: (____) _____ Email: _____

Agent: _____

Agent Address: _____

Agent Telephone: (____) _____ Email: _____

3. PROJECT INFORMATION.

- a. The proposed project is located on which City Tax Map/Lot #(s)? _____
- b. How large is the subject property (in acres or square feet)? _____
- c. What is the current zoning of the property to be developed? _____
- d. What are the existing use(s) of the property? _____
- e. Is the property in the designated Ellsworth Downtown Area? _____ In the Urban Core? _____
- f. What water bodies does the parcel abut? _____
- g. Is any portion of the property within 250' of the normal high-water mark of a pond, river, or salt water body?
Yes _____ No _____ ; or in Stream Protection? Yes _____ No _____
- h. Is any portion of the property within a special flood hazard area as identified by the Federal Emergency Management Agency (FEMA): _____ Yes _____ No _____
- i. What legal interest does the applicant have in the subject property? [Attach document]
_____ ownership _____ option _____ purchase and sales contract, _____ other : _____
- j. What legal interest does the applicant have in any abutting property? _____
- k. When was the last time that the subject property was subdivided? _____
- l. What was the nature of the last subdivision? _____ building units _____ division of land

4. DEVELOPMENT INFORMATION.

Definitions of terms used herein may be found in the Ellsworth Unified Development Ordinance.

- a. Proposed use(s) of development: _____
- b. Number of existing lots _____ Number of lots to be developed: _____
Number of existing buildings _____ No. of buildings to be developed: _____
Number/type of existing units _____ No./type of units to be developed: _____
Existing structure footprint area: _____ Proposed structure footprint area: _____
Existing building gross floor area: _____ Proposed building gross floor area: _____
Existing impervious surface area: _____ Proposed impervious surface area: _____
Existing developed surface area: _____ Proposed developed surface area: _____
Size of disturbed area to be produced during project construction _____
- c. What is the estimated cost of the proposed development or changes? _____
- d. What is the intended start and completion dates of the proposal? _____ to _____
- e. Does the development require extension of public infrastructure? _____ Yes _____ No _____
- f. What is the estimated cost for public infrastructure improvements needed to serve the project?
Water \$ _____ Wastewater \$ _____ Stormwater \$ _____ Other () \$ _____
- g. Identify method of water supply for the proposed development:
_____ Individual wells _____ Central well with distribution lines
_____ Connection to public water _____ Other : _____
- h. Identify method of sewage disposal for the proposed development:
_____ Individual septic systems _____ Central on-site disposal with distribution lines
_____ Public sewer connection _____ Other : _____
- i. What is the design flow increase for public water and/or sewer usage? _____
- j. Does the applicant propose to dedicate to the public any common land/area: _____ Yes _____ No _____
If yes, please specify all applicable:
Description of Street(s) _____ Est. length: _____

Description of Recreation Area(s) _____ Est. acreage: _____

Description of Common Land(s) _____ Est. acreage: _____

Other: _____

- K. Indicate the nature of any restrictive covenants to be placed in the deeds:

- L. Does the applicant intend to request permissible waivers of any City ordinance provisions?

_____ Yes _____ No (If yes, please list requests and state reasons for the request)

5. FIRE DEPARTMENT ACCESS AND FIRE SUPPRESSION WATER SUPPLY. * Please check all that apply to this project
Refer to Chapter 56 Unified Development Ordinance, Article 2, Section 205.2 and Chapter 4 Fire Protection and Prevention Ordinance

- ☐ Have met with the Ellsworth Fire Department Inspector Date: _____
☐ Reviewed City of Ellsworth Fire Protection and Prevention Ordinance (SEE ATTACHED ORDINANCE SUMMARY)

☐ **Fire Protection and Prevention Ordinance Article II NFPA 1**

- ☐ Occupancy Type: _____
☐ Mixed-Occupancy: _____
☐ Multiple-Occupancy: _____
☐ Stories Above Grade: _____ Stories Below Grade: _____
☐ Minimum Const. Requirements: Rated Walls: 1-Hr: _____ 2-Hr: _____ 3-Hr: _____

☐ **Hazard and Utility Areas:**

- ☐ Trash Compactors/ Dumpsters: **(to be located with narrative on the site plan drawings) N/A: _____**
☐ Electrical Utilities locations: **(to be located with narrative on the site plan drawings) N/A: _____**
☐ Fuel / Propane tank locations: **(to be located with narrative on the site plan drawings) N/A: _____**
☐ Underground Tank locations: **(to be located with narrative on the site plan drawings) N/A: _____**

☐ **Fire Protection and Prevention Ordinance Article VI & VII**

- ☐ Underground Fire Protection Piping: **(test certificate required prior to issuance of C/O) N/A: _____**
☐ Hydrant Location(s) (NFPA 1-18): **(to be located with narrative and distances on the site plan drawings) N/A: _____**
☐ Sprinkler System YES/NO Type: _____13 / _____13D / _____13R / _____Other **(check one)**
(if a sprinkler system is to be installed it shall be monitored by a addressable fire alarm system) N/A: _____
☐ **Fire Protection for Subdivisions; A fire protection option shall be decided upon and that option shall be recorded and identified on the final Mylar drawings to be signed by the Planning Board. (see Article VII Sec.7.5)**
(narrative to be on the site plan drawings)
☐ Aboveground Fire Protection Piping: **(test certificate required prior to issuance of C/O) N/A: _____**
☐ FD Connection Location: **(to be determined by Ellsworth Fire Department) N/A: _____**

☐ **Fire Department Access (NFPA 1-18):**

- ☐ Building Access Door Locations: **(to be located with narrative on the site plan drawings)**
☐ Roads for FD access (Public and private) 20 ft minimum width: **(to be located with narrative on the site plan drawings)**
☐ FD Apparatus Turning Radius: **(35 feet) / (to be located with narrative on the site plan drawings)**
☐ FD Apparatus "T" or "Y" Turning Locations: **(to be located with narrative on the site plan drawings)**
☐ Snow Removal Area(s): **(to be located with narrative on the site plan drawings)**

☐ **Fire Protection and Prevention Ordinance Article III (to be discussed at the pre-construction meeting with Developer or Agent)**

- ☐ Building Numbering Signage Locations:
☐ Door Numbering Signage Locations:
☐ Building Truss Identification Signage Location:
☐ Documentation Cabinet and Wall Diagrams for Fire and Life Safety Systems:
☐ Documents that will be required to be submitted for document cabinet
☐ Knox Box Location(s): **(number of Knox boxes to be determined)**

6. COMPLIANCE WITH ORDINANCES.

- A. Is this an allowed use in the zone(s)? _____
- B. To receive final Approval, you need to provide a narrative explaining how the proposed project complies with Chapter 56 Unified Development Ordinance and its standards including but not limited to:
- 1) Article 6 Site Development Review section 607 Standards and Criteria Governing Site Development Plan Review – Final Plan Meeting;
 - 2) Article 8 Performance Standards;
 - 3) Article 9 Street Design and Construction Standards;
 - 4) Article 10 Stormwater Management and Construction Standards; and
 - 5) Article 11 Parking Standards.

7. OTHER/ADDITIONAL INFORMATION.

To the best of my knowledge, all of the information submitted in this application is true and correct.

Printed name

Signature of Applicant or Authorized Agent

Date

Name:
 Application for: Minor Use Site Development Final Plan
 Address:
 Map/Lot:
 Date:

CHAPTER 56

Article 607.1
 Article 607.2

SECTION 8.1 SUBMISSION MATERIALS - Minor USE SITE DEVELOPMENT FINAL PLAN		
		Prior to REVIEW of criteria, must produce proof that applications have been filed with necessary State and Federal agencies
CRITERIA AND STANDARDS		
A.		Conforms with Comp. Plan
B.	i.	Land which is situated below the normal high water mark of any body of water does NOT count toward min. lot size
	ii.	Land which is located within 100-year floodplain unless developer shows proff of submittal of materials prepared by Registered Land Surveyor indicating the property lies at least 2' above 100- year flood level.
	ii.	Elevation of filled or man-made land shall not be considered.
	iii.	Wetlands
C.	i.	Lot configuration and design shall provided adequate off-street parking and service developments
	ii.	Wherever possible, side lot lines shall be perpendicular to street.
D.		Shoreland Standards are reviewed concurrently with site development plan. Must find the proposed use will:
	i.	Maintain safe and healthful conditions
	ii.	Not result in water pollution, erosion, or sedimentation to surface waters
	iii.	Adequately provide for the disposal of all wastewater
	iv.	Not have an adverse impact on spawning grounds, fish, aquatic life, birds, or other wildlife habitats
	v.	Conserve shore cover and visual, as well as actual, points of access to inland and shoreland waters
	vi.	Protect archaeological and historic resources
	vii.	Not adversely affect exisiting commercial fishing or maritime activities
	viii.	Avoid problems associated with floodplain development and use
	ix.	Is in conformance with the provisions of Article 4 Shoreland Zoning
E.	i.	Landscaping shall be preserved in its natural state, insofar as practible, by:
		Minimizing tree and soil removal
		Retaining existing vegetation where desirable
		Keeping any grade changes in character with the greatest extent possible

Article 813

	ii.	Environmentally sensitive areas such as wetlands, steep slopes, floodplains, and unique natural features shall be maintained and preserved to the greatest extent possible.	
	ii.	Natural drainage areas shall be preserved to the maximum extent.	
	iii.	Landscaping shall meet Article 8, Section 813 standards	
F.	i.	Provisions shall be made for safe vehicular access and circulation to and within the development to safeguard against hazards to traffic and pedestrians in existing streets	
	ii.	Estimate of amount and type of vehicular traffic generated on daily basis and at peak hours	
	ii.	When necessary- provide traffic impact analysis demonstrating the impact of the proposed project on the capacity, level of service and safety of adjacent City and/or State-owned streets	
	iii.	When development abuts or contains existing or proposed State or City owned roads, permits must be obtained from the appropriate agency for entrance/driveway. Shall be noted on the plan and in the deed.	
	iv.	Vehicular access to and into the site shall meet standards of Article 9:	
		907, 909, 910, 915, 916	
	v.	The layout of the site shall provide for the safe movement of passenger, service, and emergency vehicles through the site.	
	v.(a)	Non-residential projects shall provide a clear route for delivery vehicles with appropriate geometric design to allow turning and backing for vehicles expected to use the facility.	
	v.(b)	Clear routes of access shall be created and maintained for emergency vehicles to all portions of the site and shall be posted with appropriate language.	
	v.(c)	Layout of parking provides for safe and convenient circulation of vehicles throughout the site and prohibits vehicles from backing out onto streets.	
	v.(d)	All streets and accessways shall be designed to follow topographic and natural features of the site.	
	v.(d)	The road network shall provide for vehicular and pedestrian safety, all season emergency access, snow storage, and delivery and collection services.	
	G.	Provides for safe pedestrian movement, i.e. bike lanes, sidewalks, etc.	
	H.	Parking Criteria in Article 11	
	I.	Environmental Standards	
	i.	Stormwater standards Article 10	
	ii.	Documentation of low impact design	

Article 9

Article 11

Article 10

	iii.	Plan to maintain streams and waterways while controlling erosion and sediment.	
J.		Parks and Open Spaces or Historical Features	
	i.	To greatest extent, open spaces will be contiguous	
	ii.	Notiation that parks and open spaces shall not be further developed	
	iii.	Parks and open spaces include irreplaceable natural features located on the tract i.e. stream beds, stands of trees, rock outcroppings, etc.	
	iv.	Historical sites are preserved through inclusion in open space plan and covenants and management plans	
	v.	Public rights of access to the shoreline shall be maintained by easements, right-of-ways, or inclusion in open space plan.	
K.		Drinking Water Supply	
	i.	Meets standards of State of Maine drinking water.	
	ii.	Groundwater shall not be inversely impacted by plan in either qaulity or quantity. Plans with septic capacity of 2,000 gallons/ day or greater shall demonstrate that groundwater at property line will comply.	
		If construction standards for drinking wells are recommended, those standards shall be included as a note on Final Plan and as a deed restriction.	
L.		Sewage Disposal	
	i.	If located within 500' of public sewer, development shall connect. Only City Council can waive.	
	ii.	Private Systems	
	ii.a	Evidence of soil suitability for subsurface sewage	
	ii.b	Disposal never allowed on soils or lot that require New System Variance from Subsurface Wastewater Disposal Rules	
M.		Any utilities installed above ground shall be located as to not be unsightly or hazardous and shall be landscaped to screen from public view	
N.		If construction debris is on-site, the disposal site shall be covered with fill and topsoil, lined, fertilized, and seeded	
O.		Streets which join and are in alignment with streets of abutting or neighboring properties shall bear the same name.	
		Names of new streets shall not duplicate, nor bear phonetic resemblance to the names of existing streets within the City, and shall be subject to the approval of the City Assessor's Office.	

		The developer shall reimburse the City for the costs of installing street names, traffic safety and traffic devices.	
P.		Size, location, texture, and lighting of all exterior signs and outdoor advertising structures or features shall not detract from the layout of the property	
		Design of proposed structures and buildings shall not constitute a hazard to vehicles and pedestrians	
Q.		Exposed storage, machinery, service areas, utility buildings and structures, etc. shall be subject to setbacks, screen plantings or other screening methods	
		Reasonably required to prevent incongruous nature with existing or contemplated environment	
U.		Adequate disposal of solid wastes and hazardous wastes. Must be disposed of at licensed facility having adequate capacity to do so.	