

Application Form

Conditional Use Permit

City of Saco, Maine

DATE RECEIVED \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

FEE PAID \_\_\_\_\_

Saco Planning Office  
300 Main Street  
Saco, Maine 04072  
(207)282-3487  
(207)282-8202 fax

CONDITIONAL USE REQUESTED \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADDRESS OF PROPOSED CONDITIONAL USE \_\_\_\_\_

Assessor's Map Number \_\_\_\_\_ Lot Number \_\_\_\_\_

York County Registry of Deeds Book \_\_\_\_\_ Page # \_\_\_\_\_

City of Saco Zoning District \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_

Applicant's Address \_\_\_\_\_

E-mail \_\_\_\_\_

Telephone Number \_\_\_\_\_

(Indicate Daytime Number)

Fax Number \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Telephone Number \_\_\_\_\_

(Indicate Daytime Number)

Fax Number \_\_\_\_\_

List any variances which may be required by Ordinance, or in effect: \_\_\_\_\_

**SUBMISSION REQUIREMENTS:** Please review and submit all of the items required as specified in the Submission Checklist below.

**FEE:** A \$25.00 non-refundable fee must be submitted with all applications. The required deposit is \$500.00 should an engineering review be required, or ~~\$250~~ \$250.00 should an engineering review not be required.

The Planning Board normally meets the first and third Tuesday of the month for reviewing Subdivisions, Conditional Uses and Site Plans. Applicants must submit their materials by 4:30 P.M., three weeks prior to the scheduled meeting for placement on the Board's agenda. If the application and submission materials are not complete, placement on an agenda may be delayed.

\_\_\_\_\_  
Signature of Applicant and/or Owner

\_\_\_\_\_  
Date

Checklist of Submission Requirements

For an Application for Conditional Use Permit

*(Note from Planning Office: part of the review of a conditional use permit includes determining whether the application is complete. Each of the items below must be either, 1) submitted, 2) noted as 'not applicable,' or 3) requested to be waived. Accordingly, the applicant should check an item that has been submitted, enter "N/A" if not applicable, or enter "W" if you believe that a waiver should be granted.)*

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

- \_\_\_ 1. The applicant shall submit building and site plans in ten (10) copies, drawn to a scale of not less than one inch equals twenty feet (1" = 20').
- \_\_\_ The building plans shall show at a minimum the first floor plan and all elevations, with indication of the proposed construction material.

The site plan shall include the following information.

- \_\_\_ a. A map of the site with reference to surrounding areas and existing street locations.
- \_\_\_ b. The name and address of the owner and conditional use permit applicant, together with evidence of sufficient right, title or interest in the premises to permit the applicant to undertake the use for which conditional use permit approval has been requested.
- \_\_\_ c. The names and addresses of the owners of all properties within two hundred (200) feet of the property in question when the property is located in the R-3 or business (B) zones and within six hundred (600) feet when the property in question is located in the conservation zone, any industrial district or the R-1, R-2 and R-4 districts, as shown by the most recent tax records of all municipalities in which such properties lie.
- \_\_\_ d. A plan of the area showing lot line dimensions, applicable zone or zones, and the normal high water mark, if applicable.
- \_\_\_ e. Location of all existing and proposed buildings and structures, streets,



- c. A list of all hazardous materials to be hauled, stored, used, generated or disposed of on the site, and any pertinent state or federal permits required.
- 3. Where the Planning Board finds that, due to special circumstances of a particular plan, the submission of required exhibits is not necessary or is inappropriate because of the nature of the proposed development, it may waive such requirements subject to appropriate conditions. The Planning Board may require submission of such additional information as it deems necessary for proper review. A written request for such a waiver shall accompany the application.
- 4. The purpose of these provisions is to ensure that all required information is presented to the Planning Board when it initially reviews an application. However, an application is not deemed to be complete until declared to be so by vote of the Planning Board, which may, in any case, request additional information and materials beyond those described in subsection 1.