

**BRIDGTON PLANNING BOARD**  
**Three Chase Street, Suite 1, Bridgton, Maine 04009**  
**207-647-8786**  
**Site Plan of Development**

Fee: \$50.00 In addition to this fee, a \$100.00 escrow deposit is required.

The escrow deposit is used to cover out-of-pocket expenses for advertising and any additional administrative costs. Unused funds will be returned to the applicant within 30 days of the final review process. If the processing fees for an application exceed the \$100.00 amount, the applicant will be notified that an additional charge will be required before the review process is allowed to continue.

Applicant must submit 15 copies of this completed application to the Planning Board Secretary.

Upon submission of this application the information contained herein becomes available to the public.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

LOCATION OF PROPERTY: \_\_\_\_\_

TAX MAP: \_\_\_\_\_ LOT: \_\_\_\_\_

IS LOCATION IN SHORELAND ZONING? Yes\_\_\_\_\_ No\_\_\_\_\_ (If yes, provisions of the Town of Bridgton Shoreland Zoning Ordinance will also apply to this application, therefore, please provide documentation that the project is in compliance with the Town of Bridgton Shoreland Zoning Ordinance).

CURRENT PROPERTY USE: \_\_\_\_\_

PROPOSED USE OF PROPERTY: \_\_\_\_\_

The Site Plan of Development Application shall include as a minimum:

- \_\_\_\_\_ A cover letter describing the project.
- \_\_\_\_\_ A map or maps prepared at a scale of not less than one (1) inch to one hundred (100) feet containing:
  - \_\_\_\_\_ Name and address of the applicant or his authorized agent and name of proposed development and any land within 500 feet of the proposed development in which the applicant has title or interest;

\_\_\_\_\_ Description of existing soil conditions as established by a soils scientist, geologist, engineer or the soil conservation service medium-intensity soil surveys;

\_\_\_\_\_ Municipal tax maps and lot numbers and names of abutting landowners;

\_\_\_\_\_ Perimeter survey of the parcel and interior lot layout made and certified by a registered land surveyor relating to reference points, showing true north point, graphic scale, corners of parcel and date of survey and total acreage;

\_\_\_\_\_ Existing and proposed locations and dimensions of any utility lines, sewer lines, water lines, easements, drainage ways and public or private rights-of-way;

\_\_\_\_\_ If the site is not to be served by a public sewer line, then an on-site soils investigation report by a Department of Human Services licensed site-evaluator shall be provided. The report shall contain the types of soil, location of test pits, and proposed location and design of the best practical subsurface disposal system for the site;

\_\_\_\_\_ Location and dimensions of on-site pedestrian and vehicular access ways, parking areas, loading and unloading facilities, design of entrances and exits of vehicles to and from the site on to public streets and curb and sidewalk lines;

\_\_\_\_\_ Topography indicating contours at intervals of either 5, 10 or 20 feet in elevation as specified by the Planning Board.

\_\_\_\_\_ Location of aquifers and aquifer recharge areas, if mapped.

Drawing or Drawings showing:

\_\_\_\_\_ Exterior of building with statement of exterior materials, texture and color;

\_\_\_\_\_ Floor plan of building(s) showing location, maximum floor area and ground coverage and placement on site;

\_\_\_\_\_ Landscape sketch plan showing approximate placement and types of vegetation, fencing and screening;

\_\_\_\_\_ Location, description and placement of signs and exterior lighting (See Town of Bridgton Sign Ordinance for details).

A written statement or documentation consisting of;

\_\_\_\_\_ Evidence from applicant of his title and/or interest in the land for which the application covers;

- \_\_\_\_\_ Proof of adequate financial and technical capacity;
- \_\_\_\_\_ A description of the proposed uses to be located on the site, including quantity and type of residential unit(s), if any;
- \_\_\_\_\_ Total square footage of ground floor, driveways, walkways, parking and any other impervious areas.
- \_\_\_\_\_ If the above equals 20,000 square feet or more, a storm water management plan must be filed as per MRSA Title 38 ss420D.
- \_\_\_\_\_ Summary of existing and proposed easements, restrictions and covenants placed on the property;
- \_\_\_\_\_ Method of solid waste disposal;
- \_\_\_\_\_ Erosion and sedimentation control plan;
- \_\_\_\_\_ Surface Water Drainage. All drainage calculations shall be based on a ten-year storm frequency;
- \_\_\_\_\_ Copies of letters to the abutting landowners and selectmen, notifying them of the proposed development by certified mail;
- \_\_\_\_\_ The applicant's evaluation of the availability and suitability of off-site public facilities;
- \_\_\_\_\_ A statement from the developer that the requirements of the Fire Chief as to the availability of fire hydrants and/or fire ponds, or provisions of fire protection services will be provided.
- \_\_\_\_\_ A statement from the developer that the proposed road construction will meet town specifications as detailed by the Public Works Department;
- \_\_\_\_\_ An estimate of the date when construction will start and when the development will be completed;
- \_\_\_\_\_ Proposal for protecting existing vegetation during construction and replacing that which may become damaged by construction.
- \_\_\_\_\_ Any additional information that the Planning Board deems necessary.
- \_\_\_\_\_ All applications shall be accompanied by a fee as provided in the Town of Bridgton Fee Schedule.
- \_\_\_\_\_ Street Name(s) approved by the E9-1-1 Addressing Officer.
- \_\_\_\_\_ If there is a recreation trail, i.e; hiking, snowmobile, etc. please contact appropriate group to make suitable arrangements.

All applications submitted to the Bridgton Planning Board for review must meet the following performance standards as set forth in the Town of Bridgton Site Plan Review Ordinance Section 6. Please refer to the Site Plan Review Ordinance for details.

1. Preserve and Enhance the Landscape.
2. Relationship to the Surroundings.
3. Vehicular Access.
4. Parking and Circulation.
5. Surface Water Drainage.
6. Existing Utilities.
7. Advertising Features.
8. Special Features of the Development.
9. Exterior Lighting.
10. Emergency Vehicle Access.
11. Municipal Services.
12. Protection Against Undue Water Pollution.
13. Protection Against Undue Air pollution.
14. Water Use.
15. Protection against unreasonable soil erosion.
16. Provision for adequate sewage waste disposal.
17. Protection against any undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites or rare and irreplaceable natural areas.
18. Protection of waters and shoreland.
19. Limit of noise levels.
20. Conformance with the Comprehensive Plan for the Town.
21. Location in Flood Zone.
22. Proof that the applicant has adequate financial and technical capacity to meet the above standards.

NOTE: Projects for water extraction are required to submit additional information (See Site Plan Review Ordinance for further details).

The Planning Board may hold a public hearing within 30 days of beginning consideration of an application. The abutting landowners shall be notified of the hearing by the Applicant using certified mail/return receipt.



**Sample Letter  
Abutter Notification**

Date:

Subject Property Location:

Map: \_\_\_\_\_

Lot: \_\_\_\_\_

To:

This is to inform you that I am submitting an application to the Bridgton Planning Board for a \_\_\_\_\_.

The Bridgton Planning Board will begin review of the application on Tuesday, \_\_\_\_\_ at 7:00p.m. The meeting will be held at the Bridgton Town Office, Three Chase Street, Suite One, Bridgton, Maine. Enclosed please find a sketch of the proposed project and location.

An application is also on file at the Bridgton Town Office for further review. If you have any questions, please feel free to contact me at \_\_\_\_\_. You may also contact Robert Baker, Code Enforcement Officer or Georgiann Fleck, Secretary, at the Bridgton Town Office, 207-647-8786.

Sincerely,

\_\_\_\_\_

TOWN OF BRIDGTON  
THREE CHASE STREET, SUITE 1  
BRIDGTON, MAINE 04009  
207-647-8786

The following is a list of permits/licenses that may be applicable to the project you are proposing. It is strongly recommended that the applicant(s) contact the State of Maine Agencies directly concerning their licenses/permits.

**Town of Bridgton - Code Enforcement Office**

- \_\_\_\_\_ Plans showing development or renovations
- \_\_\_\_\_ Building/Razing Permit
- \_\_\_\_\_ Plumbing Permit (Interior/Exterior)
- \_\_\_\_\_ Site Plan Review (Minor/Major)
- \_\_\_\_\_ Business Information Form
- \_\_\_\_\_ Occupancy Permit
- \_\_\_\_\_ Sign Permit
- \_\_\_\_\_ Road Entrance Permit
- \_\_\_\_\_ Sewer Allocation Request
- \_\_\_\_\_ Shoreland Zoning Ordinance
- \_\_\_\_\_ Floodplain Ordinance
- \_\_\_\_\_ Subdivision Regulations
- \_\_\_\_\_ Meet with Economic Development Director

**Town of Bridgton - Town Clerk**

- \_\_\_\_\_ Victualer's License - Fast Food
- \_\_\_\_\_ Victualer's License - Restaurant (Under 50 seating capacity)
- \_\_\_\_\_ Victualer's License - Restaurant - Over 50 seating capacity)
- \_\_\_\_\_ Bed and Breakfast
- \_\_\_\_\_ Innkeeper
- \_\_\_\_\_ Liquor License
- \_\_\_\_\_ Hawker & Peddler
- \_\_\_\_\_ Outdoor Entertainment
- \_\_\_\_\_ Special Amusement Permit
- \_\_\_\_\_ Pinball Machine License
- \_\_\_\_\_ Junkyard
- \_\_\_\_\_ Pool Room License

**State of Maine - State Fire Marshal's Office 207-626-3880**

- \_\_\_\_\_ Construction Permit
- \_\_\_\_\_ Barrier Free Permit
- \_\_\_\_\_ Spinkler Permit
- \_\_\_\_\_ Dance License

**Miscellaneous**

- \_\_\_\_\_ Department of Economic & Community Development 800-872-3838
- \_\_\_\_\_ Department of Human Services 207-287-5671
- \_\_\_\_\_ Department of Agriculture 207-287-3841
- \_\_\_\_\_ Department of Environmental Protection (DEP) 207-822-6300
- \_\_\_\_\_ Department of Drinking Water Program 207-287-2070
- \_\_\_\_\_ Dig Safe 800-225-4977
- \_\_\_\_\_ Utility Connection Permits (Elec./Tele.)(contact appropriate utility)
- \_\_\_\_\_ Bridgton Water District 207-647-2881