

Town of Windsor, Maine Planning Board | Site Plan Review Ordinance

Site Plan Review Application, Fees, Disposition, Planning Board Checklist and Actions Ordered

Introduction: The Town of Windsor, Maine has enacted a *Site Plan Review Ordinance* to establish minimum standards and municipal procedures intended to regulate certain new developments, expansions to or changes in use of existing facilities or structures. **This ordinance includes ALL mineral extractions.** Applicants are encouraged to obtain a copy of the *Ordinance* to familiarize themselves with all provisions.

The contents of this *Application* are comprehensive and intended to provide a record of progress by all parties in the review process and eventual disposition. A “Review Checklist and Actions Ordered” is incorporated in the contents of the Application. **NOTE: “Utility Scale Solar Energy Facilities” are not part of this Ordinance and Application but require action using a separate document.**

Instructions: Anyone subject to the provisions of the Town of Windsor’s *Site Plan Review Ordinance* is required to complete those parts of this *Application* appropriate to the nature of the planned work. As the review is undertaken by the Planning Board and its cohorts, additional information may be requested to ensure the process is fair and complete. Applicants are reminded to complete the Signature and Document Designation Bloc on page 4 of the Application. A facsimile of the signature for documents submitted electronically is acceptable.

Applicants may obtain or print a paper copy of the *Application* and make entries by hand. Those able to access the Microsoft Word document may complete the information electronically, save the file, and send a copy to the Town of Windsor (planning.board@windsor.maine.gov) or post a paper copy to the Town of Windsor, PO Box 179, Windsor, ME 04363-0179. Make entries at and to the right of the “>” symbol.

What is this project for?

One – Applicant, Owner, Agent, Operator Information

1.1. Applicant Name, Address, and Contact Information:

Applicant Name (please enter below)

>

PO Box Number and Road Street City/Town State ZIP Code

>

Telephone Number(s) E-mail Address(es)

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1.1a. Check the box ☐ if the Applicant and Property Owner are the same and move to 1.3.

1.2. Property Owner Name, Address, and Contact Information:

Property Owner Name (please enter below)

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PO Box Number and Road Street City/Town State ZIP Code

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Telephone Number(s) E-mail Address(es)

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1.3. Authorized Agent Name, Address, and Contact Information.

1.3a. Check the box ☐ if the Applicant and Authorized Agent are the same and move to 1.4.

Authorized Agent Name (please enter below)

>

PO Box Number and Road Street City/Town State ZIP Code

>

Telephone Number(s) E-mail Address(es)

>

1.4. Entity Name and Address to which all correspondence should be sent.

1.4a. ☐ Check the box if all correspondence should be sent to the Applicant (1.1 on p. 1) and move to 1.5.

Correspondent Name (please enter below)

>

PO Box Number and Road Street City/Town State ZIP Code

>

Telephone Number(s) E-mail Address(es)

>

1.5. Will the “Operator” of the completed project be an entity other than the Property Owner or the Applicant? Please check one response. > ☐ “Yes” > ☐ “No” If “Yes,” continue with 1.5a. If “No,” go to 1.6.

1.5a. If “Yes,” enter the Operator Name, Address, and Contact Information.

Operator Name (please enter below)

>

PO Box Number and Road Street City/Town State ZIP Code

>

Telephone Number(s) E-mail Address(es)

>

1.6. In the space below identify other parties involved in the project or work, including any legal interest each may have. The description of legal interest may be “ownership,” “operation,” “option,” or “party to a purchase/sales contract,” as examples. If no other parties, enter “none.”

It may be more convenient to attach a copy of a descriptive document with redactions of financial amounts that may be contained. If providing such an attachment, identify it as a unique *Exhibit* and reference it here.

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Two – Data and Qualifications

2.1. Identify the Location of the property at which the work is planned.

a. County Registry of Deeds b. Windsor Tax Record c. Number and Street or Road Name

Book > _____ , Page > _____ Map > _____ , Lot(s) > _____ > _____

2.1a. What is the total size of the parcel described in 2.1 in acres? > _____ acres.

2.1b. What is the total size of the project or work in acres? > _____ acres.

2.2. Is any portion of the land associated with the project or work shown on a *Town of Windsor Shoreland Zoning Map*? Please check one response. > ____ “Yes” > ____ “No”

2.3. Is any portion of the land associated with the project or work shown on a *FEMA Flood Insurance Rate Map*? Please check one response. > ____ “Yes” > ____ “No”

2.4. Is any portion of the land associated with the project or work within five hundred (500) feet of a municipal boundary? Please check one response. > ____ “Yes” > ____ “No”

2.4a. If “Yes,” what is the name of the municipality? > _____.

2.5. Attach a copy of an “Existing Conditions Site Plan” prepared by a licensed design professional showing the following content or elements and a “Current Aerial Photograph” of the site and immediate area. The Plan should contain at least the following elements. *Please see Ordinance Article III, A, 3a through 3c.*

1. Show preparation date of the Existing Plan. 2. Note the scale used on the drawing. 3. Show True or Magnetic North Arrow. 4. List the preparer’s name.	1. Show land boundaries including lot lines. 2. Depict the total acreage. 3. Indicate existing structures on the property as well as physical features of the land.	1. Show abutting properties, buildings, and roads.
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2.6. Attach a copy of a “Plan of Proposed Development” prepared by a licensed design professional showing the following content or elements. *Please see Ordinance Article III, A, 4a through 4c.*

1. Show preparation date of the Proposed Plan. 2. Note the scale used on the drawing. 3. Show True or Magnetic North Arrow. 4. List the preparer’s name.	1. Show buildings and structures on the property with sizes, areas, dimensions, as well as physical features of the land.	1. Provide project phasing and a schedule of how the work will proceed.
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2.7. WAIVER REQUEST. In the space below or in an attachment, the Applicant may request a waiver to submit documentation that is normally part of the Application process. The Applicant may also request the Planning Board waive the imposition of project performance guarantees that would normally be part of the Application process.

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2.8. Will the proposed project or work require permits from other governmental bodies? Please check all appropriate boxes or provide attachment(s), noting as unique *Exhibit(s)*, if more convenient.

☐ MDOT ☐ MSFM ☐ MDEP ☐ US Army Corps of Engineers

☐ Other> _____ ☐ No other permits are required to support the project or work.

2.9. Does this project or work require expansion, extension, or improvement of any State or Town public infrastructure? Check all appropriate boxes and offer supporting comments.

☐ State or Town Roads including Road Drainage ☐ Fire or First Responder

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2.10. Describe the disposal method for any generated solid waste, including hazardous, special, or universal.

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2.11. What measures for security and fire protection will be put in place (a) during construction and (b) when beginning normal operations?

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2.12. This item/entry is not identified at this time.

Submitter Signature and Document Designation Block

Applicant/Agent Signature and > _____	Date > _____	Check one box ☐ Original (First) Submission ☐ Revised Submission
Signatory's Name Printed > _____		

The Application Fee is payable with the Original (First) Submission. Payment of the Application Fee is waived for subsequent revised submissions. Other Plan review fees may be ordered and assessed as the process proceeds.

Three – Application and Review Fees

3.1. The Site Plan Application Fee is fifty dollars (\$50.00).

3.2. During the Site Plan review process, the Planning Board may determine the need to schedule additional work or collect data and assess Plan Review Fees. The need for subsequent fee assessment(s) will be communicated to the Applicant as these become known. Prompt payment of subsequent review fees will allow the review process to move ahead in a timely fashion. Please check one entry below.

3.2(a). ☐ No additional Plan Review Fees were assessed.

3.2(b). ☐ The following Plan Review Fees were assessed showing detail(s) and amount(s).

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Four – Checklist and Actions Ordered and Taken

4.1. The Site Plan Application was received by the Town of Windsor on > _____.

4.2. Entries in the Application were reviewed by > _____ with the following comments:

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4.3. The Planning Board reviewed the Application and associated submission(s) and determined:

4.3(a). ☐ no need to schedule and conduct a Public Hearing on the matter.

4.3(b). ☐ a need to schedule and conduct a Public Hearing on the matter, the date, time, and location of the meeting follows.

> _____.

4.4. The Planning Board review resulted in the following Actions Ordered.

> _____.

4.5. Upon successful completion of the review process, it was determined that:

4.5(a). ☐ The Application was DENIED.

4.5(b). ☐ The Application was APPROVED as submitted with NO Comments or Revisions.

4.5 (c). ☐ The Application was APPROVED with the following Comments:

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The Disposition Sheet has been annotated to reflect the Planning Board's determination in the matter. Any Findings of Fact entered on the Disposition Sheet reflect the judgement of the signatories.

Five – Disposition

5.1. Decision of the Planning Board in the Matter.

The Planning Board received and reviewed the Applicant's materials supporting work described by a site plan, and based on the Findings of Fact the Planning Board: ☐ denied a permit for the work to proceed; or ☐ approved a permit for the work to proceed. NOTE: Details associated with conditional approvals shall be plainly presented in the Findings of Fact. Signature _____ Date _____ Signature _____ Date _____ Signature _____ Date _____ Signature _____ Date _____ Signature _____ Date _____	Findings of Fact >
This photocopied page, countersigned by a Windsor Town Official showing the above citation and imprinted with the Town Seal, is sufficient to demonstrate compliance with the Ordinance and allow project work to move forward. Signature _____ Title _____ Date _____ Imprint of Town Seal Disposition of Town of Windsor Site Plan Application	

Applicants are reminded that decisions of the Planning Board may be challenged by filing a motion with the Windsor Board of Appeals.