



MINOR REVISION SITE PLAN REVIEW APPLICATION

FEE FOR MINOR REVISION SITE PLAN REVIEW	APPLICATION FEE: <input type="checkbox"/> \$50.00	AMOUNT PAID: \$ _____	
		DATE: _____	
		<i>Office Use:</i>	<i>Office Stamp:</i>

PROPERTY DESCRIPTION	Parcel ID	Map(s) #		Lot(s) #		Zoning District(s)		Total Land Area SF	
	Total Disturbance. >1Ac		<input type="checkbox"/> Y <input type="checkbox"/> N	Est. Building SF:		No Building: Est. SF of Total Develop:			
	Physical Address:					Watershed:			

PROPERTY OWNER'S INFORMATION	Name:	Name of Business:	
	Phone:	Mailing Address:	
	Fax or Cell:		
	Email:		

APPLICANT'S INFORMATION (IF DIFFERENT FROM OWNER)	Name:	Name of Business:	
	Phone:	Mailing Address:	
	Fax or Cell:		
	Email:		

APPLICANT'S AGENT INFORMATION	Name:	Name of Business:	
	Phone:	Mailing Address:	
	Fax or Cell:		
	Email:		

PROJECT INFORMATION	Existing Land Use <i>(Use extra paper, if necessary):</i>
	Provide a narrative description of the Proposed Project <i>(Use extra paper, if necessary):</i>
	Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non-conformance, etc.):

MINOR REVISION SITE PLAN REVIEW APPLICATION REQUIREMENTS

§120-811 of the Land Use Ordinance

The submission shall contain, five (5) copies of the following information, including full plan sets. Along with one (1) electronic version of the entire submission unless a waiver of a submission requirement is granted.

The Minor Plan document/map:

- A) Plan size: 24" X 36"
- B) Plan Scale: No greater 1":100'
- C) Title block: Applicant's name and address
 - Name of the preparer of plans with professional information
 - Parcel's tax map identification (map and lot) and street address, if available

- Complete application submission deadline: three (3) weeks before the desired Staff Review Committee meeting.
 - Five copies of the application and plans
 - Application Payment and Review Escrow
- A pre-submission meeting with the Town staff is required.
- Contact information:
 - Windham Planning Department (207) 894-5960, ext. 2
 - Steve Puleo, Town Planner sipuleo@windhammaine.us
 - Amanda Lessard, Planning Director allessard@windhammaine.us

APPLICANT/PLANNER'S CHECKLIST FOR MINOR REVISION PLAN REVIEW

SUBMITTALS THAT THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR STAFF REVIEW COMMITTEE REVIEW.

The following checklist includes items generally required for development by the Town of Windham's LAND USE ORDINANCE, §120-811, §120-812, & §120-813. Projects specifics are required to provide a complete and accurate set of plans, reports, and supporting documentation, as applicable (as listed in the checklist below).

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PRESENT A CLEAR UNDERSTANDING OF THE PROJECT.

NOTE TO APPLICANT: Per §120-814F, Minor changes to approved plans. Minor changes in approved plans necessary to address field conditions may be approved by the Planner, provided that any such change does not affect compliance with the standards or alter the essential nature of the proposal. Any such change shall be approved, in writing, by the Planner. Copies of the approval letter shall be placed in the project file.

Final Plan Submission Requirements:	Applicant	Staff	Plan Requirements – Existing Conditions (Continued):	Applicant	Staff
A. Completed Sketch Plan Application form	<input type="checkbox"/>	<input type="checkbox"/>	B. Vicinity Plan. Drawn to a scale of not over 400 feet to the inch, and showing area within 250 feet of the property line, and shall show the following:	<input type="checkbox"/>	<input type="checkbox"/>
C. Evidence of Payment of application & escrow fees	<input type="checkbox"/>	<input type="checkbox"/>	1) Approximate location of all property lines and acreage of the parcel(s).	<input type="checkbox"/>	<input type="checkbox"/>
C. Written information – submitted in a bound report			2) Locations, widths, and names of existing, filed, or proposed streets, easements, or building footprints.	<input type="checkbox"/>	<input type="checkbox"/>
1. A narrative describing the proposed use or activity	<input type="checkbox"/>	<input type="checkbox"/>	3) Location and designations of any public spaces.	<input type="checkbox"/>	<input type="checkbox"/>
2. Name, address, & phone number of record owner, and applicant if different (see Agent Autorotation form).	<input type="checkbox"/>	<input type="checkbox"/>	4) Outline of the proposed site or subdivision, together with its street system and an indication of the future probable street system of the remaining portion of	<input type="checkbox"/>	<input type="checkbox"/>
3. Names and addresses of all abutting property owners	<input type="checkbox"/>	<input type="checkbox"/>	C. North Arrow identifying Grid North; Magnetic North with the declination between Grid and Magnetic; and whether Magnetic or Grid bearings were used.	<input type="checkbox"/>	<input type="checkbox"/>
4. Documentation demonstrating right, title, or interest in the property	<input type="checkbox"/>	<input type="checkbox"/>	D. Location of all required building setbacks, yards, and buffers.	<input type="checkbox"/>	<input type="checkbox"/>
5. Copies of existing proposed covenants or deed restrictions.	<input type="checkbox"/>	<input type="checkbox"/>	E. Boundaries of all contiguous property under the total or partial control of the owner or applicant.	<input type="checkbox"/>	<input type="checkbox"/>
6. Copies of existing or proposed easements on the property.	<input type="checkbox"/>	<input type="checkbox"/>	F. Tax map and lot number of the parcel(s) on which the project is located	<input type="checkbox"/>	<input type="checkbox"/>
7. Name, registration number, and seal of the licensed professional who prepared the plan, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	G. Zoning classification(s), including overlay and/or subdistricts, of the property and the location of zoning district boundaries if the property is located in 2 or more districts or abuts a different district.	<input type="checkbox"/>	<input type="checkbox"/>
8. Evidence of applicant's technical capability to carry out the project.	<input type="checkbox"/>	<input type="checkbox"/>	H. Bearings and lengths of all property lines of the property to be developed, and the stamp of the surveyor that performed the survey.	<input type="checkbox"/>	<input type="checkbox"/>
			I. Existing topography of the site at 2-foot contour intervals.	<input type="checkbox"/>	<input type="checkbox"/>
9. Assessment of the adequacy of any existing sewer and water mains, culverts and drains, on-site sewage disposal systems, wells, underground tanks or installations, and power and telephone lines and poles on the property.	<input type="checkbox"/>	<input type="checkbox"/>	J. Location and size of any existing sewer and water mains, culverts and drains, on-site sewage disposal systems, wells, underground tanks or installations, and power and telephone lines and poles on the property and on abutting streets or land that may serve the development.	<input type="checkbox"/>	<input type="checkbox"/>

Final Plan Submission Requirements (continued)	Applicant	Staff			
10. Estimated demands for water and sewage disposal.	<input type="checkbox"/>	<input type="checkbox"/>	K. Location, names, and present widths of existing public and/or private streets and rights-of-way within or adjacent to the proposed development.	<input type="checkbox"/>	<input type="checkbox"/>
11. Provisions for handling all solid wastes, including hazardous and special wastes.	<input type="checkbox"/>	<input type="checkbox"/>	L. Location, dimensions, and ground floor elevation of all existing buildings	<input type="checkbox"/>	<input type="checkbox"/>
12. Detail sheets of proposed light fixtures.	<input type="checkbox"/>	<input type="checkbox"/>	M. Location and dimensions of existing driveways, parking and loading areas, walkways, and sidewalks on or adjacent to the site.	<input type="checkbox"/>	<input type="checkbox"/>
13. Listing of proposed trees or shrubs to be used for landscaping	<input type="checkbox"/>	<input type="checkbox"/>	N. Location of intersecting roads or driveways within 200 feet of the site.	<input type="checkbox"/>	<input type="checkbox"/>
14. . Estimate weekday AM and PM and Saturday peak hours and daily traffic to be generated by the project.	<input type="checkbox"/>	<input type="checkbox"/>			
15. Description of important or unique natural areas and site features, including 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 archeological resources.	<input type="checkbox"/>	<input type="checkbox"/>	O. Location of the following:	<input type="checkbox"/>	<input type="checkbox"/>
16. If the project requires a stormwater permit from MaineDEP or if the Planning Board or if the Staff Review Committee determines that such information is required, submit the following:	<input type="checkbox"/>	<input type="checkbox"/>	1) Open drainage courses	<input type="checkbox"/>	<input type="checkbox"/>
			2) Wetlands	<input type="checkbox"/>	<input type="checkbox"/>
a. stormwater calculations.	<input type="checkbox"/>	<input type="checkbox"/>	3) Stone walls	<input type="checkbox"/>	<input type="checkbox"/>
b. erosion and sedimentation control measures.	<input type="checkbox"/>	<input type="checkbox"/>	4) Graveyards	<input type="checkbox"/>	<input type="checkbox"/>
c. water quality and/or phosphorous export management provisions.	<input type="checkbox"/>	<input type="checkbox"/>	5) Fences	<input type="checkbox"/>	<input type="checkbox"/>
17. If public water or sewerage will be utilized, provide a statement from the utility district regarding the adequacy of water supply in terms of quantity and pressure for both domestic and fire flows, and the capacity of the sewer system to accommodate additional wastewater.	<input type="checkbox"/>	<input type="checkbox"/>	6) Stands of trees or tree line.	<input type="checkbox"/>	<input type="checkbox"/>
18. Financial Capacity	<input type="checkbox"/>	<input type="checkbox"/>	7) Other important or 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 archeological resources	<input type="checkbox"/>	<input type="checkbox"/>
i. Estimated costs of development and itemize estimated major expenses.	<input type="checkbox"/>	<input type="checkbox"/>	P. , Direction of existing surface water drainage across the site.	<input type="checkbox"/>	<input type="checkbox"/>
ii. Financing (submit one of the following)	<input type="checkbox"/>	<input type="checkbox"/>	Q. Location, front view, dimensions, and lighting of existing signs.	<input type="checkbox"/>	<input type="checkbox"/>
a. Letter of commitment to fund	<input type="checkbox"/>	<input type="checkbox"/>	R. Location & dimensions of existing easements that encumber or benefit the site.	<input type="checkbox"/>	<input type="checkbox"/>
b. Self-financing	<input type="checkbox"/>	<input type="checkbox"/>	S. Location of the nearest fire hydrant, dry hydrant, or other water supply.	<input type="checkbox"/>	<input type="checkbox"/>
1) Annual corporate report	<input type="checkbox"/>	<input type="checkbox"/>	Plan Requirements - Proposed Development Activity		
2) Bank Statement	<input type="checkbox"/>	<input type="checkbox"/>	1. Location and dimensions of all provisions for water supply and wastewater disposal, and evidence of their adequacy for the proposed use, including soils test pit data if on-site sewage disposal is proposed.	<input type="checkbox"/>	<input type="checkbox"/>
c. Other	<input type="checkbox"/>	<input type="checkbox"/>	2. Grading plan showing the proposed topography of the site at 2-foot contour intervals.	<input type="checkbox"/>	<input type="checkbox"/>
1) Cash equity commitment of 20% of the total cost of development	<input type="checkbox"/>	<input type="checkbox"/>	3. The direction of proposed surface water drainage across the site and from the site, with an assessment of impacts on downstream properties.	<input type="checkbox"/>	<input type="checkbox"/>
2) Financial plan for remaining financing.	<input type="checkbox"/>	<input type="checkbox"/>	4. Location and proposed screening of any on-site collection or storage facilities.	<input type="checkbox"/>	<input type="checkbox"/>
3) Letter from institution indicating intent to finance.	<input type="checkbox"/>	<input type="checkbox"/>	5. Location, dimensions, and materials to be used in the construction of proposed driveways, parking, and loading areas, and walkways, and any changes in traffic flow onto or off-site	<input type="checkbox"/>	<input type="checkbox"/>

Final Plan Submission Requirements (continued):		Applicant	Staff		<input type="checkbox"/>	<input type="checkbox"/>
iii.	If a registered corporation a Certificate of Good Standing from:	<input type="checkbox"/>	<input type="checkbox"/>	6. Proposed landscaping and buffering.	<input type="checkbox"/>	<input type="checkbox"/>
				Location, dimensions, and ground floor elevation of all buildings or expansions.	<input type="checkbox"/>	<input type="checkbox"/>
a.	Secretary of State, or	<input type="checkbox"/>	<input type="checkbox"/>	7. Location, front view, materials, and dimensions of proposed signs together with a method for securing sign.	<input type="checkbox"/>	<input type="checkbox"/>
b.	a statement signed by a corporate officer	<input type="checkbox"/>	<input type="checkbox"/>	8. Location and type of exterior lighting. Photometric plan to demonstrate coverage area of all lighting may be required by Staff Review Committee	<input type="checkbox"/>	<input type="checkbox"/>
19.	Technical Capacity (address both).	<input type="checkbox"/>	<input type="checkbox"/>	9. Location of all utilities, including fire protection systems	<input type="checkbox"/>	<input type="checkbox"/>
i.	Prior experience relating to developments in the Town.	<input type="checkbox"/>	<input type="checkbox"/>	10. Approval block: Provide space on the plan drawing for the following words, "Approved: Town of Windham Staff Review Committee." along with space for signatures and date	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Personnel resumes or documents showing experience and qualification of development designers	<input type="checkbox"/>	<input type="checkbox"/>			
Plan Requirements – Existing Conditions						
A.	Location Map adequate to locate project within the municipality	<input type="checkbox"/>	<input type="checkbox"/>	PDF\Electronic Submission.	<input type="checkbox"/>	<input type="checkbox"/>

The undersigned hereby makes an application to the Town of Windham for approval of the proposed project and declares the foregoing to be true and accurate to the best of his/her knowledge.

 APPLICANT OR AGENT’S SIGNATURE

 DATE

 PLEASE TYPE OR PRINT THE NAME



APPLICANT/PLANNER'S CHECKLIST FOR MAJOR SITE PLAN REVIEW COMMERCIAL DISTRICT DESIGN STANDARDS SECTION 813

The following checklist includes Design Standards for developments within the Windham's Commercial 1, Commercial 2, Commercial 3, and Village Commercial districts. Where there is a conflict between provision of the Design Standards and any other ordinance provision, the more restrictive provision shall apply. In addition to meeting all Design Standards required in the applicable zoning districts, development must comply with the minimum of eight (8) other Design Standards.

For purposed of this section, "development" shall mean that portion of the project that:

- a. Is subject to the site plan review under Section 800; or*
- b. Will renovate twenty percent (20%) or more of the entire wall area of a structure on the site. (For this type of renovation, the renovation will be subject to the required Design Standards in Section A. but will not be subject to other required Design Standards.)*

Design Standards Framework

		C-1	C-2	C-3	VC	Checklist	
A.	Architecture/Building					Applicant	Staff
1	Building Style	R ¹	R	R	R	<input type="checkbox"/>	<input type="checkbox"/>
2	Materials	R	R	R	R	<input type="checkbox"/>	<input type="checkbox"/>
3	Color	R	R	R	R	<input type="checkbox"/>	<input type="checkbox"/>
4	Roofline	R	R	R	R	<input type="checkbox"/>	<input type="checkbox"/>
5	Façade	R	R	R	R	<input type="checkbox"/>	<input type="checkbox"/>
6	Building style coordination (multi-building)	R	R	R	R	<input type="checkbox"/>	<input type="checkbox"/>
7	Entrance	R	R	R	R	<input type="checkbox"/>	<input type="checkbox"/>
8	Architectural Details	R	R	R	R	<input type="checkbox"/>	<input type="checkbox"/>
9	LEED certification					<input type="checkbox"/>	<input type="checkbox"/>
B	Site/Parking						
1	Parking location					<input type="checkbox"/>	<input type="checkbox"/>
2	Internal traffic flow					<input type="checkbox"/>	<input type="checkbox"/>
3	Interconnected Parking lots					<input type="checkbox"/>	<input type="checkbox"/>
4	Orientation of Building					<input type="checkbox"/>	<input type="checkbox"/>
5	Screening - Parking		R			<input type="checkbox"/>	<input type="checkbox"/>
6	Screening – utilities and service areas/structures	R	R		R	<input type="checkbox"/>	<input type="checkbox"/>
7	Parking Lot Landscaping					<input type="checkbox"/>	<input type="checkbox"/>
8	Low – Impact Design Stormwater					<input type="checkbox"/>	<input type="checkbox"/>
9	Shared Stormwater Treatment					<input type="checkbox"/>	<input type="checkbox"/>
C	Landscaping/Lighting						
1	Lighting/Photometric Plan	R			R	<input type="checkbox"/>	<input type="checkbox"/>
2	Lighting coordinated with architecture	R			R	<input type="checkbox"/>	<input type="checkbox"/>
3	Light coordinated with landscaping	R			R	<input type="checkbox"/>	<input type="checkbox"/>
4	Existing trees preserved			R		<input type="checkbox"/>	<input type="checkbox"/>
5	Snow area designated	R	R	R	R	<input type="checkbox"/>	<input type="checkbox"/>
6	Planting variety					<input type="checkbox"/>	<input type="checkbox"/>
7	Planting suitability					<input type="checkbox"/>	<input type="checkbox"/>
8	Mass plantings					<input type="checkbox"/>	<input type="checkbox"/>
9	Illumination levels					<input type="checkbox"/>	<input type="checkbox"/>
D.	Bike/Ped						
1	Internal walkways	R				<input type="checkbox"/>	<input type="checkbox"/>
2	Links to community	R	R		R	<input type="checkbox"/>	<input type="checkbox"/>
3	Outdoor activity area					<input type="checkbox"/>	<input type="checkbox"/>
4	Sidewalk	R				<input type="checkbox"/>	<input type="checkbox"/>
5	Crosswalk	R				<input type="checkbox"/>	<input type="checkbox"/>
6	Bike parking/racks	R	R		R	<input type="checkbox"/>	<input type="checkbox"/>

¹. Any item with a R in the Table is required Design Standards in that zoning district.

AGENT AUTHORIZATION

APPLICANT/ OWNER	Name			
PROPERTY DESCRIPTION	Physical Address			Map
				Lot
APPLICANT'S AGENT INFORMATION	Name			
	Phone		Business Name & Mailing Address	
	Fax/Cell			
	Email			

Said agent(s) may represent me/us before Windham Town officers and the Windham Planning Board to expedite and complete the approval of the proposed development for this parcel.

APPLICANT SIGNATURE

DATE

PLEASE TYPE OR PRINT NAME HERE

CO-APPLICANT SIGNATURE

DATE

PLEASE TYPE OR PRINT NAME HERE

APPLICANT'S AGENT SIGNATURE

DATE

PLEASE TYPE OR PRINT NAME HERE