



LEVEL I: SITE ALTERATION APPLICATION AND GENERAL DOCUMENTS CHECKLIST

Submit each Tab as one PDF file and bookmark the items as noted below
Please confirm by electronically checking the boxes to the left

Tab 1 – General Application Documents

Checklist	Items to be Provided
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	PROJECT DESCRIPTION <ul style="list-style-type: none"> Cover Letter with detailed project description
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	COMPLETED CHECKLIST - LEVEL I: SITE ALTERATION
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	RIGHT, TITLE AND INTEREST <ul style="list-style-type: none"> Deeds, leases, or purchase and sales agreements
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	EVIDENCE OF STATE OR FEDERAL APPROVALS <ul style="list-style-type: none"> Permits or letters of non-jurisdiction, if applicable
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ZONING ASSESSMENT <ul style="list-style-type: none"> Table listing required and proposed uses and dimensional standards Zoning Analysis Table
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	EXISTING &/OR PROPOSED EASEMENTS OR COVENANTS, applicable <ul style="list-style-type: none"> Evidence of existing easements and any proposed easements
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	WAIVER REQUESTS <ul style="list-style-type: none"> Written request for waiver describing request and reason. Waiver Table
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	FINANCIAL CAPABILITY <ul style="list-style-type: none"> Letter or evidence from a financial institution or third party verifying financial capacity to undertake project

LEVEL I: SITE ALTERATION APPLICATION STANDARDS AND SUBMISSION CHECKLIST

Provide assessment of compliance with standards and include supplemental documentation, as applicable.

Submit each Tab as one PDF file and bookmark the items as noted below

Tab 2 - TRANSPORTATION

Check list	Assess/Provide/Document:						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">Plan</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	NA	Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Transportation Analysis and Traffic Impact (14-526 (a) 1)</p> <ul style="list-style-type: none"> • Provisions for pedestrian, bicycle, vehicle, and loading circulation and incremental volume of traffic impacts • Traffic Impact Study as detailed in Technical Manual, Section 1 (if applicable)
Yes	NA	Plan					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">Plan</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	NA	Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Access and Circulation (14-526 (a) 2 a)</p> <ul style="list-style-type: none"> • Access and internal circulation, addressing ADA access • Access and egress impacts on traffic flows • Description and use of drive-up features, if applicable
Yes	NA	Plan					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">Plan</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	NA	Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Loading and Servicing (14-526 (a) 2 b)</p> <ul style="list-style-type: none"> • Loading and servicing needs, route and travel way geometrics for deliveries • Turning templates for delivery vehicles, if applicable
Yes	NA	Plan					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">Plan</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	NA	Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Sidewalks (14-526 (a) 2 c)</p> <ul style="list-style-type: none"> • Sidewalks and condition along street frontages and internal walkways • Engineered details for ADA ramps and public sidewalk details meeting sidewalk materials policy and ADA ramp construction details as applicable (Technical Manual, Section 1)
Yes	NA	Plan					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">Plan</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	NA	Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Off-Street Parking: Vehicle & Motorcycle/Scooter (14-526 (a) 4 a and c)</p> <ul style="list-style-type: none"> • Expected parking demand, proposed parking supply, ADA parking, and applicable Zoning Requirements • Address Technical Manual standards (Section 1) for curb cut separation and parking lot layout and locate on site plan
Yes	NA	Plan					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">Plan</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	NA	Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Bicycle Parking (14-526 (a) 4 b)</p> <ul style="list-style-type: none"> • Address bicycle parking requirements and identify locations on-site • Construction details for bike racks (Technical Manual, Section 1)
Yes	NA	Plan					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">Plan</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	NA	Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Snow Storage (14-526 (a) 4 d)</p> <ul style="list-style-type: none"> • Management plan for snow removal and locate snow storage areas on plan
Yes	NA	Plan					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Tab 3 - ENVIRONMENTAL AND LANDSCAPE FEATURES			
Check list			Assess/Provide/Document:
Yes	NA	Plan	<p>Preservation of Significant Natural Features (14-526 (b) 1), if applicable</p> <ul style="list-style-type: none"> • Trees, plants, habitats listed on State or Federal list of endangered or threatened • High and moderate value waterfowl and wading habitat • Aquifers on Casco Bay Islands • Waterbodies (including wetlands, watercourses, significant vernal pools and floodplains) • Proposed preservation areas and protection measures • Documentation from environmental consultants, determinations from applicable state agencies <p>Landscaping and Landscape Preservation (14-526 (b) 2 a)</p> <ul style="list-style-type: none"> • Preservation of trees and preservation within required zoning setbacks (Technical Manual , Section 4) • Protection measures of existing vegetation during construction • Protection measures within Shoreland Zone, if applicable <p>Site Landscaping (14-526 (b) 2 b)</p> <ul style="list-style-type: none"> • Screening and buffering of service areas and between non-residential and residential uses • Planting plans with plant schedule and sizes (Technical Manual, Section 4) <p>Parking Lot Landscaping (14-526 (b) 2 b ii), if applicable</p> <ul style="list-style-type: none"> • Landscaped islands within parking areas (Technical Manual Standards, Section 4) <p>Street Trees (14-526 (b) 2 b iii)</p> <ul style="list-style-type: none"> • Existing Heritage or Feature Trees on site and measures to preserve • Identify street trees on the plan meeting the site plan and Technical Manual standards (Section 4) or identify alternative measures, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tab 4 - ENVIRONMENTAL AND STORMWATER			
Check list			Assess/Provide/Document:
Yes	NA	Plan	<p>Water Quality, Stormwater Management and Erosion Control (14-526 (b) 3 a)</p> <ul style="list-style-type: none"> • Stormwater report in compliance with Technical Manual (Section 5) and DEP Chapter 500 stormwater regulations (basic, general and flooding standards, as applicable) • Erosion control plan and measures • Evidence of compliance with Urban Impaired Stream Standards pursuant to DEP Chapter 500 stormwater, as applicable • Subsurface sanitary sewage disposal and groundwater protection, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Tab 5 - PUBLIC INFRASTRUCTURE AND SAFETY			
Check list		Assess/Provide/Document:	
Yes	NA	Plan	Consistency with City Master Plans (14-526 (c) 1) <ul style="list-style-type: none"> Identify consistency with master plans Proposed easements, rights and improvements to connect or continue off-premises public infrastructure, as applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tab 6 - SITE DESIGN			
Check list		Assess/Provide/Document:	
Yes	NA	Plan	Historic Resources (14-526 (d) 5), if applicable <ul style="list-style-type: none"> Identify developments within Historic Districts or affecting Designated Landmarks Certificate of Appropriateness or other evidence Identify Developments within 100 feet of Historic Districts or affecting Designated Landmarks. Advisory HP review may be required Address preservation and documentation of Archaeological Resources
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	Exterior Lighting (14-526 (d) 6), if applicable <ul style="list-style-type: none"> Cut sheets of on-site light fixtures and any architectural or specialty lights (Technical Manual, Section 12) Engineer details for any lights proposed in street right-of-way (Technical Manual, Section 10)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	Signage and Wayfinding (14-526 (d) 8), if applicable <ul style="list-style-type: none"> Signage plan showing the location, dimensions, height and setback of all existing and proposed signs. Signs in Historic Districts are reviewed by Historic Preservation staff Proposed commercial and directional signage on site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	Zone Related Design Standards (14-526 (d) 5) <ul style="list-style-type: none"> Address Historic Preservation Design Review, if applicable Address any applicable design review standards by zone Submission requirements from Design Manual, page 1, addressing neighborhood context Description of exterior materials, color, finish, and samples
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tab 7 - Construction Management Plan			
Check list		Assess/Provide/Document:	
Yes	NA	Plan	Construction Management <ul style="list-style-type: none"> Construction Management Document (use template) and Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Level I: Site Alteration Plan Checklist

Please upload the following drawings with the listed details into e-Plan

RECENT BOUNDARY SURVEY (stamped by Maine Licensed Surveyor)

Must be in compliance with Technical Manual, Section 13

SITE PLAN(S) (stamped by Maine Licensed Engineer) including:

- Site Plan(s)**
 - Existing Conditions:**
 - Locate existing structures
 - Approximate location of structures on abutting property
 - Topography
 - Locate water courses
 - Delineate wetlands
 - Zone lines

 - Proposed Site Alteration Plan:**
 - Locate existing and proposed paved areas, if applicable.
 - Location, area, and limits of the proposed site disturbance or alteration.

 - Transportation Standards**
 - Identify existing and proposed curb and sidewalk. Show any proposed geometric modifications, if applicable
 - Engineered specifications and cross-sections for proposed driveways, sidewalks and paved areas, if applicable
 - Locate parking spaces and dimensions.
 - Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed.

 - Environmental Quality Standards**
 - Proposed protection measures for any significant natural features as defined in Section 14-526 (a)
 - Location and proposed alteration of a water course
 - Preservation or alteration of wetlands
 - Existing vegetation to be preserved and preservation measures
 - Proposed Landscaping and buffers
 - Proposed topography (grades)
 - Proposed stormwater management meeting Section 5 of the Technical Manual
 - Soil erosion control plan meeting Section 5 of the Technical Manual

 - Public Infrastructure and community safety.**
 - Location, and sizing of all existing and proposed utilities

□ **Site Design Standards**

- Proposed pier, dock, wharf or slope stabilization reconstruction in the Shoreland Zone if applicable.
- Identify historic resources and protection, if applicable.
- Location and photometrics for on-site lighting
- Signage and wayfinding signs
- Zoning related design standards, if applicable