

**TOWN OF PITTSFIELD  
SITE PLAN REVIEW CHECKLIST**

**PROJECT NAME:** \_\_\_\_\_

	SUBMITTED BY APPLICANT	NOT APPLICABLE	APPLICANT REQUESTS TO BE WAIVED	WAIVED BY PLANNING BOARD
<b>8. SUBMISSION REQUIREMENTS</b>				
a) A fully executed and signed copy of the application for site plan review.				
b) Evidence of payment of the application and technical review fees.				
c) Twelve (12) copies of written materials plus twelve (12) sets of maps or drawings containing the information listed below.				
<b>8.1 GENERAL INFORMATION</b>				
a) Record owner's name(s), address(es), and phone number(s) and applicant's name(s), address(es) and phone number(s) if different.				
b) The location of all required building setbacks, yards, and buffers.				
c) Names and addresses of all property owners within two hundred fifty (250) feet of any and all property boundaries.				
d) Sketch map showing general location of the site within the municipality based upon a reduction of the tax maps.				
e) Boundaries of all contiguous property under the total or partial control of the owner or applicant regardless of whether all or part is being developed at this time.				
f) The tax map and lot number of the parcel or parcels on which the project is located.				
g) a copy of the deed to the property, an option to purchase the property or other documentation to demonstrate right, title or interest in the property on the part of the applicant.				
h) The name, registration number, and seal of the person who prepared the plan, if applicable.				
i) Evidence of the applicant's technical and financial capability to carry out the project as proposed.				
j) Show on a site map Prime Farm Lands contained on the application site.				
k) An affirmation, signed and dated by the Applicant, that the information provided in the application is correct and that the proposal, if approved and built, shall be constructed and operated in accordance with the standards of this proposal as approved and all conditions of approval, if any.				
l) Wind Energy Facility requirements (see additional sheet)				

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<b>8.2 EXISTING CONDITIONS</b>				
a) Zoning classification(s), including overlay and/or sub districts, of the property and the location of zoning district boundaries if the property is located in two (2) or more zoning districts or sub districts or abuts a different district.				
b) The bearings and length of all property lines of the property to be developed and the source of this information. The Planning Board may waive this requirement of a boundary survey when sufficient information is available to establish, on the ground, all property boundaries.				
c) location and size of any existing sewer and water mains, culverts or drains, on-site sewage disposal systems, wells, underground tanks or installations, and power and telephone lines and poles on the property to be developed, on abutting streets, or land that may serve the development, and an assessment of their adequacy and condition to meet the needs of the proposed use. Appropriate elevations must be provided as necessary to determine the direction of sewer and storm water flow.				
d) Location, names, and present widths of existing public and/or private streets and rights-of-way within or adjacent to the proposed development.				
e) The location, dimensions and ground floor elevation of all existing buildings on the site.				
f) the location and dimensions of existing driveways, parking and loading areas, walkways, and sidewalks on or immediately adjacent to the site.				
g) Location of intersecting roads or driveways within two hundred (200) feet of the site.				
h) the location of open drainage courses, wetlands, stonewalls, graveyards, fences,  stands of trees, and other important or unique natural areas and site features, including but not limited to, floodplains, deer wintering areas, significant wildlife habitats, scenic areas, habitat for rare and endangered plants and animals, unique natural communities and natural areas, sand and gravel aquifers, and historic and/or archaeological resources, together with a description of such features.				
i) the direction of existing surface water drainage across the site.				

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j) The location, front view, dimensions, and lighting of existing signs.				
k) Location and dimensions of any existing easements and copies of existing covenants or deed restrictions.				
l) The location of the nearest fire hydrant, dry hydrant or other water supply for fire protection.				
<b>8.3 PROPOSED DEVELOPMENT ACTIVITY</b>				
a) Estimated demand for water supply and sewage disposal together with the 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.				
b) The direction of proposed surface water drainage across the site and from the site, with an assessment of impacts on downstream properties.				
c) Provisions for handling all solid wastes, including hazardous and special wastes and the location and proposed screening of any on-site collection or storage facilities.				
d) the 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.				
e) proposed landscaping and buffering.				
f) The location, dimensions, and ground floor elevation of all proposed buildings or building expansion proposed on the site.				
g) Location, front view, materials, and dimensions of proposed signs together with the method for securing the sign.				
h) Location and type of exterior lighting.				
i) The location of all utilities, including fire protection systems.				
j) A general description of the proposed use or activity.				
k) An estimate of the peak hour and daily traffic to be generated by the project.				

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l) stormwater calculations, erosion and sedimentation control measures, and water quality and/or phosphorous export management provisions, if the project requires a stormwater permit from the Maine Department of Environmental Protection or if the Planning Board determines that such information is necessary based upon the scale of the project or the existing conditions in the vicinity of the project.				
<b>8.4 APPROVAL BLOCK</b>				
a) Space must be provided on the plan drawing for the signatures of the Planning Board and date together with the following words, "Approved: Town of Pittsfield Planning Board."				