

**Planning & Economic  
Development**

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**Denise M. Clavette**  
Director  
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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 and Economic Development Department, we want to 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 help 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 conceptual 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 the Department by emailing [Planning@sacomaine.org](mailto:Planning@sacomaine.org). To review the PDRC's meeting schedule and deadline requirements, please visit the City's website at [www.sacomaine.org](http://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 visit the City's website at [www.sacomaine.org](http://www.sacomaine.org).

For your reference, attached are the following documents:

- Application
- Submission Requirements Checklist
- Fee Schedule



Site Plan Review Application  
Saco Planning Board Review

Application # \_\_\_\_\_

Street Address of Proposed Project: \_\_\_\_\_ Tax Map & Lot: \_\_\_\_\_

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: \_\_\_\_\_

Sq. Ft. of Each Proposed Structure: \_\_\_\_\_ Proposed # of Parking Spaces: \_\_\_\_\_

Amendment to Previously Approved Plan:     Yes             No

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

## Site Plan Review Checklist

### Section 230-1104: Submission Requirements

Applicant	City staff	Submission Requirement
<input type="checkbox"/>	<input type="checkbox"/>	A fully executed and signed copy of the application for site plan review
<input type="checkbox"/>	<input type="checkbox"/>	<p>Three copies of a site plan on paper not larger than 24 by 36 inches nor smaller than 11 by 17 inches, drawn at a scale sufficient to allow review of the items listed under the approval criteria herein, but at not more than 50 feet to the inch for that portion of the total tract of land being proposed for development.</p> <p>One electronic PDF copy of all applications materials shall be submitted via email: <a href="mailto:Planning@sacomaine.org">Planning@sacomaine.org</a>.</p> <p>The site plan shall show the following:</p>
<input type="checkbox"/>	<input type="checkbox"/>	owner's and applicant's name and address, names and addresses of consultants who aided in preparing the plan, if any, and the name and address of the person or company leasing the property, if applicable, and, in order to establish right, title and interest, a deed, an executed lease, option, or purchase and sale agreement;
<input type="checkbox"/>	<input type="checkbox"/>	names and addresses of all abutting property owners;
<input type="checkbox"/>	<input type="checkbox"/>	sketch map showing general location of the site within the city and north arrow;
<input type="checkbox"/>	<input type="checkbox"/>	boundaries of the property and of all contiguous property under the control of the owner or applicant regardless of whether all or part is being developed at this time;
<input type="checkbox"/>	<input type="checkbox"/>	zoning classification(s) of the property and the location of zoning district boundaries if the property is located in two or more zoning districts or abuts a different zone
<input type="checkbox"/>	<input type="checkbox"/>	the location and width of all building setbacks required by the Zoning Ordinance;
<input type="checkbox"/>	<input type="checkbox"/>	the location and delineation of site elements, including: all existing and proposed buildings (including dimensions where appropriate), driveways, sidewalks, parking spaces, loading areas, open spaces, large trees, wetlands preservation measures and protection measures, stormwater control facilities, dumpsters and recycling facilities, etc.
<input type="checkbox"/>	<input type="checkbox"/>	the location and widths of nearby streets.
<input type="checkbox"/>	<input type="checkbox"/>	The location and delineation of natural resource areas, historic features and archaeological features of the site including, but not limited to floodplains, wetlands, open drainage courses, sand and gravel aquifers, scenic areas, significant wildlife habitats, habitat areas for rare and endangered plants and animals, deer wintering areas, stands of trees, stone walls, graveyards, fences, unique natural areas, historically

		significant structures or features, archaeologically significant features, or other important Unusual Natural Areas and site features
<input type="checkbox"/>	<input type="checkbox"/>	Copies of existing and proposed easements, covenants, or deed restrictions
<input type="checkbox"/>	<input type="checkbox"/>	Copies of applicable local and state approvals and permits, provided however, that the Planning Board or in the case of minor site plans the City Planner, may approve site plans subject to the issuance of specified state licenses and permits in cases where it determines that it is not feasible for the applicant to obtain them at the time of site plan review
<input type="checkbox"/>	<input type="checkbox"/>	Names and addresses and tax map and lot numbers of all property owners within six hundred (600) feet of the applicant's property if it is located in the Conservation District, any industrial district, the Resource Protection District or the R-1, R-2, and R-4 districts, or within two hundred (200) feet when the applicant's property is located in the R-3 District or any business district
<input type="checkbox"/>	<input type="checkbox"/>	For site plans in which ten thousand (10,000) square feet of impervious surface will be created, a storm water drainage plan, prepared by a registered Maine Professional Engineer, showing:
<input type="checkbox"/>	<input type="checkbox"/>	the existing and proposed method of handling storm water run-off;
<input type="checkbox"/>	<input type="checkbox"/>	the direction of flow of the run-off through the use of arrows;
<input type="checkbox"/>	<input type="checkbox"/>	the location, elevation, and size of all catch basins, dry wells, drainage ditches, swales, retention basins, and storm sewer engineering calculations used to determine drainage requirements based upon the 2, 10, 25 and 50 year 24 hour storm event that show the predevelopment and post-development runoff rates. If the post-development runoff rate exceeds the predevelopment runoff rate on-site mitigation measures, such as detention basins or flow restrictors, shall be required unless a drainage plan prepared by a Maine registered engineer demonstrated that the increase has no adverse impact to the downstream conditions
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed topography of the site at two (2) foot contour intervals, or such other interval as the Board may determine
<input type="checkbox"/>	<input type="checkbox"/>	A utility plan showing provisions for water supply and wastewater disposal including the size and location of all piping, holding tanks, leach fields, and showing the location and nature of all electrical, telephone and any other utility services to be installed on the site
<input type="checkbox"/>	<input type="checkbox"/>	A landscape plan, with a planting schedule keyed to the site plan and indicating the varieties and sizes of trees, shrubs and other plants to be planted on the site
<input type="checkbox"/>	<input type="checkbox"/>	A standard boundary survey by a registered land surveyor showing the location of all property lines. The Board may waive the requirement of a boundary survey when sufficient information is available to establish, on the ground, all property boundaries

<input type="checkbox"/>	<input type="checkbox"/>	The location, size and character of all signs
<input type="checkbox"/>	<input type="checkbox"/>	A waste disposal plan describing how all solid waste will be handled on site, how it will be removed from the site, the disposal facilities to which it will be transported, and, if the waste is of an unusual nature, information indicating that a suitable disposal facility will accept the waste. For businesses which use industrial chemicals and produce hazardous waste, the name, amount, and nature of all chemicals used, and the manner of disposal of all chemical, hazardous and industrial wastes
<input type="checkbox"/>	<input type="checkbox"/>	A medium intensity soils map of the site. The Board may require a high intensity soils map if issues of water quality, wetlands, or other natural constraints are noted
<input type="checkbox"/>	<input type="checkbox"/>	For projects which will create over ten thousand (10,000) square feet of impervious surface, a plan showing the methods of controlling erosion and sedimentation both during and after construction, including a written description of these methods and a schedule for implementing them in accordance with the requirements of the York County Soil and Water Conservation District
<input type="checkbox"/>	<input type="checkbox"/>	An estimate of the amount and type of traffic generated daily and at peak hours. For sites that generate more than four hundred (400) vehicle trips per day, a traffic impact analysis, prepared by a registered professional engineer with experience in traffic engineering and transportation, shall be submitted. The analysis shall show, at a minimum, existing traffic volumes, proposed traffic generation, proposed access, types of vehicles expected, effect on level of service within the study area, sight lines, and accident history in the study area. The report will recommend improvements both on site and off site to meet the requirements of this ordinance.
<input type="checkbox"/>	<input type="checkbox"/>	A hydrogeologic assessment may be required by the Board for projects in which groundwater quality is a concern. Such instances include, but are not limited to, sites: A. Over a sand and gravel aquifer; B. Not served by public water or sewer; C. Where the depth to groundwater is less than 48 inches; D. In soils rated by the SCS Soil Survey as poor or very poor for subsurface septic systems; E. In coarse soils categorized as having “severe” limitations for septic systems; F. Where a septic system of over 2000 gallons per day is proposed
<input type="checkbox"/>	<input type="checkbox"/>	When a hydrogeologic assessment is submitted, the assessment shall contain at least the following information: A. A map showing the basic soil types; B. The depth to the water table at representative points throughout the lot; C. Drainage conditions throughout the project;

		<p>D. Data on the existing ground water quality, from test wells in the project or from existing wells on neighboring properties;</p> <p>E. A map showing the location of any subsurface wastewater disposal systems and drinking water wells within the project and within 200 feet of the project boundaries;</p> <p>F. An analysis and evaluation of the effect of the project on ground water resources. In the case of residential developments, the evaluation shall, at a minimum, include a projection of post development nitrate – nitrogen concentrations at any wells within the project, at the project boundaries, and at a distance of one thousand (1,000) feet from potential contamination sources, whichever is a shorter distance. Projections of ground water quality shall be based on the assumption of drought conditions (assuming 60% of annual average precipitation).</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>If the project is subject to the stormwater quality standards of Section 805-2, a stormwater quality management plan that includes the following:</p> <p>A narrative describing how the site is oriented within the watershed, identifying downstream waterbodies including wetlands, and addressing the potential effects of site runoff. The narrative shall identify and discuss the stormwater treatment methods proposed to be used on the site.</p> <p>A plan showing relevant existing contours, proposed contours, existing and proposed sub-watersheds, proposed topographic features, and existing and proposed site features including buildings and other facilities, natural and manmade drainageways, streams, channels, culverts, catch basins, and stormwater treatment facilities. The plan shall include detail drawings of the stormwater Best Management Practices proposed to be used and the location of both structural and non-structural BMPs.</p> <p>Calculations demonstrating that the proposed stormwater treatment facilities will meet the standards of Section 805-2.</p> <p>A stormwater facilities management plan which sets forth the types and frequencies of proposed maintenance activities needed to maintain the efficiency of the stormwater treatment facilities and which identifies the party that will be responsible for carrying out each maintenance activity and for submitting the Annual Maintenance Report and the proposed institutional arrangements that will assure that all maintenance occurs as proposed.</p>

<input type="checkbox"/>	<input type="checkbox"/>	A lighting plan, prepared by a qualified lighting professional, showing at least the following at the same scale as the Site Plan:
<input type="checkbox"/>	<input type="checkbox"/>	The location of all buildings, landscaping, parking areas, and proposed exterior lighting fixtures; Specifications for all proposed lighting fixtures including photometric data, designation as “cut-off” fixtures, Color Rendering Index (CRI) of all lamps (bulbs), and other descriptive information on the fixtures; The proposed mounting height of all exterior lighting fixtures; Analyses and illuminance level diagrams or photometric point by point diagrams on a twenty foot grid showing that the proposed installation conforms to the lighting level standards of this ordinance together with statistical summaries documenting the average illuminance, maximum illuminance, minimum illuminance, average to minimum uniformity ratio, and maximum to minimum uniformity ratio for each parking area, drive, canopy, and vehicle sales or storage area; and Drawings of all relevant building elevations showing the fixtures, the portions of the walls to be illuminated, the illuminance levels of the walls, and the aiming points for any remote light fixtures.
<input type="checkbox"/>	<input type="checkbox"/>	Any proposed land use activity involving structural development or soil disturbance on or adjacent to sites listed on, or known by the City to be eligible to be listed on the National Register of Historic Places shall be submitted by the applicant to the Maine Historic Preservation Commission and the Saco Historical Preservation Commission (as appropriate) for review and comment prior to action being taken by the permitting authority. The permitting authority shall consider comments received from the Commissions prior to rendering a decision on the application
<input type="checkbox"/>	<input type="checkbox"/>	A design analysis demonstrating how the project conforms to the design standards of §230-729, including any district-specific additional requirements. This analysis must address each of the applicable design standards and allow the Planning Board to determine if each standard has been met. The analysis must provide information about the proposed development and the characteristics of neighboring properties and the adjacent neighborhood and an analysis demonstrating how the proposed development meets the standards. This analysis should include plans, building elevations, visual simulations, and a narrative as appropriate to document conformance with the standards.

**Design Review Submission Requirements**  
**Section 230-729**

<b>Applicant</b>	<b>City staff</b>	<b>Submission Requirement</b>
<input type="checkbox"/>	<input type="checkbox"/>	The plans shall include line drawings of all sides of the building or buildings

<input type="checkbox"/>	<input type="checkbox"/>	The proposed exterior construction materials shall be indicated, including but not limited to siding materials and roofing materials
<input type="checkbox"/>	<input type="checkbox"/>	Line drawings that demonstrate the style and design of windows and doors proposed for the building or buildings shall be submitted
<input type="checkbox"/>	<input type="checkbox"/>	The plans shall include line drawings of all proposed accessory structures, including but not limited to canopies, storage buildings, fenced enclosures, and maintenance buildings
<input type="checkbox"/>	<input type="checkbox"/>	If the applicant is or represents a corporate entity that operates businesses of a similar nature in locations beyond Saco, representative color photographs of existing structures identical or similar to that proposed in Saco shall be submitted

If property is located on sewer, please 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 230-\_\_\_\_\_ : \_\_\_\_\_

Waiver Request #2: Section 230-\_\_\_\_\_ : \_\_\_\_\_

Waiver Request #3: Section 230-\_\_\_\_\_ : \_\_\_\_\_

Waiver Request #4: Section 230-\_\_\_\_\_ : \_\_\_\_\_

Waiver Request #5: Section 230-\_\_\_\_\_ : \_\_\_\_\_