



# Town of Hampden Land & Building Services

106 Western Ave.  
Hampden, ME 04444  
207-862-4500  
www.hampdenmaine.gov  
planner@hampdenmaine.gov

## Application for Site Plan Review

Name of Applicant (primary contact): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

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

Location of Property: \_\_\_\_\_

Assessor's Tax Map/Parcel Number: \_\_\_\_\_ Acreage: \_\_\_\_\_

Zoning district: \_\_\_\_\_ Is there Shoreland Zoning on the site?  Yes  No

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: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

Owner's signature : \_\_\_\_\_

(or proof that owner has given applicant all rights to submit the application)

Date of application submittal: \_\_\_\_\_

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 Land & Development Services office in the Town Offices, 106 Western Ave, Hampden. It is also posted on the town's web site: [hampdenmaine.gov](http://hampdenmaine.gov), look under Town Officials, Town Boards and Committees, Planning Board. All conditional use applications require a public hearing.

**Fee:** Please refer to the Fees Ordinance, available online at [hampdenmaine.gov](http://hampdenmaine.gov), look under Ordinances and Policies. All major site plans 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 that for major site plan applicants, you are responsible for paying the cost for the public hearing notification, which consists of an advertisement in the newspaper and a letter mailed to all abutters within 300 feet of the property. 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](http://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 case: 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.

### **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 Land & Development Services office at 207-862-4500, or email [planner@hampdenmaine.gov](mailto:planner@hampdenmaine.gov).