

Received
Date:

Date of Application: _____

Map _____ Lot _____

TOWN OF LYMAN
PLANNING BOARD SITE REVIEW APPLICATION
FOR GENERAL AND COMMERCIAL USES
11 South Waterboro Road
Lyman, ME 04002
(207) 499-7562

1. A. Name of Applicant (Owner): _____

Mailing address: _____

Telephone #: _____

B. Name of Person Representing Applicant (if applicable):

Mailing address: _____

Telephone #: _____

*NOTE: THE PERSON ACTING AS AN AGENT FOR THE PROPERTY OWNER
MUST HAVE A NOTARIZED LETTER FROM THE OWNER GIVING
PERMISSION TO ACT ON THEIR BEHALF*

2. Location of Property: Map _____ Lot _____
(as per Lyman Tax Maps)

Check appropriate zone: (see zoning maps for determination)

_____ General Purpose
_____ Rural Residential

3. Reason for Application: (check whichever is applicable)

_____ Proposal or plans require Site Review Permit as per the Lyman
Zoning Ordinance

_____ Proposal or plans require Planning Board approval for a Subdivision

4. Is the property part of a subdivision: (Circle One)

YES

NO

Is the property classified in Tree Growth, Open Space, Farm & Open Space or Resource Protection?

Please specify _____

5. Existing use of Property: (Describe)

6. Proposed use of the Property: (Describe)

7. Lot dimensions: (INCLUDE A SKETCH)

Width: _____

Depth: _____

Total Area: _____

Road Frontage: _____

8. Type of Sewage Disposal: (Include HHE-200 Forms if possible)

Existing: _____

Proposed: _____

9. Total percentage of lot to be occupied by structures(s) _____ %
(see definition section of ordinance)

10. Structure(s) exterior dimensions (length and width)

Main structure _____ by _____ # of stories _____

Garage/Shed _____ by _____ # of stories _____

Other _____ by _____ # of stories _____

11. SUBMITTALS

- a. FEES (see Article I Section 1.10, for explanation of ALL fees, including Planning Board legal fees.) Please make check payable to the TOWN OF LYMAN.
SUBDIVISION: \$ 2,500.00
ALL OTHERS: \$ 500.00
- b. A copy of the plumbing permit, if applicable. (This includes already installed systems regardless of age)
- c. A current copy of the property deed(s).
- d. A copy of official decisions (or actions pending) of other, state, federal or local officials (site location permit, minimum lot size waiver, Subdivision approval, Conditional Use Permits AND/OR Site Review Approvals, etc.)
- e. Site Plan: ILLUSTRATE the following information about the lot and the proposed use of the lot on a SCALE DRAWING ON GRAPH PAPER or a SITE PLAN PREPARED BY A SURVEYOR, ARCHITECT OR ENGINEER.
 - Lot dimensions.
 - A list of names of abutting property owners. (This includes any property within 500 feet of the boundary lines.) Include name, map and lot number, and mailing address of each abutter, which may be listed separately shall be supplied with the application.
 - **It shall be the applicants responsibility to fill out and send a copy of the Application Notice to each of the abutters within 500 feet of the subject property by regular mail on or before the day the application is submitted to the Planning Board Clerk.**
 - Location of abutting rights of way, public or private and any abutting water bodies including streams.
 - Exact location of existing and proposed buildings, including dimensions and distance of each from nearest lot line(s).
 - Location of sewage disposal system and water supply.
 - Areas to be cleared, if applicable.
 - Erosion control landscaping plan, if applicable.
 - Areas of fill, grading, cut or other earth-moving activity.
 - Test pit locations, if applicable.
 - Applicant shall supply with the application three (3) complete sets of standard 1" x 2 5/8" mailing labels with the names and mailing addresses of each abutter, and six (6) mailing labels with the applicants address included with the application.

PLEASE SUBMIT A TOTAL OF EIGHT (8) COPIES OF THIS APPLICATION INCLUDING THE ATTACHMENTS LISTED ABOVE AND A SET OF THREE (3) MAILING LABELS FOR EACH ABUTTER WITHIN 500 FEET OF THE PROPERTY.

NOTE: ALL APPLICANTS WILL BE NOTIFIED IN WRITING AS TO THE TIME AND PLACE THE PLANNING BOARD WILL MEET TO REVIEW YOUR APPLICATION.

12. ONSITE: An onsite inspection will be conducted by the Board for each application. If you add to a structure or are building new, you MUST have the property and proposed structure(s) staked out. This includes boundary lines to abutting properties.

NOTE: THIS APPLICATION MUST BE FILLED OUT IN ITS ENTIRETY, INCLUDING ALL SUBMITTALS OR IT WILL NOT BE ACCEPTED AND WILL BE RETURNED TO THE APPLICANT.

To the best of my knowledge, all information submitted on this application is true and correct. All proposed uses will be in conformance with the application and the Zoning Ordinance(s) of the Town of Lyman.

Signature _____ Date _____
(of applicant/owner of property and/or Power of Attorney)

Revised 2005

**Town of Lyman Planning Board
11 South Waterboro Road
Lyman, Maine 04002
207-499-7562 ext. 10**

Notice Of Intent To File An Application

Date: _____

Name of Applicant: _____

Address: _____

City / Town: _____, **State:** _____ **Zip:** _____

This notice is to advise you as an abutter that we are filing an application with the Lyman Planning Board on _____.

The site is located on _____ Tax Map _____ Lot _____
(Address)

Our plan is to: (give complete statement of project) _____

**The application will be on file in the Planning Board Office on ____/____/____
And the public may review the application during normal Planning Board Office hours.**

SITE PLAN CHECKLIST

The following information must be submitted with a completed Site Plan Application

All plans must be submitted with a completed application form, a copy of a deed showing rights, title and interest in the property. If the applicant is not the owner than a letter from the owner allowing the applicant to act as an agent of the owner is required. Application fee must be paid at time of submission.

	Submitted By Applicant	Not Applicable	Waiver Requested	The applicant must submit 10 copies of a site plan (drawn to a scale of not less than 1 inch= 50 feet) and showing the following:
1				<p>A. Owner's and applicants name (s) and addresses.</p> <p>B. Name and address of the person or company who prepared the plan.</p> <p>C. Name, address and Map and Lot numbers of all abutters</p> <p>D. North Arrow and Graph Scale</p> <p>E. Boundary survey of the property</p>
2				Location of all existing and proposed buildings and structures, streets, easements, right of ways, access drives, parking areas, and other improvements that exist on the site and within 250 feet thereof.
3				The plan shall show the required setbacks drawn to scale
4				Show on the plan all existing features on the site within 250 feet thereof, including streams, watercourses, existing woodlands, soil conditions (e.g., wetlands rock ledge, areas of high water table) as reflected by a medium-intensity survey also must be shown (the Review Authority may require a high-intensity soil survey where it deems necessary).
5				Topography showing existing and proposed contours at 5 foot intervals for slopes averaging five (5) percent or greater and at two (2) intervals for land of lesser slope. A reference benchmark must be clearly designated on the plan. Where variations in the topography may affect the layout of building and roads or stormwater flow, the Review Authority may require that the topographic maps be based on an on-site survey
6				Parking, loading, and unloading areas must be indicated with dimensions, traffic patterns, and curb radii.
7				Improvements such as roads, curbs, bumpers, and sidewalks with cross sections, design details and dimensions
8				Location and design of existing or proposed stormwater and methods of solid-waste storage and disposal.

SITE PLAN CHECKLIST

	Submitted By Applicant	Not Applicable	Waiver Requested	
9				Landscaping and buffering showing what will remain and what will be planted, and indicating botanical and common names of plants and trees, dimensions, approximate time of planting and maintenance plan.
10				Lighting details indicating type of standards, location, direction, wattage, radius of light, and intensity.
11				Location, dimensions, and details of signs.
12				Demonstration of technical and financial capability to complete the project; (sensitive financial, and technical information may be submitted on a proprietary basis and will not be treated as public information).
13				Evidence in site-plan text or report form explaining how the development meets the general standards and performance standards of the Lyman Zoning Ordinance.
14	Where the applicant request in writing and the Review Authority finds that due to special circumstances of a particular plan the submission of any information listed is not required in the interest of public health safety, and general welfare, or is inappropriate because of the nature of the proposed development, the Review Authority may waive such requirements, subject to appropriate conditions.			