



Town of Hampden

106 Western Ave.
Hampden, ME 04444

207-862-4500

www.hampdenmaine.gov
planner@hampdenmaine.gov

Application for Site Plan Review

Applicant Name of Applicant (primary contact): _____
 Company: _____
 Address: _____
 Phone: _____ Cell: _____
 Email Address: _____

Owner Name of Owner: _____
 Address: _____
 Daytime phone: _____

Information about the Proposal Check one (see Zoning Ordinance §4.1): Minor Revision Minor Site Plan Major Site Plan
 Does the project require a: Conditional Use Approval: Yes No Variance: Yes No (Explain in narrative)
 Check all that apply: DEP SLOD DEP NRPA DEP Stormwater DOT Driveway Permit DOT Traffic Permit
 Is the project within the watershed of Shaw Brook or Sucker Brook? Yes No

Information about the Proposal Location of Property: _____
 Assessor's Tax Map/Parcel Number: _____ Acreage: _____
 Zoning district: _____ Is there Shoreland Zoning on the site? Yes No
 Existing use of the property: _____
 Proposed use (check applicable category and write in specific use from Use Table, §3.1.3 of the Zoning Ordinance):
 Agricultural/Recreational Residential Educational Medical
 Utility/Government Institutional Commercial/Office Industrial
 Specific use or uses (line item from Use Table): _____

Square footage of new construction or addition: _____ Number of units: _____

Signatures Applicant's signature: _____
 Owner's signature: _____
 (or proof that owner has given applicant all rights to submit the application)
 Date of application submittal: _____

Signatures certify that all information in the application package is true and correct, and that all site improvements will be constructed in accordance with approved plans. Failure to do so will require corrective action by the applicant/owner that may include obtaining additional approval from the Planning Board or removal of nonconforming site improvements or structures.

Official Use Only

Application Fee:	\$ _____	Date Paid:	_____	Check #:	_____
Draw Account Deposit:	\$ _____	Date Paid:	_____	Check #:	_____
Draw Account Number:	_____				
Date of Meeting or Public Hearing:	_____				
Date of Decision:	_____	Expiration Date:	_____		

Date Received Stamp

Instructions and Additional Information

Meeting Schedule & Application Deadlines: The Planning Board meeting schedule is available at the Community & Economic Development (CED) office in the Town Offices, 106 Western Ave, Hampden. It is also posted on the town's web site: hampdenmaine.gov, look under Town Officials, Town Boards and Committees, Planning Board. Note that all major site plan applications require a public hearing. Minor site plans will be scheduled for review by the Staff Review Committee on an as-needed basis.

Fee: Please refer to the Fees Ordinance, available online at hampdenmaine.gov, look under Ordinances and Policies. Note that some applications will require payment of a deposit into an escrow (or "draw") account to be used for engineering review. Any funds left in the draw account after completion of the project will be returned to the applicant. Note also that major site plan applicants are responsible for paying the cost for the public hearing notification; staff will work with you on this cost after you submit the application, but the application fee and escrow deposit must be submitted with the application.

The **Zoning Ordinance** is available online at www.hampdenmaine.gov, look under Ordinances and Policies.

Section 4.1 of the Zoning Ordinance provides all the information you need on site plan applications. Section 4.1.5 lists the submission requirements and section 4.1.6 lists the approval standards. *It is your responsibility to provide sufficient information to the Planning Board to show that your application meets each of those standards listed.*

Multi-level review: Hampden has three different levels of site plan review, and which one applies to you depends on what you are doing. For details, please see section 4.1.3 of the Zoning Ordinance. In general, all new development requires major site plan review, entailing a public hearing with the Planning Board. Some types of expansions to a site can be processed with a minor site plan, which is reviewed and approved by a Staff Review Committee at a public meeting. Minor revisions to approved site plans can be approved by the Code Enforcement Officer.

Submission requirements: What you need to submit differs depending on what level of site plan review is applicable to your proposal: minor revision, minor site plan, or major site plan. Please refer to section 4.1.5 of the Zoning Ordinance for detailed information on what you need to submit. All applications require a narrative describing the proposal.

Acronyms (for state permits):

DEP is the Department of Environmental Protection and DOT is the Department of Transportation

DEP SLOD - Site Location of Development, a.k.a the "Site Law"; M.R.S.A. Title 38, Chapter 3, §§481-490. This program regulates developments that may have a substantial impact on the environment, as provided in law. Examples: large subdivisions, structures, 20 acre plus developments, and metallic mineral mining operations.

DEP NRPA - Natural Resources Protection Act; M.R.S.A. Title 38, Chapter 3, §§480A-480Z. This program regulates activities in, on, over or adjacent to natural resources such as lakes, wetlands, streams/rivers, fragile mountain areas, and sand dune systems.

DEP Stormwater - "Chapter 500"; M.R.S.A. Title 38, Chapter 3, §420D (stormwater management) and §420C (erosion and sedimentation control). DEP's stormwater laws and regulations work toward protecting and restoring surface water and groundwater impacted by stormwater flows.

DOT Driveway Permit - Anyone installing a driveway or entrance, or changing the use of a property with an existing driveway along a state highway must get a permit from DOT. Please note that if this applies to you, the Town cannot approve your site plan application until after you receive the DOT driveway permit - please plan accordingly!

DOT Traffic Permit - Any project which generates 100 or more passenger car equivalent trips during peak hour of traffic generation, must file a Traffic Movement Permit application with the Department of Transportation.

Questions? Call the Hampden CED office at 207-862-4500, or email jessica@hampdenmaine.gov.