

**APPLICATION FOR INCLUSION ON NEWCASTLE PLANNING BOARD AGENDA**

A. APPLICATION INFORMATION:

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_ TOWN \_\_\_\_\_  
STATE \_\_\_\_\_ ZIP \_\_\_\_\_ EMAIL \_\_\_\_\_

B. REQUESTED DATE YOU WOULD LIKE TO BE ON AGENDA: \_\_\_\_\_

(Note: Meetings are normally scheduled for the third Thursday of each month.)

C. SUBJECT: (Check applicable) \_\_\_\_\_ SUBDIVISION \_\_\_\_\_ SITE PLAN  
\_\_\_\_\_ INFORMATIONAL \_\_\_\_\_ SKETCH PLAN REVIEW  
\_\_\_\_\_ OTHER (Please specify) \_\_\_\_\_

D. LOCATION OF PROPERTY: MAP \_\_\_\_\_ LOT \_\_\_\_\_  
STREET (Name & Number) \_\_\_\_\_

E. BRIEF DESCRIPTION OF SUBJECT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. SIGNATURE: \_\_\_\_\_ (APPLICANT)

G. Reviewed by CEO /To Clerk: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Fee Required: \$ \_\_\_\_\_ Initials: \_\_\_\_\_

H. Town Clerk /Forwarded to PB: Fee paid? \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

I. APPROVAL (List any conditions or changes) \_\_\_\_\_  
\_\_\_\_\_

J. Forwarded to Town Admin: \_\_\_\_\_ Date : \_\_\_\_\_ Initials: \_\_\_\_\_

K. Received by Admin/Forwarded to CEO: Date: \_\_\_\_\_ Initials: \_\_\_\_\_

L. Received by CEO/Forwarded to Assessor: Date: \_\_\_\_\_ Initials: \_\_\_\_\_

M. Reviewed by Assessor/to Clerk for filing: Date: \_\_\_\_\_ Initials \_\_\_\_\_

**Note: This application will be used to schedule the applicant's request to appear before the Board, in preparing the public notice to be advertised, and in determining the sequence of the agenda, determined by date/time of inclusion request. If more applicants for the particular meeting are made than the board can handle, those applicants whose requests will not be addressed at the requested meeting will be notified by phone at the above number.**

## Newcastle Planning Board

### Application Procedures

June, 2009

#### Introduction and Meeting Schedule

The Newcastle Planning Board holds regularly scheduled meetings from 7:00 to 9:00 P.M. on the third Thursday of each month. All meetings are open to the public. Each meeting's agenda and location will be posted at the Town Office, on the Planning Board website and at the Skidompha Library

The Planning Board reviews all submitted projects following the requirements of the "Newcastle Land Use Ordinance," enacted March 27, 2001 with revisions. Copies of this ordinance are available at the Town Office and on the town website: [www.newcastlemaine.us](http://www.newcastlemaine.us). Persons submitting an application to the Planning Board are expected to be familiar with those portions of the Land Use Ordinance relevant to their proposed project.

#### Application Procedures

##### Step 1- Confirm Planning Board Jurisdiction and Application Requirements:

Prior to filling out an application, it is **strongly recommended** that anyone wishing to meet with the Planning Board first discuss the proposed project with the Newcastle Codes Enforcement Officer (CEO). The purpose of this discussion is to determine whether the project does indeed fall within the jurisdiction of the Board, and if so, to confirm the application form, fee, and backup documentation that is required to be submitted for Board review.

The Newcastle Codes Enforcement Officer (CEO) is Mr. Stan Waltz. He can be reached on his cell phone at 380-9873. Regular CEO office hours are Tuesday and Thursday 9-10 a.m. at the Town Office.

Projects which fall under the review of the Planning Board shall be submitted to the Board following the application procedures outlined in the Land Use Ordinance. The proper Application Form may be obtained from the CEO or at the Town Office. Backup documentation accompanying the Application Form shall be as defined in the Land Use Ordinance for the applicable project type.

##### Step 2- Submit Application at the Town Office:

The CEO must review all applications and will check to see whether the submitted

documentation appears to be a complete application. In order to be considered complete all applications must be accompanied by the applicable fee and with the required number of copies of the appropriate backup documentation. The completed application and fee payment may be submitted to the CEO at any time but in no case later than 4:00 p.m. on the day two weeks preceding the scheduled Planning Board meeting.

**All Applications must be date and time stamped when received at the Town Office.**

Applications are reviewed at the public meeting on a first come first served basis.

**A total of six (6) copies of the completed application and backup documentation shall be submitted by the applicant.** This will allow the individual Planning Board members the opportunity to review the documents prior to the public meeting.

### Step 3- Planning Board Review at Public Meeting:

Projects are reviewed at the Planning Board public meeting **in the order of the date/time stamped receipt** of all submitted applications. It is the intent of the Board to review as many of the completed applications as possible during the two hour regular meeting. The Board requires that the applicant or an approved representative of the applicant be present at the public meeting in order to present the project to the Board.

As the first step in the review of a project, the Board will determine whether the application is complete. This involves a public reading of the submitted application form, a confirmation of receipt of the applicable fee, and the review of the content of the submitted documents. For a complete list of the required application contents, please refer to the Land Use Ordinance. Questions as to content requirements should be addressed to the CEO. If at the time of the public reading an application is deemed incomplete, the Board may stop further review of the project and the applicant will be asked to provide the missing information and thus a complete application for review at the next meeting of the Board.

Depending on the complexity or the profile of the project under consideration, the Planning Board may determine that additional meetings are required, possibly to include a site visit or public hearing.

### Step 4- Planning Board Action:

Final action by the Board shall be communicated to the applicant at the completion of deliberations held during one or more public meeting(s).

## Informal "Sketch Plan" Review

It is the policy of the Board to provide, when requested, an informal Sketch Plan Review of a preliminary nature. The purpose of this review is to allow the applicant an opportunity to informally present a proposed project to the Board in order to obtain a better understanding of the Land Use Ordinance criteria applicable to the project. It is assumed that from this preliminary review a more complete formal application will result.

Anyone wishing to obtain a Sketch Plan Review shall first discuss the proposed project with the CEO. Please refer to Step 1 above.

A **Sketch Plan Review Application** is available at the Town Office. The completed application may be submitted to the Town Office at any time but in no case later than 4:00 p.m. on the day two weeks preceding the scheduled Planning Board meeting. **All completed Applications must be date and time stamped when received at the Town Office.** Sketch Plan Reviews are scheduled on a first come first served basis.

Sketch Plans shall be reviewed by the Planning Board at the public meeting only after all projects submitted under fully completed applications have been reviewed.

The completed application will serve notice of the applicant's request for Sketch Plan Review. Support documentation defining the proposed project need not be submitted with the application, however it is expected that the applicant will bring to the public meeting appropriate documentation in detail adequate to communicate to the Planning Board the overall project parameters. The ability of the Board to provide information to the applicant is directly related to the quantity and quality of the documentation submitted by the applicant at the time of the Sketch Plan Review.

At the completion of the Sketch Plan Review it is assumed that the applicant will be better prepared to submit a complete formal project application to the Planning Board.

Newcastle Planning Board  
June, 2009

SITE REVIEW CHECK LIST  
NEWCASTLE LAND USE ORDINANCE

**SITE PLAN CONTENT (Chapter III, C., pages 29-30)**

1.0 The final plan shall be drawn to a:

- Scale of not less than one inch (1") equals fifty feet (50'), and shall contain the following:
  - a. Name and address of owner and applicant
  - b. Scale and north arrow.
  - c. Location, dimensions and acreage of parcel to be built upon.
  - d. Existing contours at intervals of not more than ten feet (10') and proposed contours at intervals of not more than five feet (5') for slopes greater than eight percent (8%) within the distributed area, or for slopes in a disturbed area greater than ten-thousand (10,000) square feet. The Planning Board may require closer contour intervals depending on the nature of the project.
  - e. The size, shape and location of existing and proposed structures.
  - f. The location and dimensions of parking areas, loading and unloading facilities and points of ingress and egress of vehicles to and from the site to public streets.
  - g. Location of all existing and proposed easements and rights-of-way.
  - h. Location and dimension of pedestrian access ways.
  - i. Location and size of existing and proposed water and sewer mains, culverts and storm drains.
  - j. Location of outdoor lighting.
  - k. Location of natural features such as water courses, marshes, rock outcroppings and stands of trees.
  - l. Landscape Plan showing location and type of planting and screening.
  - m. Location and size of signs and advertising features.
  - n. Any other provisions contained in Chapter V, Subdivision, whenever applicable as determined by the Planning Board.
- 1.2 Applicable fees shall be paid.
- 1.3 Compliance with applicable district zoning criteria confirmed.
- 2.0 A narrative, with supporting data, shall be required to address the environmental suitability of the chosen site to support the proposed development. This may require the use of appropriate qualified professional(s). This narrative shall address the standards as listed in Section D.

**SITE REVIEW CHECK LIST  
NEWCASTLE LAND USE ORDINANCE**

**PERFORMANCE STANDARDS (Chapter III, D., pages 30-34)**

1. A Site Plan application shall be approved, unless the Planning Board makes a written finding that the applicant is not able to meet one or more of these standards. In all instances, the burden of proof shall be the applicant and such burden of proof shall include the production of evidence necessary to complete the application.
  - a. The provisions for vehicular loading and unloading and parking and for vehicular and pedestrian circulation on the site and onto adjacent public streets and ways will create no hazards to safety.
  - b. The location or height of proposed structures and the proposed uses thereof will not be detrimental to other public or private development in the neighborhood.
  - c. The provision for on-site landscaping provides adequate protection to neighboring properties from detrimental features of development.
  - d. The proposed use will not impose undue burdens so as to exceed the capacity of the sewers, sanitary and storm drains, water, solid waste, fire protection or other publicly owned drainage systems.
  - e. The Site Plan provides sufficient information to show that storm water will be adequately drained from the site with no adverse impact on other property or publicly owned drainage systems.
  - f. Soil erosion and all other adverse impacts on the soil ground water and surface water shall be prevented. Ground water shall not be adversely impacted in quality or quantity.
  - g. The provisions for exterior lighting do not create hazards to motorists traveling on adjacent public streets and are adequate for the safety of occupants or users of the site and such provisions will not damage the value and diminish the usability of adjacent properties.
  - h. An applicant has provided evidence of adequate financial capability to complete the development as planned.
  - i. The proposed development will not create safety hazards and will provide adequate access for emergency vehicles to the site and to all buildings on the site.
  - j. The proposed development will not adversely affect the use and enjoyment of abutting property as a result of noise, vibrations, fumes, odor, dust, glare or other causes

Attention is called to Chapter III, F, General Provisions paragraphs 1-5. The Planning Board shall consider the filling of a Performance Bond by the applicant.