

## Town of Madison Site Plan Pre-Application Checklist

### Welcome

Thank you for your interest in doing business in Madison. In lieu of zoning ordinances, the Town of Madison utilizes a Site Review Process for commercial building and development. If you require assistance completing this form please contact the Madison Town Office at 696 3971 and ask to speak with Code Enforcement or the Town Manager.

### **Step One: Pre-Application (Chapter 484:5-9)**

A prospective applicant shall contact the Town Office to schedule a pre-application meeting with the Planning Board. The pre-application meeting is intended to provide an opportunity for the applicant to introduce themselves to the Board and explain the proposed development.

**The applicant will need to provide a preliminary site plan or sketch AND a brief written summary of the project (less than 1 page) to the Madison Code Enforcement Officer at least 7 days prior to the next scheduled Planning Board Meeting:**

**Section SR1 - Site Plan\* or Sketch:** A sketch of the proposed property (may be hand-drawn but should be to scale) with the following:

Use the columns to the left to check off completed items	PB Comment
<input type="checkbox"/> A. Project name, applicant and designer.	
<input type="checkbox"/> B. Date, North arrow, scale.	
<input type="checkbox"/> C. Perimeter boundaries, area and acreage of proposed development and preliminary building footprints, any area reserved for future development (to include well and septic where applicable).	
<input type="checkbox"/> D. Tentative locations of rights-of-way and future lot lines or easements.	
<input type="checkbox"/> E. A copy of the USDA soil survey map for the area, with the parcel outlined on the map.	
<input type="checkbox"/> F. Land cover areas, i.e., woods, fields.	
<input type="checkbox"/> G. General natural features of the area to be developed: areas of steep slopes, bedrock outcrops, ponds, streams, wetlands, floodplains.	
<input type="checkbox"/> H. Tentative location of proposed structures; locations of existing structures and neighboring land uses.	

\*This is considered a preliminary plan. A more detailed Site Map will be required in the formal Site Review process.

## Town of Madison Site Plan Application Checklist

Applications are available from the Town Office, and contain the elements listed in § 484-10 of the Madison Site Review Ordinance. Applications shall be submitted to the Town office, together with required fees.

Application fees: The Town Office will calculate the total fees for the Site Review process to include

Permit Fees:	\$ _____
Cost per s/f:	\$ _____
Administrative:	\$ _____
 Total	 \$ _____

**Section SR2 - Formal Application: If some answers require more detail please attach a separate sheet of paper**

Use the columns to the left to check off completed items	PB Comment
Project Name: <input type="checkbox"/>	
Applicant Name Address Phone Email: <input type="checkbox"/>	
Property Owner Name: Address Phone Email: <input type="checkbox"/>	
Authorized Representative Phone Email <input type="checkbox"/>	
Town of Madison Tax Map # _____ Lot # _____  <input type="checkbox"/>	

<p>Engineer, landscape architect or planner?  Name/Company  Address  Phone  Email  <input type="checkbox"/></p>	
<p>Does the applicant own the property? If yes please provide a photocopy of the deed.  If no, please provide proof of option to purchase or lease.  <input type="checkbox"/></p>	
<p>Number of acres to be developed: _____  <input type="checkbox"/></p>	
<p>Please explain the existing use of the property:    <input type="checkbox"/></p>	
<p>Are there <b>currently</b> any covenants, deed restrictions, easements, or rights-of-way on the property? If yes please provide documentation.  <input type="checkbox"/></p>	
<p>Are there any <b>plans for</b> covenants, deed restrictions, easements, or rights-of-way on the property? If yes please provide details:  <input type="checkbox"/></p>	
<p>Abutting Land Owners:   Name: _____ Map: _____ Lot: _____  Name: _____ Map: _____ Lot: _____  Name: _____ Map: _____ Lot: _____  <input type="checkbox"/></p>	
<p>Are you requesting any waivers* for this project? If yes please provide details.   <input type="checkbox"/></p>	

**\*Waiver or modification of application requirements.**

The Planning Board, on the written petition of the applicant, may waive, in its sole discretion, any of the submission requirements in this application, or otherwise modify the application requirements, including application fees and documentation, based on the unique circumstances of the plans or site and provided such waiver does not unduly restrict the review process. The Board shall make a written record of its decision to waive requirements.

**Section SR3 - Formal Site Plan Map**

Site plan requirements. The site plan map must consist of three paper prints with a maximum size of 30 inches by 48 inches and at a scale of between one-inch equals 40 feet, and one inch equals 100 feet. The Board or applicant may request a mylar copy be provided. The plan must include the following:

Use the columns to the left to check off completed items	PB Comment
<input type="checkbox"/> A. Date, title, scale, North arrow, name of project.	
<input type="checkbox"/> B. A boundary outline with dimensions and lot area, in relation to surrounding streets, walls and adjoining land uses.	
<input type="checkbox"/> C. Names and addresses of present landowners and abutting landowners.	
<input type="checkbox"/> D. Locations of existing buildings and other structures, fire hydrants, streetlights, utility poles, underground water and sewer facilities, existing trees greater than 10 inches in diameter and other natural landscape features.	
<input type="checkbox"/> E. Preliminary design drawings of site plans, floor plans, elevations in sufficient detail to show access, layout and building construction or modification.	
<input type="checkbox"/> F. Location and dimension of all proposed buildings, and private and public utilities.	
<input type="checkbox"/> G. Location map.	
<input type="checkbox"/> H. All existing and proposed rights-of-way and easements, shown on plan.	
<input type="checkbox"/> I. Location and accurate dimensions of streets, width of pavement, parking, loading and associated curbing.	
<input type="checkbox"/> J. Identification and boundaries of any shoreland zoning districts affecting the property.	
<input type="checkbox"/> K. A signature block for approval by the Planning Board.	

**Section SR4 - Signed Statements from Municipal Officials**

Depending on the size, scope and location of the project signatures may be required from the following agencies and for the following reasons. If the project does not apply simply write N/A in the signature box.

Authorizing Signature and Printed Name	Authorizing Body	PB Comment
	<p><b>The Anson Madison Water District</b> as to the conditions under which the District will supply water and approval of the size and location of mains, valves, and hydrants proposed.</p>	
	<p><b>The Anson Madison Sanitary District</b> as to the conditions under which the Sewer District will provide sewage disposal service, or a statement relative to the capacity of the sewage disposal system to treat septic tank pumping.</p>	
	<p><b>The Madison Fire Chief</b> approving the features related to fire and emergency protection.</p>	
	<p><b>The Madison Road Commissioner</b> regarding the adequacy and design of drainage and street systems, both proposed and existing.</p>	
	<p><b>The Somerset County Sheriff's Office</b> relative to security and traffic circulation, if required by the Planning Board.</p>	
	<p><b>The Madison Town Manager</b> where the use may involve the production of a substantial amount of waste, review of a waste management plan developed in accordance with § 484-25.</p>	
	<p>Any other agency or committee deemed appropriate by the Planning Board.</p>	

## Section SR5 - Supporting Documents

Based on the nature of the project the Site Review Process may require additional information. Please provide documentation as it applies to this application.

Use the columns to the left to check off completed items	PB Comment
<input type="checkbox"/> A. A circulation plan noting all pedestrian and vehicle traffic flow, both within the development and in terms of ingress and egress impact on surrounding road systems.	
<input type="checkbox"/> B. The size and proposed location of water supply and sewage disposal systems on the property and provision for future expansion or replacement of those systems.	
<input type="checkbox"/> C. A landscaping plan indicating grade change, vegetation to be preserved, new plantings used to stabilize areas of cut and fill and for screening; the size, location, purpose and type of vegetation.	
<input type="checkbox"/> D. A storm water management plan, including location, elevation, layout of catch basins, and other surface and subsurface drainage features. If the development will create more than 10,000 square feet of new impervious surface, the storm water management plan must be designed by a registered professional engineer.	
<input type="checkbox"/> E. A topographical plan, at 2-foot intervals, showing existing and proposed contours and finished grade elevations.	
<input type="checkbox"/> F. An erosion control plan.	
<input type="checkbox"/> G. Plans, profiles, and cross-sections of roads, driveways, and parking areas proposed to be added to the site.	
<input type="checkbox"/> H. Identification of soils with severe or very severe limitations for the type of development proposed in accordance with the USDA medium-intensity soil survey for Somerset County. If soils identified by the survey as having severe or very severe limitations are to be developed, a high-intensity soil survey may be required.	
<input type="checkbox"/> I. Locations of any critical areas of natural or cultural resources, including but not limited to areas of potential archaeological significance, wetlands, vernal pools, critical wildlife habitat, floodplains, and the location of any sand and gravel aquifers. If any of these areas will be affected by the development, a plan to mitigate or manage impacts to the resource shall be supplied.	
<input type="checkbox"/> J. Design drawing of <b>any signs or other display features</b> of the development.	
<input type="checkbox"/> K. Construction schedule, costs and performance guarantee arrangement, along with appropriate statements of proof of financial capability and a statement of relationship between developer, design consultant and project contractor.	
<input type="checkbox"/> L. Any other exhibits or data deemed necessary by the Planning Board to evaluate the proposed development for compliance with the Site Review Ordinance Chapter 484.	

**Section SR6 – Review Criteria**

The provisions of this section (§ 484-14) are intended to assure that each of the review criteria in 30-A MRSA §4404 has been met. The Planning Board shall consider the following criteria before granting approval and shall determine that for all Subdivision applications:

Use the columns to the left to check off completed items	PB Comment
<input type="checkbox"/> A. The proposed development will not result in undue water or air pollution on and off site.	
<input type="checkbox"/> B. The proposed development has sufficient water available for the reasonably foreseeable needs of the proposed development, including, but not limited to, potable water and fire control water.	
<input type="checkbox"/> C. The proposed development will not cause an unreasonable burden on an existing water supply, including private groundwater or the Madison Water District, whichever is to be utilized.	
<input type="checkbox"/> D. The proposed development will not cause unreasonable soil erosion or reduction in the capacity of the land to hold water so that a dangerous or unhealthy condition may result both on and off site.	
<input type="checkbox"/> E. The proposed development will not cause unreasonable highway or public road congestion or unsafe conditions with respect to use of the highways or public roads existing or proposed both on and off site.	
<input type="checkbox"/> F. The proposed development will provide for adequate sewage disposal.	
<input type="checkbox"/> G. The proposed development will not cause an unreasonable burden on the ability of a municipality to dispose of solid waste and sewage, if municipal services are to be utilized, and has made adequate provision for such disposal.	
<input type="checkbox"/> H. The proposed development will not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline.	
<input type="checkbox"/> I. The proposed development is in conformance with all Town of Madison ordinances, the Comprehensive Plan, development plans or land use plans.	
<input type="checkbox"/> J. The developer has adequate financial and technical capacity to meet the above-stated standards.	
<input type="checkbox"/> K. Whenever situated, in whole or in part, within 250 feet of any pond, lake or river, the proposed development will comply with Chapter <a href="#">478</a> , Shoreland Zoning, of the Code of the Town of Madison.	
<input type="checkbox"/> L. The proposed development will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of groundwater both on and off site.	
<input type="checkbox"/> M. The applicant will determine, based on the Federal Emergency Management Agency's Flood Boundary and Floodway Maps and Flood Insurance Rate Maps, whether the project is in a flood-prone area.	

**Section SR7 – General Performance Standards**

Article V of the Town of Madison Site Review Ordinance provides an extensive overview of general performance standards. This checklist serves as the Planning Board’s fact finding to determine that all applicable standards have been met. Please refer to the chapter and section in column one to find more detailed information on each standard.

<b>Section</b>	<b>Use the boxes to the left to check off completed items</b>	<b>PB Comment</b>
<input type="checkbox"/> § 484-15	Access to Lots	
<input type="checkbox"/> § 484-16	Air Emissions	
<input type="checkbox"/> § 484-17	Buffers & Screening	
<input type="checkbox"/> § 484-18	Construction Standards	
<input type="checkbox"/> § 484-19	Storage of Flammable or Explosive Materials	
<input type="checkbox"/> § 484-20	Glare	
<input type="checkbox"/> § 484-21	Landscaping	
<input type="checkbox"/> § 484-22	Groundwater Impacts	
<input type="checkbox"/> § 484-23	Sound	
<input type="checkbox"/> § 484-24	Off-Street Parking and Loading	
<input type="checkbox"/> § 484-25	Odor Control	
<input type="checkbox"/> § 484-26	Public Services	
<input type="checkbox"/> § 484-27	Sanitary Provisions	
<input type="checkbox"/> § 484-28	Signs	
<input type="checkbox"/> § 484-29	Soils	
<input type="checkbox"/> § 484-30	Soil Erosion Control	
<input type="checkbox"/> § 484-31	Storage of Materials	
<input type="checkbox"/> § 484-32	Stormwater Management	
<input type="checkbox"/> § 484-33	Street Access and Driveways	
<input type="checkbox"/> § 484-34	Water Quality Impacts	
<input type="checkbox"/> § 484-35	Financial Capacity	



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