



Ellsworth

Planning

Application for Code & Planning Minor Project Staff Review

If you need assistance, instructions for completing this application are on page 6 or you may contact the Code Office at 207.667.4910.

Project Name & Location

Subject Property Project or Development Name

Subject Property Project or Development Location Address

Parcel ID

SUBJECT PROPERTY SIZE

Acres

Square Feet

SUBJECT PROPERTY ZONING

PROPERTY OWNER

Name

Address

Telephone

Email

APPLICANT

AGENT

Name

Address

Telephone

Email

Title

Lic. / Reg. #

SUBJECT PROPERTY OVERLAY INFORMATION

Yes No

Designated Downtown Area?

Urban Core?

Shoreland Zone?

Stream Protection Area?

FEMA Flood Area?

LIST BODIES OF WATER ABUTTING OR TRANSVERSING THE SUBJECT PROPERTY

Abutting

Transversing

APPLICANT OWNERSHIP & INTEREST

Applicant Legal Interest in Subject Property

Owner

Purchase Option

Pending Purchase

Other
(explain)

Describe Applicant Legal Interest in Land Abutting Subject Property if Applicable

SUBDIVISION HISTORY

When was the subject property last divided.	What was the nature of the last subdivision?	
MM / DD / YYYY	Building Units (describe)	Land (describe)

DEVELOPMENT INFORMATION

	Existing / Current	Proposed	Size of Area to be Disturbed by Proposed Project		Acres	
Proposed Use(s) of Project					SF.	
# of Lots			Estimated Project Cost		\$	
# of Buildings			Estimated Start Date <i>MM / DD YYYY</i>			
# of & Type of Dwelling Units			Estimated Completion Date <i>MM / DD YYYY</i>			
Structure Footprint Area			Water Delivery Method		Sewage Disposal Method	
Building Gross Floor Area			Individual Wells		Individual Septic	
Impervious Surface			Distributed Central Well		Central Onsite Septic	
Developed Surface Area			Public Water		Public Sewer	
			Other		Other	
<i>If 'Other' please provide information in narrative.</i>						

Will there be a dedication of land or common area for public use?		Yes	
		No	
Element	Description	Size as it applies acres / length / etc.	
Street(s)			
Recreation Area(s)			
Common Space(s)			
Other Land(s)			

Does the project require the extension of any public infrastructure?		Yes	
		No	
If yes, what is the estimated cost for public infrastructure improvements necessary to the project?			
Drinking / Domestic Water		\$	
Wastewater / Sewer		\$	
Stormwater		\$	
Other		\$	
What is the design flow increase for public water and / or sewer?			

Are you proposing any restrictive deed covenants with this project? <i>If yes, please provide a brief description below AND proposed legal language in your project narrative.</i>	Yes	
	No	

COMPLIANCE WITH ORDINANCES		
Is your proposed project a permitted use in the zone(s) where the site is located?	Yes	
	No	
Seeking waivers of any City of Ellsworth Ordinances? <i>Please provide a separate document identifying the requested waiver(s) and reason(s) for the request.</i>	Yes	
	No	
Ordinance Compliance Checklist Be sure that your project narrative explains how the proposed project complies with Chapter 56 Unified Development Ordinance and its standards including but not limited to:		
Article 6 Site Development Review Section 607 Standards and Criteria Governing Site Development Plan Review – Final Plan Meeting;		
Article 8 Performance Standards		
Article 9 Street Design and Construction Standards		
Article 10 Stormwater Management and Construction Standards		
Article 11 Parking Standards		

Any additional information you want to share:

FIRE DEPARTMENT REVIEW

Meeting with Fire Official call (669-6612 to arrange a meeting)	Meeting Date <i>MM/DD/YYYY</i>	
Applicant Self- Review of Fire Protection Ordinance	Self-review Date <i>MM/DD/YYYY</i>	

Fire Protection and Prevention Ordinance Article II, NFPA 1

Occupancy Type			
Mixed Occupancy			
Multiple Occupancy			
# Stories Above Grade		# Stories Below Grade	
Fire Rating Minimum Wall Requirements	One Hour	Two Hour	Three Hour

Hazard and Utility Areas		N/A	Yes
<i>Please note the hazard and utility areas here and provide details on the Site Plan drawings and in your project narrative.</i>	Trash Compactors & Dumpsters		
	Electric Utility Locations		
	Fuel / Propane Tank Locations		
	Underground Tank Locations		

Fire Protection and Preservation Ordinance Article VI and VII		NA
Underground Fire Protection Piping	Test Certificate Required for C/O	
Aboveground Fire Protection Piping	Test Certificate Required for C/O	
Hydrant Locations	Identify with distance(s) in written narrative and on-site plan drawing	

Fire Suppression								
Is a sprinkler system proposed?	Yes			No				
If yes, designate the type of system.	13		13D		13R		Other	
New sprinkler systems must be monitored by an addressable fire alarm system.								
Fire Department Connection	Location to be determined by Ellsworth Fire Dept.							
Fire Protection for Subdivisions	A fire protection option shall be decided upon, and that option shall be detailed in the narrative and recorded and identified on the final Mylar drawings to be signed by the Planning Board. (Article VII, Sec. 7.5)							

Fire Department Access (NFPA 1-18)Applicability			
<i>Please be sure to show the following including a narrative on your Site Plan drawings.</i>		Applicability Y / N	Compliant Y / N
Building Access Door Locations			
Roads for FD access	(public/private) 20ft min. width		
FD Apparatus Turning Radius	35-feet minimum		
FD Apparatus “T” or “Y” turning Locations			
Snow Removal Area(s)			

Fire Protection and Prevention Ordinance Article III:		
<i>At preconstruction meeting, the applicant should be prepared to discuss the following</i>	Applicability Y / N	Compliant Y / N
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)		

ACKNOWLEDGEMENT

To the best of my knowledge, all the information submitted herein is true and correct.

Printed Name

Signature of Applicant or Authorized Agent

Date

Application for Code & Planning Minor Project Staff Review Instructions

PLEASE COMPLETE ANY AND ALL SECTIONS OF THIS APPLICATION AS THEY RELATE TO YOUR PROJECT.

PROJECT NAME & LOCATION

Please include the name of your project, the street location (including the street number if it’s already assigned) and the Map, Block, Lot & Unit (MBLU) identifier. The MBLU can be found by locating the property on a tax map in the planning office or at the City of Ellsworth GIS Mapping page: <https://www.axisgis.com/ellsworthme> search the property address or owner name.

PROPERTY OWNER CONTACT INFORMATION

In many cases the property owner and applicant are the same person or persons, if that’s the case, please note ‘Same’ in the applicant column. If the applicant and owner are separate entities, please be sure to include all contact information.

APPLICANT and or AGENT CONTACT INFORMATION

If you have employed an engineer, surveyor, attorney, or other professional to design your project or represent you before the Staff Review Team, please list them here with all the requested contact and licensing information.

SUBJECT PROPERTY SIZE

You may provide acreage, square footage, or both. Approximate acreage can be found on the municipal tax map, your deed, or a professional survey of the land.

SUBJECT PROPERTY ZONING

SUBJECT PROPERTY OVERLAY INFORMATION

BODIES OF WATER ABUTTING AND TRANSVERSING THE SUBJECT PROPERTY

NOTE: All of the property information requested here is available on the City of Ellsworth GIS map at <https://www.axisgis.com/ellsworthme> When you’ve selected the subject property, click on the layers tab on the left of the page. You can navigate through the layers to get the following information. If you prefer, you can make an appointment with planning or code staff to review.

Application for Code & Planning Minor Project Staff Review Instructions

APPLICANT OWNERSHIP AND INTEREST

- Please check the space that describes your interest / ownership in the subject property and be sure to explain if you select ‘Other’. Provide written material (deed, purchase & sale agreement, affidavit from the property owner, etc.) with proof of right, title, and ownership with your project narrative.
- If you hold any legal interest in and land abutting the subject property, please describe that in the space provided. If not, enter “N/A”

SUBDIVISION HISTORY

If the project has been previously subdivided, please provide the date it was last subdivided. If land was previously divided, please provide the MBLU for the divided lots. If a building was previously divided, please provide a detailed description of the number of dwelling units in the previous subdivision project.

DEVELOPMENT INFORMATION

Please complete this section as it applies to your project based on these definitions and descriptions:

Structure Footprint – area of the building(s) that covers the ground

Building Gross Floor Area – In a multi-floor building, the total square footage of all the floors above grade.

Impervious Surface -- Any hard, artificial, or compacted surface that prevents, heavily retards, or impedes the natural infiltration of water into the soil.

Developed Surface Area – the total square footage of all impervious surface and building footprints.

Size of the Area to be Disturbed – Total square footage or acreage of area where the earth will be disturbed by the construction of the project.

DEDICATION OF LAND FOR COMMON OR PUBLIC USE

If you are donating or dedicating streets (built to city standards), common or recreation areas within your subdivision, or open space in another Ellsworth location, please describe it here.

PUBLIC INFRASTRUCTURE

If your proposed project requires the expansion of public infrastructure, namely water, sewer, or stormwater, please identify and provide cost estimates here.

RESTRICTIVE DEED COVENANTS

If you check yes, please be sure to provide proposed language as specified.

COMPLIANCE WITH ORDINANCES

If you would like assistance as you review and complete this section, you may contact the planning department or an appointment.

FIRE DEPARTMENT REVIEW

This section must be completed when meeting with the Fire Safety Official. Contact 669-6612 to arrange a meeting.