



January 20, 2015
14355

Amanda Lessard, Planner
Town of Windham
8 School Road
Windham, ME 04062

Sketch Plan; A-Plus Autobody
Storm Drive; Firestorm Business Condominium; Map 21, Block 19A-6

Dear Amanda:

On behalf of Andrew Lane, Sebago Technics, Inc. is pleased to provide the attached Sketch Plan Application and Preliminary Plans for a proposed 3,000 square foot Autobody shop to be located within the Firestorm Business Condominium on Storm Drive.

It is our understanding that the project will require Site Plan approval, Amended Subdivision approval and a Conditional Use approval prior to commencing with construction. In addition, the project will require renewal of the Stormwater Permit with the Maine Department of Environmental Protection.

The existing parcel is currently vacant with little or no mature vegetation. Previous investigations of the site did not locate any natural resources (wetlands, water bodies, habitat, etc.) within the parcel boundaries. The site is bordered by existing development within the condominium and utility easements (CMP and natural gas) running along the eastern side of the property. The site's natural drainage generally flows toward the northeast to an existing depression on the parcel.

As mentioned, the applicant proposes to construct a 3,000 square foot facility to perform automobile body repair and restoration. The project will create 12 parking spaces on the parcel and the applicant will have use rights to the existing parking spaces located along Storm Drive. In accordance with agreements within the Condominium Association, the applicant will also retain the right to a display area on the Condominium parcel adjacent to Route 302. The project will be served by underground electricity, public water and underground natural gas. The site will utilize on-site subsurface wastewater disposal chambers for sanitary sewerage. A stormwater detention/treatment basin is proposed to manage the stormwater runoff from the site.

Additionally, the applicant retains the right to construct a second building on the parcel. No use has been determined and no plans are being advanced at this time. The applicant understands that a separate Site Plan review process is required if an opportunity materializes.

We are hopeful that we have provided adequate information in preparation of a Sketch Plan review with the Planning board at their February 9, 2015 meeting. Upon your review of this application, however, please call with any questions or comments. Thank you for your consideration.

Sincerely,

SEBAGO TECHNICS, INC.



Richard L. Meek, P.E.
Sr. Project Engineer

RLM/llg
Att.

cc: Andrew Lane

TOWN OF WINDHAM MAJOR & MINOR SITE PLAN APPLICATION

Sketch Plan

(Section 811 – Site Plan Review, Submission Requirements)

The original signed copy of this application must be accompanied by:

- The required application and review escrow fees,
- Fifteen (15) collated submission packets, which must include
 - Full size paper copies of each plan, map, or drawing, and
 - A bound copy of the required information found in Section 811 of the Land Use Ordinance.
 - The checklist below offers a brief description of these requirements for the purpose of determining the completeness of a submission. Please use the Ordinance for assembling the submission packets.
- Electronic submission in PDF format of:
 - All plans, maps, and drawings.
 - These may be submitted as a single PDF file or a PDF for each sheet in the plan set.
 - A PDF of the required information found in Section 811 of the Land Use Ordinance

The submission deadline for Sketch plans is four (4) weeks before the Planning Board or Staff Review Committee meeting for which it will be scheduled.

Applicants are strongly encouraged to schedule a brief submission meeting with Planning Staff, to walk through the application checklist at the time a Planning Board submission is made. This will allow applicants to receive a determination of completeness, or a punch list of outstanding items, at the time a submission is made.

If you have questions about the submission requirements, please contact:

Windham Planning Department	(207) 894-5960, ext. 2
Ben Smith, Assistant Town Planner	bwsmith@town.windham.me.us
Lisa Fisher, Administrative Assistant	lmfisher@town.windham.me.us

Project Name: A-PLUS AUTO BODY

Tax Map: 21 **Lot:** 19-A06

Estimated square footage of building(s): (2) @ 3,000 S.F. EACH

If no buildings proposed, estimated square footage of total development/disturbance:

Contact Information

1. Applicant

Name: ANDREW LANE

Mailing Address: 143 PORTLAND RD, GRAY, ME 04039

Telephone: 207-615-1777 Fax:

E-mail: laneab2@me.com

2. Record owner of property

_____ (Check here if same as applicant)

Name: MGM BUILDERS, INC.

Mailing Address: 76 TANDBERG TRAIL, WINDHAM, ME 04062

Telephone: 207-892-1019 Fax:

E-mail: mike@mgmbuilders.com

3. Contact Person/Agent (if completed and signed by applicant's agent, provide written documentation of authority to act on behalf of applicant)

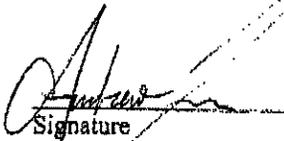
Name: JAMES SEYMOUR, PE

Company Name: SEBAGO TECHNICS, INC.

Mailing Address: 75 JOHN ROBERTS RD, SUITE 1A, SOUTH PORTLAND, ME 04106

Telephone: 207-200-2083 Fax: 207-856-2206 E-mail: jseymour@sebagotechnics.com

I certify all the information in this application form and accompanying materials is true and accurate to the best of my knowledge.


Signature _____ Date 1/20/15

AL

Sketch Plan - Minor & Major Site Plan: Submission Requirements		Applicant	Staff
a.	Complete Sketch Plan Application form	X	
b.	Project Narrative	X	
	conditions of the site	X	
	proposed use	X	
	constraints/opportunities of site	X	
	identify if any of the following will be completed as part of the Final Plan		
	traffic study	N/A	
	utility study	N/A	
	market study	N/A	
c.	Name, address, phone for record owner and applicant	X	
d.	Names and addresses of all consultants working on the project	X	
e.	Evidence of right, title, or interest in the property	X	
f.	Evidence of payment of Sketch Plan fees and escrow deposit	X	
g.	Any anticipated waiver requests (Section 808)		
	Waivers from Submission Criteria in Section 811 of the Land Use Ordinance.	N/A	
	If yes, submit letter with the waivers being requested, along with reasons for each waiver request.	N/A	
	Waivers from Subdivision Performance Standards in Section 812 of the Land Use Ordinance.	N/A	
	If yes, submit letter with the waivers being requested, along with a completed "Performance and Design Standards Waiver Request" form.	N/A	
	Submit initialed form regarding additional fees, from applicant intro packet	X	
h.	Plan Requirements		
	Please note: the Sketch Plan does not need to be surveyed. However, if it is surveyed, please refer to the GIS requirements for Final Plan review. It may be in the applicants interest to obtain the required GIS data while the surveyor is on site.		
1	Name of subdivision, north arrow, date and scale (not more than 100 ft: 1in)	X	
2	Boundary of the parcel	X	
3	Relationship of the site to the surrounding area	X	
4	Topography of the site at an appropriate contour interval (10' contours generally adequate)		
5	Approximate size and location of natural features of the site, including wetlands, streams, ponds, floodplains, groundwater aquifers, significant wildlife habitats and fisheries, or other important natural features. If none, so state.	X	
6	Existing buildings, structures, or other improvements on the site	X	
7	Existing restrictions or easements on the site. If none, so state.	X	
8	Approximate location and size of existing utilities or improvements servicing the site. If none, so state.	X	
9	Class D medium intensity soil survey		
10	Location and size of proposed building, structures, access drives, parking areas, and other development features.	X	

APLUS AUTOBODY WINDHAM SITE PLAN

Please sign this form and return it with your Sketch Plan Review application

DEVELOPMENT IMPACT FEES

The Town of Windham requires a developer to pay impact fees to offset the effect of residential development to the Town's existing services and facilities. All applicable impact fees must be paid before release of the signed subdivision plans. The amount of the impact fee is determined according to procedures and formulas established in § 911.N.2. of the Town of Windham Land Use Ordinance

Impact fees are held in separate reserve funds until the required improvements are complete. Any impact fee, or balance thereof, which is not expended in the time period specified in § 911.N.4.c of the Town of Windham Land Use Ordinance will be returned to the developer with the interest which has accrued on the unexpended amount.

PERFORMANCE GUARANTEE

The Town of Windham requires a performance guarantee for development that is approved by the Planning Board. An acceptable performance guarantee must be submitted to the Town before any site work can begin.

Determination of the Guarantee Amount:

The developer must submit one (1) copy of the approved subdivision or site plan and an itemized estimate of the total cost of site construction to the Town. The amount for the performance guarantee will be determined by the engineer who has been selected to conduct independent third party review, based on the itemized estimate submitted by the developer. This process may take up to one month.

Submission of the Guarantee:

An acceptable performance guarantee, as specified in § 914 A of the Town of Windham Land Use Ordinance, must be provided to the Town. It is necessary to maintain the performance guarantee until site work is complete and the third party review engineer has conducted a final inspection. The performance guarantee may be released after the Town receives the final inspection recommendation and approves such action.

Reduction to the amount of the Performance Guarantee:

It is possible to request a reduction to the amount of the performance guarantee as construction progresses. The developer must submit an itemized list of work that has been completed with a written request for a reduction. After inspection of the completed work the third party engineer will notify the Town whether the performance guarantee can be reduced and the allowable amount of the reduction. The Town will maintain a balance on the performance guarantee equal to 110% of the work which remains to be done.

Expiration of Performance Guarantee:

If a final inspection has not been completed sixty days before a performance guarantee is due to expire the Town will send notice to the developer that the performance guarantee must be renewed. The renewal must be presented to the Town by a date which is fourteen (14) business days prior to its expiration. The Town will call the performance guarantee, in order to collect funds remaining, if it is not renewed by 12:00 noon on that day.

CONSTRUCTION OBSERVATION FEE

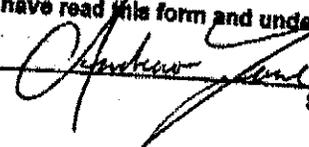
The Town of Windham requires a third party engineer to review ongoing construction of site work that is approved by the Planning Board until such work is deemed complete according to the approved plan.

Construction Observation Fee Account:

It is necessary to establish an escrow account in order to pay for review by the engineer. This account must be established at least five (5) days prior to the start of construction. The construction observation fee shall equal 3% of the required performance guarantee amount. Inspections are billed to the Town and paid for from the construction observation fee account. If the balance of the account is drawn down by 75% the Town shall notify the developer and additional fees must be deposited before any remaining work is undertaken.

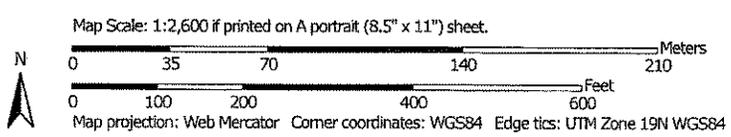
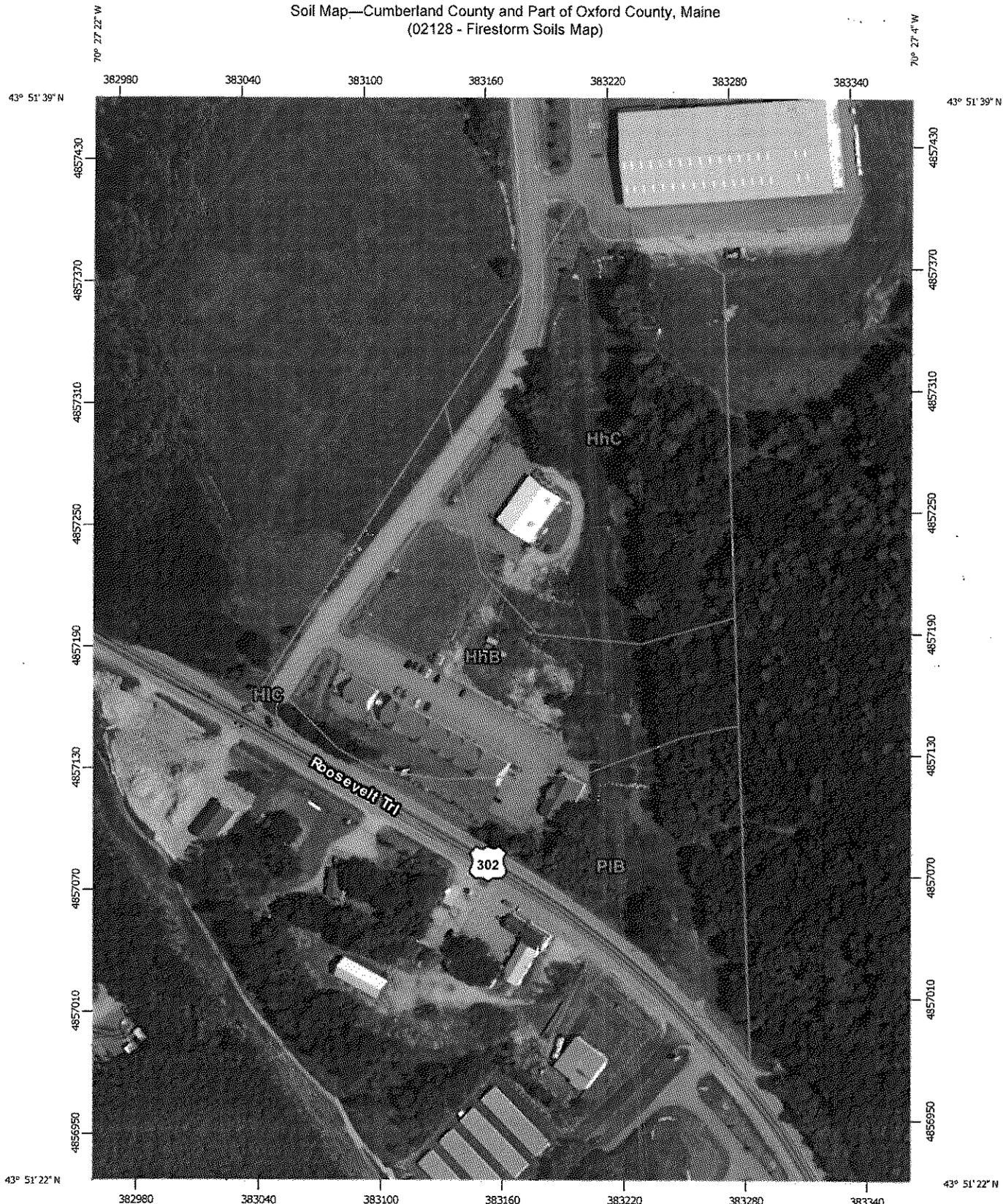
A final inspection must be requested after the project is complete. Any amount of the construction observation fee which remains after payment for the final inspection and recommendation for release will be returned to the developer

I have read this form and understand that the applicable fees must be paid before release of my approved plans.


Signature

1/20/2015
Date

Soil Map—Cumberland County and Part of Oxford County, Maine
(02128 - Firestorm Soils Map)



MAP LEGEND

- Area of Interest (AOI)
- Soils
- Soil Map Unit Polygons
- Soil Map Unit Lines
- Soil Map Unit Points
- Special Point Features**
- Blowout
- Borrow Pit
- Clay Spot
- Closed Depression
- Gravel Pit
- Gravelly Spot
- Landfill
- Lava Flow
- Marsh or swamp
- Mine or Quarry
- Miscellaneous Water
- Perennial Water
- Rock Outcrop
- Saline Spot
- Sandy Spot
- Severely Eroded Spot
- Sinkhole
- Slide or Slip
- Sodic Spot
- Spoil Area
- Stony Spot
- Very Stony Spot
- Wet Spot
- Other
- Special Line Features
- Water Features**
- Streams and Canals
- Transportation**
- Rails
- Interstate Highways
- US Routes
- Major Roads
- Local Roads
- Background**
- Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL: <http://websoilsurvey.nrcs.usda.gov>
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Cumberland County and Part of Oxford County, Maine
Survey Area Data: Version 8, Nov 27, 2013

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jun 20, 2010—Jul 18, 2010

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Cumberland County and Part of Oxford County, Maine (ME005)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
HhB	Hermon very stony sandy loam, 3 to 8 percent slopes	4.8	32.8%
HhC	Hermon very stony sandy loam, 8 to 15 percent slopes	5.9	40.0%
HIC	Hinckley gravelly sandy loam, 8 to 15 percent slopes	0.0	0.3%
PIB	Peru very stony fine sandy loam, 0 to 8 percent slopes	4.0	26.9%
Totals for Area of Interest		14.8	100.0%