

**Planning & Economic
Development**

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Bob Hamblen
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TO: Applicant
FROM: Bob Hamblen, Interim City Planner
Denise M. Clavette, Director
RE: Planning & Economic Development Application & Process Requirements

On behalf of the City of Saco's Planning & Economic Development Department, thank you for your interest in being a part of Saco's smart growth and development. Our Department is here to discuss potential projects and to explain the standards to navigate the processes of development in Saco. We are people-focused and strive to provide the best level of customer service to our applicants.

Planning & Development Review Committee (PDRC): The City hosts meetings two (2) times a month to review development plans for feedback about the City's regulations and ordinance standards. This is often considered the first step in the review process. To be added to an upcoming PDRC meeting, please contact our Department by emailing: Planning@sacomaine.org. To review the PDRC's meeting schedule and deadline requirements, refer to the Planning section of the website: www.sacomaine.org.

Submission Requirements: To assist with assembling your application, the attached checklist is provided. We look forward to answering any questions about the requirements. Please keep in mind that the Department only accepts complete applications.

Timeline: The ordinances require that applications be submitted at least three (3) weeks before the Planning Board meeting. However, Saco has adopted a streamlined staff review process that allows many of the initial questions and standards to be reviewed by City Staff. Therefore, we encourage you to plan for a five-week review process before the Planning Board meeting, as this will ensure time for both staff review and applicant responses. To review the Planning Board's meeting schedule and deadlines, please see the Planning section of the website: www.sacomaine.org.

For your reference, attached are the following documents:

- Application
- Submission Requirements Checklist



Conditional Use Application

Application # _____

Street Address of Proposed Project: _____ Tax Map & Lot: _____

York County Registry of Deeds Book & Page Number: _____ Zoning District: _____

Applicant: _____

Applicant's Address: _____

Applicant's Email & Phone #: _____

Architect/Engineer's Name: _____

Architect/Engineer's Email & Phone #: _____

Architect/Engineer's Address: _____

Property Owner: _____

Property Owner's Email & Phone #: _____

Property Owner's Address: _____

Area of Parcel: _____ Proposed Developed Area: _____ Proposed Height: _____

Description of Proposal: _____

Signature & Application Requirements: Applications are due at least three weeks in advance of Planning Board meetings, but the Department encourages applicants to plan for five weeks before a Planning Board meeting. Staff will schedule your application for a Planning Board meeting once all reviews are complete and comments have been sufficiently addressed.

Signature of Owner/Applicant

Date

Conditional Use Checklist

Section 230-901(B): Submission Requirements

Applicant	City staff	Submission Requirement
<input type="checkbox"/>	<input type="checkbox"/>	Site plans in 3 copies and 1 electronic, emailed, PDF copy, drawn to scale of not less than one inch equals 20 feet. The building plans shall show, at minimum, the first-floor plan and all elevations, with indication of the proposed construction material. The site plan shall include the following information:
<input type="checkbox"/>	<input type="checkbox"/>	A map of the site with reference to surrounding areas and existing street locations.
<input type="checkbox"/>	<input type="checkbox"/>	The name and address of the owner and conditional use permit applicant, together with the 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.
<input type="checkbox"/>	<input type="checkbox"/>	The names and addresses of the owners of all properties within 200 feet of the property in question when the property is located in the R-3, Business (B) or MU Zones and within 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.
<input type="checkbox"/>	<input type="checkbox"/>	A plan of the area showing lot line dimensions, applicable zone or zones, and the normal high-water mark, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	The location of all existing and proposed buildings and structures, streets, easements, driveways, entrances and exits on site and within 100 feet thereof
<input type="checkbox"/>	<input type="checkbox"/>	All setbacks from bodies of water and lot lines
<input type="checkbox"/>	<input type="checkbox"/>	All Existing physical features on the site and within 200 feet of the site, including streams, watercourses and existing woodlands. Soil conditions as reflected by a medium-intensity survey (such as wetlands, rock ledge, and areas of high water table) shall be shown, and the Planning & Development Department or Planning Board may require a high-intensity soils survey where necessary. The applicant shall provide, as part of the application, a narrative and sketch sufficient to describe trees and other vegetation located on the site. The Planning & Development Department or Planning Board may require mapping of trees proposed to be preserved as part of the site and landscaping plans presented for approval.
<input type="checkbox"/>	<input type="checkbox"/>	Topography showing existing and proposed contours at five-foot intervals for slopes averaging 5% or greater and at two-foot intervals for land of lesser slope. A reference benchmark shall be clearly designated. Where variations in the topography may affect the layout of buildings and roads, the Planning & Development Department or Planning Board may require that the topographic maps be based on an on-site survey.
<input type="checkbox"/>	<input type="checkbox"/>	Parking, loading and unloading areas shall be indicated with dimensions, traffic patterns, access aisles and curb radii.

<input type="checkbox"/>	<input type="checkbox"/>	Improvements such as roads, curbs, bumpers and sidewalks shall be indicated with cross sections, design details and dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	The location and design of existing and proposed stormwater systems, sanitary waste disposal systems and potable water supply, and methods of solid waste storage and disposal.
<input type="checkbox"/>	<input type="checkbox"/>	A landscaping and buffering plan showing what will remain and what will be planted, indicating botanical and common names of plants and trees, dimensions, approximate time of planting and maintenance plans.
<input type="checkbox"/>	<input type="checkbox"/>	Lighting details indicating types of fixtures, location, radius and intensity of light.
<input type="checkbox"/>	<input type="checkbox"/>	The location, dimensions and details of signs.
<input type="checkbox"/>	<input type="checkbox"/>	The proposed use of all floor area.
<input type="checkbox"/>	<input type="checkbox"/>	A written description of the proposed operations in sufficient detail to indicate the degree to which the operation will create traffic congestion, noise, toxic or noxious matter, vibration, odor, heat, glare air pollution, waste and other objectionable effects, along with engineering and architectural plans for mitigating such effects.
<input type="checkbox"/>	<input type="checkbox"/>	The proposed number of shifts to be worked and the maximum number of employees of each shift.
<input type="checkbox"/>	<input type="checkbox"/>	A list of all hazardous material to be hauled, stored, used, generated or disposed of on the site, and any pertinent state or federal permits required.

For projects on the city's sewer, applicants are also required to complete the IWS form.

Waiver Requests

If you are asking for a waiver, please indicate the type of waiver and the reason for the waiver request. The Board reviews the application and waiver requests uniquely to each project, so the request should clearly demonstrate the unique aspect of the project.

Waiver Request #1: Section-_____:

Waiver Request #2: Section-_____:

Waiver Request #3: Section-_____:

Waiver Request #4: Section-_____:

Waiver Request #5: Section-_____: