

**Planning & Economic
Development**

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Bob Hamblen
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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 & 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. To review the PDRC’s meeting schedule and deadline requirements, please see 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



Application # _____

Subdivision Review Application
Planning & Development Department
Planning Board

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

Subdivision Review Checklist

Article 5: Submission Requirements

Applicant	City staff	Submission Requirement
<input type="checkbox"/>	<input type="checkbox"/>	The Department requires three hard copies and one electronic copy (PDF) of the following list of items sent to: Planning@sacomaine.org .
<input type="checkbox"/>	<input type="checkbox"/>	Two location plans of the subdivision and neighboring areas within at least a 2000 foot radius at scales of 800 feet to the inch and 200 feet to the inch, showing right of way lines of all proposed streets in the subdivision and their location in relation to existing streets and readily identifiable as to locus on the Zoning Map of Saco, Maine, as most recently amended.
<input type="checkbox"/>	<input type="checkbox"/>	<p>The preliminary plan must be a contact print of an original drawing in permanent black ink on mylar, or other reproducible, stable based transparent originals. It must be clearly designated as "preliminary plan," drawn at the scale not less than one inch equals 100 feet. Sheets shall be 24" by 36" and plans shall be prepared by an engineer, architect, landscape architect, or land surveyor registered in Maine. Surveyed plans shall be stamped and signed. If multiple sheets are used, they must be accompanied by an index sheet as a cover showing the entire subdivision.</p> <p>The preliminary plan shall be prepared using the following standards:</p> <ul style="list-style-type: none"> a. Projection shall be Maine State Plane West. b. Vertical Datum shall be NAD 83. c. Units shall be measured in feet. d. Coordinates shall be shown on at least four corners of the site plan. Coordinates shall be referenced to the Maine State Coordinate System.
<input type="checkbox"/>	<input type="checkbox"/>	The preliminary plan shall contain the following information: Subdivision name, boundaries, acreage, tax map and lot numbers, date and graphic scale, and a magnetic and true north arrow.
<input type="checkbox"/>	<input type="checkbox"/>	Name and address of record owner, subdivider, and engineer, surveyor, firm, and/or individual who prepared the plan.
<input type="checkbox"/>	<input type="checkbox"/>	An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances, made and certified by a registered land surveyor.
<input type="checkbox"/>	<input type="checkbox"/>	Boundary lines of adjacent land and names of owners as determined from most recent tax list.
<input type="checkbox"/>	<input type="checkbox"/>	Location, name, and present width of each street and public or private way bounding, approaching or within 500 feet of the subdivision, and any easements within or adjacent to the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	Locations and outlines of all existing buildings and significant site features such as stone walls, fences, large trees (24 inch diameter breast height) or wooded areas, rock ridges and outcroppings, cemeteries, water courses, wetlands and water bodies on the site. Wooded areas, watercourses, wetlands

		and water bodies within 200 feet of the site shall also be identified, when possible.
<input type="checkbox"/>	<input type="checkbox"/>	Topography with two-foot contours of existing and proposed grades to include the demarcation of wetlands, 100-year flood elevations, and flood hazard areas.
<input type="checkbox"/>	<input type="checkbox"/>	The location, direction, and length of every proposed street line, lot line and boundary line established on the ground, the location of temporary markers adequate to enable the Board to locate the layout in the field, and the names of proposed streets.
<input type="checkbox"/>	<input type="checkbox"/>	Lot lines with dimensions, zoning setback lines, and the area of each lot in square feet and acres, and lot numbers.
<input type="checkbox"/>	<input type="checkbox"/>	Locations of existing and proposed monuments, hydrants and the location and size of public utility facilities, sewers, culverts, drains, and water pipes.
<input type="checkbox"/>	<input type="checkbox"/>	Park, open, recreation, or common areas within a subdivision and a plan of any formal recreation area.
<input type="checkbox"/>	<input type="checkbox"/>	A plan for the management of surface drainage waters, including existing waterways and the proposed disposition of water from proposed subdivision to new or existing subsurface drainage systems with sufficient capacity to dispose of the storm flows.
<input type="checkbox"/>	<input type="checkbox"/>	Locations and species of proposed street trees and/or wooded areas to be retained within the sidelines of each street, and other no-cut areas.
<input type="checkbox"/>	<input type="checkbox"/>	Street plans and profiles showing the percent slope of each grade, and the radius, length, point of curvature and point of tangency of each curve.
<input type="checkbox"/>	<input type="checkbox"/>	Street plans and profiles showing proposed centerline grades and existing ground grades at fifty (50) foot stations. All existing and proposed elevations shall be based on the U.S.C. & G.S. Datum.
<input type="checkbox"/>	<input type="checkbox"/>	Location of all of the following proposed improvements unless specifically waived in writing by the Board: proposed monuments, parking areas, street lights, sidewalks, street signs, all utilities above and below ground, curbs, gutters, street trees, storm drainage, and all easements, service buildings and structures, and dumpsters.
<input type="checkbox"/>	<input type="checkbox"/>	Erosion control plan showing the placement of all berms, silt fences, hay bales, sedimentation ponds and other erosion control devices, detention ponds, to the standards of the "Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices," by the Cumberland County Soil and Water Conservation District and the Maine Department of Environmental Protection, latest revision.
<input type="checkbox"/>	<input type="checkbox"/>	Areas within or adjacent to the proposed subdivision which have been identified as high or moderate value wildlife habitat by the Maine Department of Inland Fisheries and Wildlife or within the Comprehensive Plan. If any portion of the subdivision is located within an area designated as a critical natural area by the Comprehensive Plan or the Maine Natural Areas Program, the plan shall indicate appropriate measures for the preservation of the values which qualify the site for such designation.
<input type="checkbox"/>	<input type="checkbox"/>	The location of any identified historic and/or archaeological resources together with a description of such features.

<input type="checkbox"/>	<input type="checkbox"/>	Verification of subdivider's legal right, title, or interest in the property (deed or purchase and sale agreement)
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the deed upon which the survey was based. A copy of all easements, covenants, and restrictions applying to the area proposed to be subdivided.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed arrangements for water supply as required by the Maine Water Company, and a letter from the water company stating that the water supply is adequate to serve the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed arrangements for storm drainage, with supporting data and design analysis, including plans and profiles showing location and size of drain lines and culverts, catch basins and manholes, and such other information as may be required to define the drainage provisions, stamped by an engineer registered in Maine, and an operating and maintenance plan for any detention basins.
<input type="checkbox"/>	<input type="checkbox"/>	A copy of that portion of the county Soil Survey covering the subdivision superimposed on a copy of the plan. When the medium intensity soil survey shows soils which are questionable for the uses proposed, the Planning Board may require the submittal of a high intensity soil survey.
<input type="checkbox"/>	<input type="checkbox"/>	<p>An estimate of the amount and type of traffic to be generated daily and at peak hours. For developments involving 40 or more parking spaces or projected to generate more than 200 vehicle trips per day, a traffic impact analysis, prepared by a traffic engineer, shall be submitted.</p> <p>The analysis shall show, at a minimum, the expected average number of vehicle trips per day, peak-hour volumes, access conditions at the site, distribution of traffic, types of vehicles expected, effect upon the level of service of the street giving access to the site, neighboring streets which may be affected, the intersection(s) nearest to the site and other intersections which may be affected, and recommended improvement to maintain the level of service on the road.</p>
<input type="checkbox"/>	<input type="checkbox"/>	The names, addresses and tax map and lot numbers of owners of record of adjacent property, including any property directly across an existing street from the subdivision, and (B) the names, addresses and tax map and lot numbers of owners of record of all property within 600 feet of the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	Description of how proposed open space will be owned and managed.
<input type="checkbox"/>	<input type="checkbox"/>	When sewage disposal is to be accomplished by subsurface disposal systems, test pit analyses prepared by a Licensed Site Evaluator shall be provided. A map showing the location of all test pits dug on the site shall be submitted. (The plumbing inspector must be notified before test pits are dug.)
<input type="checkbox"/>	<input type="checkbox"/>	Proof of financial and technical capacity as described in Article 8.7 and 8.8.
<input type="checkbox"/>	<input type="checkbox"/>	A letter from Maine Water stating that it can serve the proposed development
<input type="checkbox"/>	<input type="checkbox"/>	The anticipated amount of land to be covered by buildings and structures expressed in square feet and as a percentage of the site and lots.
<input type="checkbox"/>	<input type="checkbox"/>	The anticipated amount of land to be covered by buildings, pavement, and other impervious coverage expressed in square feet, percentage of site, and percentage of lot.

<input type="checkbox"/>	<input type="checkbox"/>	<p>If the project is subject to the stormwater quality standards of section 10.12.4, a stormwater quality management plan that includes the following:</p> <ol style="list-style-type: none"> a. 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. b. A plan showing relevant existing contours, proposed contours, existing and proposed subwatersheds, 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 BMP's. c. Calculations demonstrating that the proposed stormwater treatment facilities will meet the standards of Section 10.12.4. <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>
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Waiver Requests

If you are asking for a waiver, please indicate the type of waiver and the reason for the waiver request. Waiver requests are reviewed 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-_____ : _____