



Town of Belgrade
990 Augusta Road
Belgrade, ME 04917

Phone: (207) 495-2258
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PLANNING BOARD PERMIT APPLICATION BELGRADE COMMERCIAL DEVELOPMENT REVIEW ORDINANCE

General Instructions

This permit application is **ONLY** for permits issued by the Belgrade Planning Board. Small projects or expansions may only require a permit from the Belgrade Code Enforcement Officer. These include:

1. Expansion of an existing non-residential building of less than 2,500 sq. ft. or an expansion of 35% of the original footprint, whichever is smaller;
2. A change of use of an existing non-residential use to a different non-residential use except where the new use will be industrial, retail or a restaurant, or another use that will increase traffic volume or store flammable, combustible or hazardous substances; and
3. The expansion of existing paved or other impervious surfaces to a maximum total footprint of 7,500 sq. ft. Impervious surfaces include the total area covered by buildings, parking, roads, driveways, walkways if constructed of asphalt, concrete or compacted gravel.

If your proposed project meets one of the above criteria, ask for a Code Enforcement Officer permit application form at the Town office or download from the Town website, submitting the completed application and necessary attachments to the Code Enforcement Officer.

All other proposed developments or changes of use require Planning Board approval and require this application to be completed and the required attachments and other supporting materials provided. These include renewal of a 5 year operating permit for existing gravel mining operations.

This application package includes the following:

- General instructions
- List of publicly available sources of required information and maps
- Application form
- List of attachments required of all applications and available sources of information and maps (*Note: additional attachments and submissions may be required depending on the specifics of your proposed development and site*)
- A checklist used by the CEO and Planning Board to determine if your application is complete

The key to navigating the Town permitting process successfully and in the shortest possible time is good planning of your project, choosing a suitable site and submitting a complete application.

The Planning Board recommends that you review the application form and the required supporting materials for your specific proposal and site, and schedule a pre-application meeting with the Code Enforcement to go over your proposal, identify possible pitfalls, and get answers to your questions. The Code Enforcement Officer, Gary Fuller, is available Thursday evenings at the Town office from 5PM to 7PM. The Planning Board may also be consulted by requesting a time slot on the Board's meeting agenda one week in advance of a scheduled meeting. The Planning Board meets on the first and third Thursday of the month from 7-9pm. Meetings are also listed on the calendar of events on Town's website.

Complete the attached application according to the directions provided as you proceed. Some questions you may not need to complete depending on what uses or development you are proposing. The character of your site, the size of your development and the degree it may impact neighbors, the Town or sensitive natural resources will also determine the amount of information required by the ordinance. The burden of proof to demonstrate that your development or change of use meets the performance standards of the ordinance rests with the applicant. Property owners within 500' of your property will be notified by mail of your proposal and permit application by the Code Enforcement Officer. Additional public notices may also be required depending on whether you plan to store, handle or use oil or hazardous substances, or are located on the boundary of another municipality.

Once an application has been determined to be complete, the Planning Board has 60 business days to make a decision to approve, approve with conditions or deny an application. The Board will issue its decision in the form of Findings of Fact and Law, which will include any conditions placed on your permit. All permits are issued with two standard conditions. The first states that your approval is only for that for which you specifically applied. Future changes or expansions require you to submit a permit amendment. The second, states that you are responsible for complying with all the standards of the ordinance unless you requested and received a waiver from the Board for specific standards.

Submit the following as part of your permit application to: Code Enforcement Officer, Town of Belgrade, 990 Augusta Rd., Belgrade, Maine 04917

1. One (1) 24"x36" to-scale site plan with detail drawings
2. Eight (8) copies of the completed application form, required attachments, and to-scale plan drawings reduced to fit on 11" x 17" pages.

3. A non-refundable processing fee is required to be paid at the time of application submission. The application fees established by the Board of Selectmen are as follows:
 - Applications involving only land and no structures (e.g. mining) - \$50.00
 - All other applications - \$100.00

TOWN OF BELGRADE

COMMERCIAL DEVELOPMENT REVIEW ORDINANCE PERMIT APPLICATION

Return fully completed application with required attachments to:
Code Enforcement Officer, Town of Belgrade, 990 Augusta Rd., Belgrade, Maine 04917

To be completed by Town Code Enforcement Officer upon application receipt:

Project Name: _____ Date _____

Received: _____ Application Number : _____

Check One: CEO permit _____ Planning Board permit _____

Application Fee \$ _____ Date paid: _____

Technical Review Fee \$ _____ (if applicable) Date Paid _____

Applicant Information

1. Proposed name of development or new use: _____

2. Property owner:

Name: _____

Address: _____

Telephone No.: _____

Email: _____

3. Applicant:

☐ Same as property owner (go to question 5)

Name: _____

Address: _____

Telephone No.: _____

Email: _____

4. Applicant representing self? ____ Yes (go to 6) ____ No (complete 5)

5. Applicant's authorized agent (must provide authorization letter from applicant):

Name: _____

Address: _____

Telephone: _____

Email: _____

6. Person to receive all communications regarding this application:

7. What legal interest does the applicant have in the property for which a permit is requested (ownership, option, purchase and sales contract, lease, etc.)?

Note: Must provide documentation of title, right and interest with this application

Does the deed contain any deed restrictions or covenants? ____ Yes ____ No

If "yes", please list:

Land and Location Information:

8. Location of the property being developed or for which permit is requested:

Belgrade Tax Map _____ Lot(s) _____

9. Street(s) on which the development or proposed use is located:

10. Total acreage of the parcel(s): _____ acres

11. Existing conditions on parcel:

Structures (no./dimensions/uses): _____

Other existing uses of land: _____

12. Is any portion of the property within a shoreland zone, as depicted on Town of Belgrade Shoreland Zoning Map? ____Yes ____No

13. Is any portion of the property within a special flood hazard area, as depicted on Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps? ____Yes ____No

14. Is the property part of an approved subdivision? ____Yes ____No

Note: If applicable, provide copies Shoreland Zoning, Subdivision and Flood Plain Ordinance approvals as attachments to application

15. Is the property to be developed located within 500 feet of a municipal boundary?
____Yes ____No
If yes, which municipality? _____

Note: If within 500' of a town boundary, the other municipality will be notified of this application.

Proposed Development/ Land Use Application Overview:

16. Provide a brief description of the development or proposal (size and number of structures, proposed uses, etc.)

17. Are any waivers of the application submission requirements or ordinance performance standards being requested with this submission? ____Yes ____No.

If yes, please list each here and attach as part of this application a detailed written request and justification for each submission or standard to which a waiver is required:

18. Application Fee required to be submitted: Amount attached \$ _____

If required by the Planning Board, the Technical Review Fee¹ required: Amount attached \$ _____

19. Does this development or change of use propose or require extension or expansion of any of the following public infrastructure? ____ Yes ____ No

If yes, check all that apply.

____ Roads ____ Storm Drains ____ Sidewalks
____ Other (please specify) _____

20. Provide an estimate of cost of the proposed development: \$ _____

21. Provide anticipated start and completion construction dates:

Start date _____ Completion date _____

22. Will any portion of the land parcel or a structure be dedicated to a public use?

____ Yes ____ No If yes, describe:

23. Identify method of water supply:

____ On-site ground water well
____ Other, (please specify) _____

Is water supply to be used for fire suppression?

____ Yes ____ No

What other water uses will the project include? Please specify.

¹ The Technical Review fee is a fee paid into an escrow account to cover the cost of the Planning Board hiring a technical consultant to assist it with its review of application submissions. This fee is only required when needed and at the discretion of the Planning Board.

What is the projected total water demand of the development or use?

☐ Less than 2,000 gallons per day

☐ 2,000 gallons per day or more

Will the water supply meet the State definition of a public drinking water supply system? ☐ Yes ☐ No. If yes, will it be a transient, community or non-transient non-community water system (specify): _____

Note: If a community or non-transient non-community drinking water system, attach to application a copy of your Maine Drinking Water Program approved source water protection plan.

Is water supply adequate for proposed uses and projected demand?

☐ Yes ☐ No.

Note: Provide evidence to support (e.g. letter from local well driller or geologist on anticipated well yields)

24. Identify method of sewage disposal for the proposed development or use.

☐ Individual subsurface disposal system (e.g. septic system)

☐ Central on-site disposal

☐ Other, please state _____

25. What Federal or State government permits or approvals are required by this proposed development or use?

Maine Department of Transportation ☐ Yes ☐ No.

If yes, permit type(s): _____

Did MDOT require a Traffic Movement Permit? ☐ Yes ☐ No

Note: If vehicle access is to a State highway or the Castle Island Road, attach a copy of the MDOT Entrance or Access Permit. If MDOT requires a Traffic Movement Permit, the associated traffic engineering study or plan is to be provided as part of this application.

Maine State Fire Marshal ☐ Yes ☐ No. If yes, permit type: _____

Maine Dept. of Environmental Protection ____Yes ____No
If yes, permit type(s):_____

Maine DHHS Drinking Water Program approval of a public drinking water system?
____Yes ____No

US Army Corps of Engineers ____Yes ____No. If yes, permit
type:_____

Other: ____Yes ____No
If yes, specify permit type :_____

26. Are you applying exclusively for approval to mine an existing sand and gravel pit for
the next 5 years? ____Yes ____No

If “yes”, skip to question 63

If “not”, proceed to question 27.

**Information Needed to Assess Compliance with General Development
Standards:**

27. How will development or proposed use control emissions of dust, ash, smoke,
particulate matter or other air pollutants? _____

Does proposal meet applicable Federal and State air quality regulatory
requirements? ____Yes ____No

Note: Documentation that the development or land use meets Federal and State air
quality regulatory requirements will be sufficient to demonstrate proposal meets
ordinance’s air quality standard.

28. Estimated peak daily vehicle traffic to be generated: _____

Estimated peak hourly traffic volume: _____

How were these figures estimated? Explain or cite methodology used.

29. How many vehicle access points are to be provided from a road? _____

What is the posted speed limit of the road from which vehicles access the proposed development or use? _____ mph

30. Name(s) of contractor(s) responsible for earth work or any soil disturbance and their respective Maine Dept. of Environmental Protection Basic and Advanced Erosion Control Certification No. :

31. Is a site or structure located on the parcel listed on the National Register of Historic Places? ____ Yes ____ No

If yes, provide name and describe: _____

How will impact on above historical site/structure be prevented or mitigated?

Are any archeological sites identified by the Maine State Historic Preservation Commission present on the parcel?

____ Yes ____ No. If yes, provide name and description:

How will impact on above archeological site(s) be prevented or mitigated?

32. Will equipment, machinery, inventory, parts, salvage, waste collection containers, dumpsters or other materials associated with the proposed use be stored outdoors?

____ Yes ____ No

If yes, please describe the types of items to be stored outside and what measures will be taken to prevent children from accessing.

How will dumpster(s) be screened from view from neighbors and public roads?

33. Does any portion of the parcel include critical natural areas or significant wildlife habitat, including deer wintering areas, as identified and mapped by the Maine Beginning with Habitat Program? ____ Yes ____ No

Note: Show areas on site plan or provide copy of Beginning with Habitat maps with parcel boundaries indicated as attachment to application.

If yes, describe how impact to those areas and habitats will be avoided or mitigated consistent with recommendations from IFW and Critical Areas Program:

Note:

The Natural Areas Program in the Maine Dept. of Agriculture, Forestry and Conservation offers technical reviews and advice on critical plant communities to developers. See following for more information:

<http://www.maine.gov/dacf/mnap/assistance/review.htm>

If the parcel includes critical natural areas or significant wildlife habitat, contact the Critical Natural Areas Program and/or Maine IF&W regional biologist for written mitigation recommendations for inclusion in your application at time of its submission. Not including will delay review of your application until such time as the Planning Board is able to contact these State agencies and obtain

recommendations.

34. If parcel includes wetlands identified on the National Wetlands Inventory Map, describe how impact to the wetlands will be avoided or mitigated?

Note: Show wetland areas on site plan or provide copy of wetland map with parcel boundaries indicated as attachment to application.

35. Is development or change of use located on a hilltop or the lake shore? ____Yes
____No

Note: If “yes”, the Planning Board may require a visual impact assessment to provide evidence that the proposal will not significantly impact the quality of Belgrade’s scenic resources in accordance with Article 6, Section 6A.

36. Other than from safety signals and other emergency warning devices, will maximum noise levels produced by the proposed use exceed 60 decibels between 7am and 9:30pm, or 45 decibels between 9:30pm to 7am, at the property lines or the lake shore? ____Yes ____No

Will these noise standards be exceeded at any time during the course of a single day for more than 15 minutes? ____Yes ____No

Identify which activities are likely to generate sound in excess of the above standards. Please list and describe:

What noise monitoring, suppression and mitigation/buffering measures are proposed ? Please describe:

Note: The Planning Board may require as a condition of approval noise monitoring to ensure compliance with the ordinance's noise standards

37. Will outdoor development construction activities be conducted between the hours of 9:30pm and 7:00am? ____ Yes ____ No

Are residential uses present on abutting land parcels? ____ Yes ____ No. If yes to both, what noise suppression measures will be implemented? List and describe:

38. Provide the number, design, location and illumination intensity of outdoor lighting fixtures: _____

Will light illumination from the development or use beyond any property line exceed 0.5 foot candles?

____ Yes ____ No

Note: If yes, attach a lighting plan to reduce errant lighting onto abutting properties to meet this standard.

Note: The Town may require monitoring of illumination levels following development to determine compliance with the ordinance's lighting standard.

39. Describe off-street parking to be provided for the development/use, including number of general use parking spaces, handicapped spaces and over size vehicle spaces to be provided:

How often and where will delivery trucks be unloaded and loaded?

Will vehicles loading/unloading protrude into a public road?

____ Yes ____ No

Will delivery vehicles need to back into unloading/loading areas from public road?

____ Yes ____ No

How many loading bays will be provided as part of off-street parking:

40. Describe measures to be provided for security and fire protection for the proposed development or use.

Is the footprint of any building greater than 10,000 sq. ft.? ____ Yes ____ No

If yes, describe access to be provided to all sides of the building for emergency vehicles: _____

Will development or use exceed the capabilities of the Belgrade Fire Department?

____ Yes ____ No

Note: Provide a written statement from the Belgrade Fire Chief regarding whether development or use will exceed the capabilities of the Town Fire Department with any recommendations for additional fire protection improvements. If special training or equipment is required by Fire Department because of the use or storage of toxic or flammable materials or other reasons, the developer/owner is responsible for this cost to the Town.

Will development or use depend upon the Kennebec County Sheriff's Department for security services? ____ Yes ____ No

Note: If yes, provide letter from Kennebec County Sheriff that Sheriff is able to provide requested security services.

41. Is the proposed development or use located within a "Village District" as shown in the Belgrade 2014 Comprehensive Plan land use district map (available at Town office): ____ Yes ____ No

Note: Vegetative screening and sign standards differ in the Village District from

elsewhere in Belgrade.

42. Describe vegetative screening to be provided and maintained along all public roads (e.g. depth, length, vegetation composition) (also show on site plan):

43. Describe vegetative screening to be provided and maintained along property line with abutting residential properties (e.g. depth, length, vegetation composition) (also show on site plan):

44. Provide number, size (sq ft), location, anchoring and height off ground level of each proposed advertising or informational sign (also show location on site plan):

45. Will any exterior signs be illuminated? ____Yes ____No

If yes, will sign(s) be externally or internally illuminated: ____Exterior lighting
____Internal lighting

Describe shielding to be provided to illuminated signs: _____

Provide hours of operation for illuminated signs: _____

Will sign illumination be brighter than 50 foot candles as measured 100 feet from the sign? ____Yes ____No

Note: The Planning Board may require monitoring illumination brightness as condition of approval

46. Is any sign to be an electronically (digitally) changeable sign? ☐ Yes ☐ No

If yes, provide the minimum time duration a message will be displayed before changing to the next message:

47. Describe solid waste to be generated, including types of waste:

Estimated volume per year to be generated (cu. yd/year): _____

Method/location of disposal for solid waste: _____

48. Will oil, petroleum or propane be stored or handled on-site (other than during project construction, a heating oil tank smaller than 330 gallons or a propane tank 200 gallons or smaller) ?

☐ Yes ☐ No

If yes, describe types and volumes of products:

How will be stored on-site? Check all that apply. ☐ Underground tanks ☐ Above ground tanks ☐ Drums ☐ Other

(describe): _____

Which State or Federal permits, registrations, notifications or approvals are required to store or handle oil, petroleum or propane associated with this proposal?

If an underground oil storage facility is proposed, provide the Maine DEP registration number: _____

If a Maine State Fire Marshal permit is required for construction of above ground oil storage tank(s), provide permit number: _____

Is a U.S. Environmental Protection Agency Spill Prevention Control and Countermeasure (SPCC) Plan required? ____ Yes ____ No

Note: If yes, attach copy of current SPCC plan to application.

List all other applicable license, permit or registration numbers for oil, petroleum or propane storage, including but not limited to Maine Fuel Board:

49. Will hazardous substances be stored on-site or used? ____ Yes ____ No

If yes, specify types and quantities:

50. Will hazardous, special or universal wastes (including waste oil and waste antifreeze) be generated by the project or use?
____ Yes ____ No. If yes, provide the following information.

Describe type, characteristics and estimated quantity of waste:

How will these wastes be properly stored and handled on-site?

How/where will these wastes be disposed? Describe:

Which State or Federal permits, registrations, notifications or approvals are required to generate, store, handle or dispose of these wastes? List all applicable and provide license, permit or registrations numbers:

51. If you answered "yes" to any of questions 48-50, provide the following information:

Will any portion of your development or use be located on a significant sand and gravel aquifer as mapped by the Maine Geological Survey? ____Yes ____No.

Note: Show the location of the proposed development or use on a Maine Geological Survey Significant Sand and Gravel Aquifer map. Attach to this application.

Will any portion of your project or use be within 300 feet of a private drinking water well, 1,000 feet of a public drinking water supply well, or within the source water protection area of a public drinking well as mapped by the Maine Drinking Water Program? ____Yes ____No

Note: If the development or proposed use will involve the production, use, handling or storage of hazardous substances, oil or petroleum (not propane), and is located on a Significant Sand and Gravel Aquifer or within the source water protection area of a public drinking water system, within 1000' of a public well, or within 300' of a private well, the application must include written documentation from the Maine Dept. of Environmental Protection that the development or use will comply with agency regulations, Chapters 692 and 700, in the form of a variance from those rules or a letter indicating the prohibitions on location over aquifers or near public and private drinking water supplies does not apply

52. Will the proposed activity discharge pollutants to any surface waterbodies or ground water, including by way of subsurface waste water disposal system? ____Yes ____No

If yes, describe discharge and its physical, chemical and biological characteristics:

Note: If a subsurface waste water discharge system (e.g. septic system) is proposed, show location on the site plan and provide a copy of the Maine Department of Health and Human Services HHE-200 form prepared and signed by a Maine licensed Soil Site Evaluator, including a map of the location of all soil test pits, and any permit from the Maine Department of Environmental Protection or the Dept. of Health and Human Services Plumbing Program.

53. Will any ground water discharge result in any ground water quality measure exceed one-half of a Federal primary drinking water standard or State maximum exposure drinking water guideline? ____Yes ____No

Will ground water exceed any Federal secondary drinking water standard?
____Yes ____No

54. Will ground water withdrawal, including for a drinking water supply or alterations to site surface water recharge characteristics lower the ground water table beyond the property line? ____Yes ____No

Note: If ground water withdrawal is projected to exceed 2,000 gallons per day, a written assessment is required of the impact on ground water quality and quantity to be prepared by a Maine certified geologist or registered professional engineer with experience in ground water. This assessment must meet the requirements of Article 6, Section 15.A.2. Provide copy of ground water assessment as part of this application.

55. Provide the total area (sq. feet) of impervious area of the development or use, including but not limited to the footprint area of all structures, as well as paved and gravel parking, roads, walkways, etc. ____ sq. ft.

56. Provide the total square feet of disturbed area of the development or change of use: ____ sq. ft.. Disturbed area includes the total area cleared of native vegetation, covered with fill, stripped of soil, graded, excavated, or covered by structures, walkways, parking or outdoor storage.

57. How many linear feet of new road or driveway is proposed? ____ ft.

58. In which lake watershed(s) is the proposed development located? Please specify: _____

59. What is the allowed phosphorous export in pounds per acre as established by Article 6(B) of the ordinance's (see table of permitted phosphorous export)?
_____ pounds/acre

Note: If a development is located in the watershed of more than one lake, the lower phosphorous standard shall apply.

60. Has this development received a Stormwater Management Permit from the Maine Dept. of Environmental Protection under the Maine Stormwater Management Law? ____ Yes ____ No

If yes, provide a copy of this permit as part of this application. Receipt of this permit shall demonstrate that the development meets the phosphorous control standard of the ordinance.

Note: If your response to question 60 is "No", AND the development as proposed will exceed 15,000 sq. ft. of disturbed area, OR exceed 7,500 sq. ft. of impervious surfaces, OR will include more than 250 feet of new road or driveway; phosphorous export from the development must be controlled in accordance with the requirements of Article 6(B), including a stormwater and phosphorous control plan must be submitted as part of this application, with its control features shown on the site plan.

If the total disturbed area will exceed 30,000 sq. ft. OR the linear length of proposed roads or driveways exceed 350 ft., the stormwater and phosphorous control plan must be prepared and the control features designed by a Maine registered professional engineer in accordance with the Maine Dept. of Environmental Protection's manual *Phosphorous Control in Lake Watersheds: A Technical Guide for Evaluating New Development*, Sept. 1992 or as revised. The plan and stormwater/phosphorous control features on the site plan must be signed and stamped by the Maine professional engineer responsible for their design and development.

If the development includes 30,000 or less square feet of disturbed area AND 350 linear feet or less of new road or driveway, stormwater and phosphorous export may be controlled utilizing the ordinance's *Simplified Phosphorous Control Method*, relying upon vegetated buffers to infiltrate runoff and of dimensions prescribed in Article 6(B) of the ordinance.

61. Describe here or in your storm water and phosphorous control plan provisions for monitoring and inspection, maintenance and use restrictions for stormwater/phosphorous control measures, including buffer strips and infiltration systems:

62. Is the development or change of use to include (check applicable):

☐ New mineral extraction or a processing facility. Provide supplemental information requested by questions 64.

☐ Overnight accommodations (other than a bed and breakfast) Provide supplemental information requested by question 65.

☐ Bed and breakfast. Provide the supplemental information requested by question 66.

☐ Telecommunication tower. Provide supplemental information requested by question 67.

☐ Wind energy facility. Provide supplemental information requested by question 68.

63. For existing gravel, sand or other mining operations (only), seeking operating approval for an additional 5 years, provide the following information:

Will there be an increase in the number or footprint of on-site buildings?

☐ Yes ☐ No If "yes" describe and show on site plan:

Will there be an increase in the footprint area of impervious surfaces?

☐ Yes ☐ No If "yes", describe and show on site plan:

Will there be an increase in the volume of toxic, flammable, combustible or hazardous substances to be used or stored? ____Yes ____No If "yes" provide details of the materials and how they will be stored and used:

Is any change in existing stormwater or phosphorous control designs or vegetated infiltration buffers proposed? ____Yes ____No Describe in detail and show on site plan:

Will there be any changes to vegetative screening or buffers to neighbors or public roads? ____Yes ____No If "yes", show on site plan and describe in detail:

Will there be an addition of activities or changes in design which may increase noise levels? ____Yes ____No Describe new activities and changes:

Will rock crushing, a concrete plant, an asphalt batch plant or other mineral processing of be added in the next 5 years?
____Yes ____No

Note: If “yes”, a full application is required for Planning Board review and approval under Articles 4, 5 and 6 in addition to Article 7 of the ordinance.

Is a change of use proposed that will generate higher traffic to or from the site?
____ Yes ____ No If “yes”, describe: _____

Is there a proposed change in location or design of any infrastructure used by the general public, including but not limited to roads, sidewalks, street lights, driveway entrances, or parking areas? ____ Yes ____ No If “yes”, describe and show on site plan:

Note: If the Planning Board determines that proposed changes to an existing mining operation are significant, the Board may notify the public in accordance with the notification requirements of the ordinance and provide the public an opportunity to comment.

64. For new and existing mining operations, the following information is required in addition to a site plan:

Describe the proposed operating procedures and hours: _____

Provide detailed plans for reclamation of completed areas of excavation or mining (show on site plan and provide a narrative description): _____

Will a 50' vegetated buffer be maintained between any mining or processing operations and public roads and abutting property lines? ☐ Yes ☐ No

Note: Less than a 50' vegetated buffer from an abutter's property line is permitted only if a written agreement to that affect is reached with that landowner, and a copy is provided as part of the application.

What is the steepest side slope proposed in areas of active mining?
_____ (e.g. 2:1, 3:1, etc.)

Will unauthorized access to the mining operation be controlled? ☐ Yes
☐ No How?

Describe how dust and mud will be controlled on a minimum of the first 100' of the access driveway:

Are stationary petroleum storage tanks and an equipment fueling area proposed?

☐ Yes ☐ No

If "yes", will petroleum storage and fueling facilities be designed and operated in accordance with Maine DEP regulations for petroleum storage associated with aggregate mining operations (Chapter 378)? ☐ Yes ☐ No Please provide documentation of such or describe design and operating procedures, including spill prevention, reporting and clean-up. _____

65. If proposing an overnight accommodation, including a hotel, motel, rental cottages, or inn (but not a bed and breakfast), provide the following supplemental information in addition to that previously required elsewhere in this application:

Will this facility be located within a Village District as shown in the Belgrade 2014 Comprehensive Plan's land use map? ____Yes ____No

Will any portion of a building be closer than 50 feet to a property line?
____Yes ____No

Will each rental room be equipped with a hardwired smoke and carbon monoxide detector? ____Yes ____No

Note: Hotel, motel or cottage rentals with self-contained kitchen and bathrooms designed as house keeping accommodations are considered dwelling units and may be subject to review under the Belgrade Subdivision Ordinance.

66. If proposing a bed and breakfast facility for overnight accommodations, provide the following supplemental information in addition to that previously required elsewhere in this application:

How many parking spaces will be provided for guests? ____

How many additional parking spaces will be provided for the owner or operator?

Will each rental room have its own bathroom? ____Yes ____No

Will each rental room have a hardwired smoke detector? ____Yes ____No

67. If developing a telecommunications tower, provide the following supplemental information in addition to that required elsewhere in this application:

Will tower be co-located on existing tower or same parcel as existing tower?
____Yes ____No If "no", demonstrate why locating on existing tower or on
parcel with existing tower is not feasible: _____

What will be the height of the tower above the ground surface to its maximum elevation, including attachments and extensions? ____ feet

What horizontal distance will the tower be setback from property lot lines? (provide details and show on site plan):

Will the tower be a monopole design? ☐ Yes ☐ No

Is the lot upon which the tower will be located owned by the tower's operator?
☐ Yes ☐ No If "no", what is the period of the lease? years

Describe the materials and colors of which the tower will be constructed:

Will the tower be located either on a hilltop or on the shore of a lake? ☐ Yes
☐ No

Note: If "yes", the Planning Board may require a visual impact assessment to provide evidence that the proposal will not significantly impact the quality of Belgrade's scenic resources in accordance with Article 6, Section 6A.

Will the tower be designed and constructed in accordance with the Electronic Industries Association/Telecommunications Industries Association standards?
☐ Yes ☐ No

Note: As part of this application provide written certification by a Maine registered professional engineer that the tower will be constructed in accordance with the above national industry standards

68. If developing a non-residential wind energy facility, provide the following supplemental information in addition to that required elsewhere in this application:

Will turbine(s) be designed by (check): ☐ Manufacturer ☐ Maine registered professional engineer

Provide the maximum height off the ground surface for each turbine:

Note: If the height of a turbine is greater than 100' off the ground surface, a visual impact assessment shall be required as part of this application to determine whether the facility will have an adverse impact on scenic views from a lake or public places within Belgrade.

Provide the setback in horizontal distance for each turbine from property lines, public and private rights-of-way and overhead utility lines:

Will all turbines be provided with an over speed control system? ____Yes ____No
Describe system safety features: _____

Describe safety features of facility to prevent unauthorized access to tower and ground mounted electrical and control equipment: _____

What is the minimum distance from ground level to the lowest arc of the tip of the blades? _____ ft.

Will the tower be a monopole design? ____Yes ____No

What impact will the facility have on wildlife movements and migration? Describe:

Note: The Planning Board may request a study of potential impacts of the facility on

wildlife movements and migrations.

Describe design features and other efforts to minimize the creation of artificial habitat for raptors or their prey: _____

Describe how the facility will be located to maximize screening views of the turbines by utilizing by utilizing existing vegetation, structures, and topographic features:

Describe how the facility will be designed to avoid unreasonable adverse shadow flicker effect on occupied building on abutting properties:

Identify all State and municipal public roads in Belgrade to be used in the transport of equipment and parts for construction, operation or maintenance of the facility:

Note: The Town of Belgrade will engage a qualified third party Maine registered professional engineer reasonably acceptable to the applicant to document the condition of these roads prior to and after their use to transport equipment associated with this development to document any resulting damage. The applicant is responsible for the cost of any road repairs for which they or their

contractors are responsible.

Provide an emergency response plan developed in cooperation with Belgrade Fire and Rescue Department, as well as Kennebec County Sheriff's Department and Maine State police addressing notification to those agencies and coordination with emergency services during the transport of equipment:

Describe the fire suppression system and fire safety measures to be part of the turbines:

Describe the current general liability insurance covering the facility for bodily injury and property damage, including the dollar amount of coverage:

Note: As part of this application, the applicant is to provide a certificate of insurance.

PLEASE READ AND SIGN:

I certify that to the best of my knowledge the information submitted in this application and the attached materials are true, correct and accurate. I understand that before this application can be determined to be complete by the Town of Belgrade; all requested information must be submitted.

(Name of Applicant - printed)

(Signature of Applicant)

(Date)

*Submit this form, site plan and required attachments to the Town of
Belgrade Code Enforcement Officer*

MINIMUM REQUIRED APPLICATION ATTACHMENTS²

Attachment	Sources of Information
Copy of deed, option, sales agreement, lease or other documentation of title right or interest	*****
Copy of tax map of property	Town office
Copy Kennebec County soil map of property	https://websoilsurvey.nrcs.usda.gov/app/
Copy of USGS topographical map showing property location	https://www.usgs.gov/products/maps/topo-maps Also available for purchase from: Maine Geological Survey 93 State House Station Augusta, Maine 04333 Phone: (207) 287-2801
Copy of Belgrade Shoreland Zoning map showing property	Town office
Copy of FEMA Flood Insurance map showing property	Town office
Copy of National Wetland Inventory map showing property	https://www.fws.gov/wetlands/
Beginning with Habitat & Natural Areas map showing property	https://webapps2.cgis-solutions.com/beginningwithhabitat/map2/
Copies of other required Federal, State or local permits	*****
24x36" to scale site plan w/ detail drawings	*****
8 copies of the completed application form, required attachments, and to-scale plan drawings reduced to fit on 11" x 17" pages.	*****
Evidence of water supply adequacy	Obtain from your well driller or Maine certified geologist
Soil erosion control plan	*****
MDEP certified contractor name & no.	Obtain from your earth moving contractor or http://www.maine.gov/dep/land/training/cccec.html
National Register of Historic Places listing of historic sites on property	https://www.nps.gov/nr/about.htm
Maine Historic Preservation Commission listing of any archeological sites on property	http://www.state.me.us/mhpc/project_review/index.html

² Other attachments may be required by ordinance depending on nature of proposed development and use along with site conditions. The attachments listed here are those required at a minimum of all applications.

Subsurface waste water disposal site evaluation form (HHE-200)	From your soil site evaluator and designer of your septic system
Exterior lighting plan & specifications for fixtures	*****
To-scale profile (face-on) view of proposed signs	*****
Stormwater management plan	*****
Phosphorous export control plan	*****

BELGRADE COMMERCIAL DEVELOPMENT REVIEW ORDINANCE APPLICATION SUBMISSIONS CHECKLIST

(To be completed by Planning Board chair during review of all applications with exception of Special Permit for 5 year renewals of existing mining operations. Checklist may serve as useful guidance to applicants to ensure application includes all needed maps and attachments to be found complete)

Applicant Name: _____

Development Name: _____

Fee paid: _____ \$50.00 (land only) _____ \$100.00 (buildings & land)

_____ Notice provided by CEO to land owners within 500'

_____ Notice provided by CEO to municipality within 500' _____ Not applicable

Complete	Not Applicable	Waiver Request Approved	Application Submission
			Application form
			Applicant's agent authorization letter
			Copy of deed, option, sales agreement, lease or other documentation of title, right or interest
			Written waiver request
			Copy of tax map of property
			Copy of Kennebec Co. soil map of property
			Copy of USGS topographic map showing property location
			Copy of Belgrade Shoreland Zoning map showing property location
			Copy of Flood Insurance Map showing property
			Copy of National Wetlands Inventory Map showing property
			Copy of Maine Geological Survey Significant Sand and Gravel Aquifer map showing property location

Complete	Not Applicable	Waiver Request Approved	Application Submission
			Copy of Maine Drinking Water Program map of public drinking water supplies showing property location
			Copy of MDOT Highway Entrance or Access Permit
			Copy of MDOT Traffic Movement Permit & traffic movement study
			Copies of other required State or local permits
			1 24x36" Site Development Plan drawn to scale showing at minimum the following: scale, north arrow, parcel boundaries, location and dimensions of existing and proposed buildings and structures, drainage structures, signs, fencing, exterior lights, location and extent of disturbed area, layout and dimensions of impervious surfaces, parking, driveways, roads, outdoor storage areas of equipment/inventory/dumpsters/other materials, location of bulk storage of petroleum/hazardous substances ³ /propane, utilities, drainage ways, easements, rights of way, location of flood hazard areas/water courses/ water bodies/wetlands, Shoreland Zoning districts, location of existing vegetation to be retained, location of vegetated buffers/screening along public roads & property lines and around outdoor storage areas, landscaping, location of wells & source water protection area if public drinking water supply, location of soil test pits and subsurface waste water disposal system(s), other significant natural/physical features, name/address of owner/applicant, and name/address/license number/stamp of professional engineer/surveyor who prepared site plan.

³ Hazardous substances most likely encountered will be degreasers and other solvents used for parts cleaning in vehicle repair, waste oil and gasoline, waste antifreeze, solvents used in auto body shops, solvents used in dry cleaning, wood treatment chemicals, pesticides, and pool chemicals like chlorine.

Complete	Not Applicable	Waiver Requested & Approved	Application Submission
			Detail to-scale drawings showing location and construction specifications of drainage features, roads, sidewalks, access points, driveways, parking, traffic control features, fire control structures, and public improvements
			Documentation meets applicable State/Federal air quality regulatory requirements
			Soil erosion control plan (Art. 6, Sec. 3)
			MDEP certified contractor name/#
			Location of site/structure listed on National Register of Historic Places
			Location of Me. Historic Preservation Commission archeological sites
			Information needed to meet Air Quality standard (Article 6, Sec. 1)
			Information needed to meet Access to Public Streets standard (Article 6, Sec. 2)
			Protection measures for Historic and Archeological Resources (Art. 6, Sec.4)
			Estimated quantities of flammable, combustible and hazardous substances to be stored, handled, or generated, including waste oil and anti-freeze
			Evidence meets MDEP siting regulations for oil storage and hazardous substance facilities
			Copy of application provided to Fire Chief by Planning Board or CEO
			Other information needed to meet Material Storage standard, including bulk storage of combustible and flammable materials, and hazardous substances (Article 6, Sec. 5)
			Visual impact assessment
			Plan based on IF&W/Critical Areas Program recommendations to mitigate impact on Natural Areas and Wildlife Habitat, including deer wintering areas
			Other information needed to meet Natural Resource Protection standard (Art. 6, Sec. 6)

Complete	Not Applicable	Waiver Requested & Approved	Application Submission
			Is Board requiring post development noise monitoring and reporting plan? If not required, mark "Not Applicable". If required, mark "complete" upon receipt
			Information needed to meet Noise standard (Article 6, Sec. 7)
			Exterior lighting plan & specifications for lighting fixtures
			Is Board requiring post development light monitoring and reporting plan? If not required, mark "Not Applicable". If required, mark "complete" upon receipt.
			Information to meet Parking standard (Article 6, Sec.9)
			Written statement from Fire Chief on capacity of Fire Dept. to provide adequate protection
			Written statement from Sheriff's Dept. approving any proposed security measures
			Other information to meet Public Safety and Emergency Services standard (Article 6, Sec. 10)
			Information to meet Screening of Structures, Parking Lots, and Other Non-residential Uses standard (Article 6, Sec. 11)
			To scale profile(face-on) view of proposed signs
			Other information to meet Sign standard (Article 6, Sec. 12)
			Stormwater Management Plan
			Other information to meet Stormwater Management standard (Article 6, Sec. 13)
			Subsurface waste disposal site evaluation form (HHE-200)
			Other information to meet Wastes standard (Article 6, Sec. 14)
			Groundwater quality and quantity impact assessment
			Copy of deed restrictions related to drinking water and ground water protection

Complete	Not Applicable	Waiver Requested & Approved	Application Submission
			Copy of Maine Drinking Water Program public water supply approval & source water protection plan
			Copy of MDEP Stormwater Management Permit
			Phosphorous export control method
			Other information to meet Water Quality standard (Article 6, Sec. 15)
			Supplemental site plan requirements for mineral extraction operations
			5 year mining/reclamation plan
			Mineral extraction/processing operating procedure and hours
			Hydrogeological study of ground water movement & quality
			Written extraction/processing buffer agreement with abutter
			Reclamation Plan for extraction/processing operations
			Design/operation details of stationary petroleum storage and equipment fueling
			Other information to meet Mineral Extraction and Processing Operations standards (Article 7, Sec. 1)
			Information to meet Overnight Accommodations standard (Article 7, Sec. 2)
			Visual impact assessment of telecommunication tower if located on lake shore or hilltop
			Maine registered professional engineer certification of telecommunication tower design
			Other information to meet Telecommunications Tower standards (Article 7, Sec. 3)
			Visual impact assessment for wind turbine taller than 100'
			Impact study of wind turbine on wildlife
			Identification of roads to be used for turbine transport

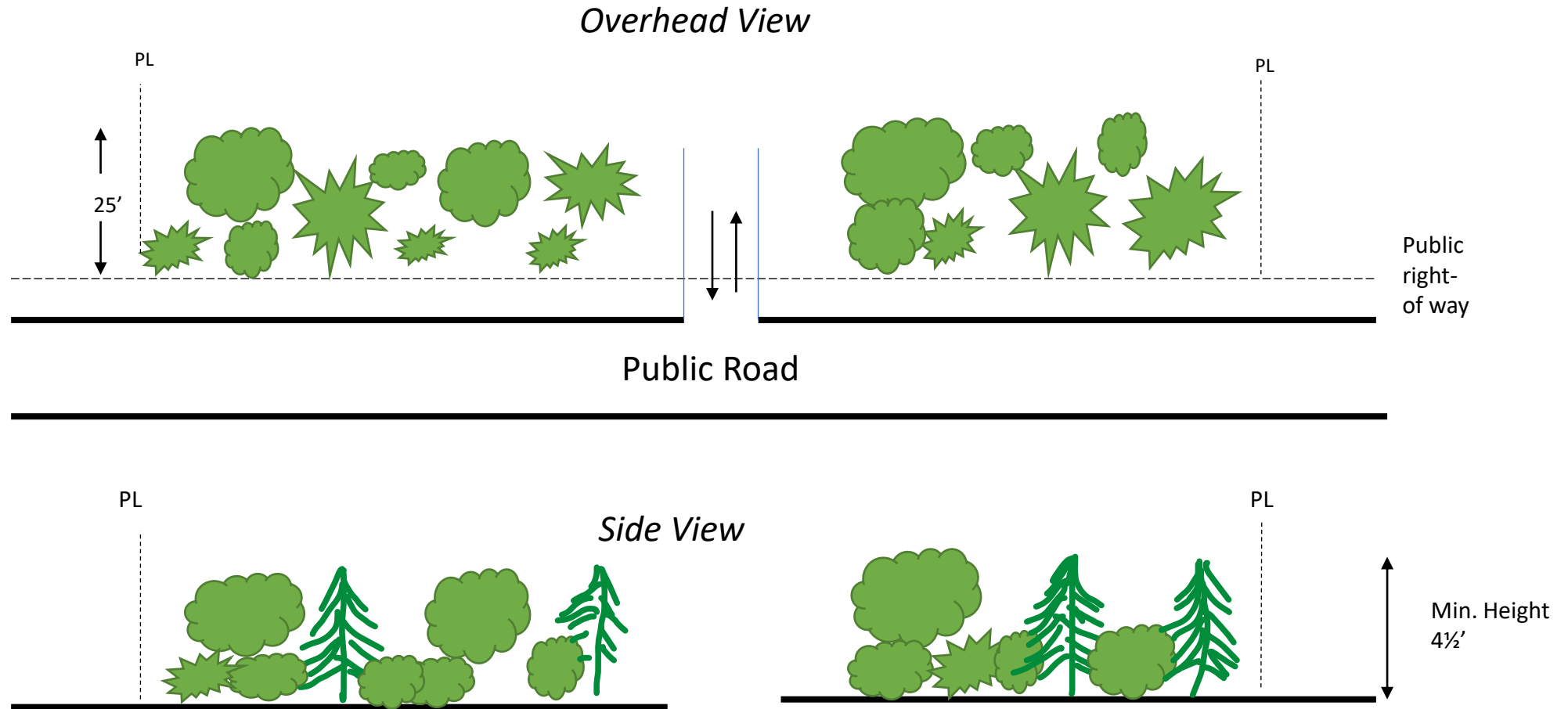
Complete	Not Applicable	Waiver Requested & Approved	Application Submission
			Hiring of engineer by Town at applicant's expense to document road conditions prior to use and damage after use
			Emergency response plan during equipment transport
			Turbine general liability certificate of insurance

Printed Name Planning Board Chair or Designee

Chair or Designee Signature

Date

FIGURE 1
EXAMPLE OF HOW TO MEET REQUIREMENT FOR A PLANTED VEGETATIVE SCREEN
ALONG A PUBLIC ROAD IN RESIDENTIAL & RURAL PORTIONS OF BELGRADE
Belgrade Commercial Development Review Ordinance (Article 5, Sec. 11.A)

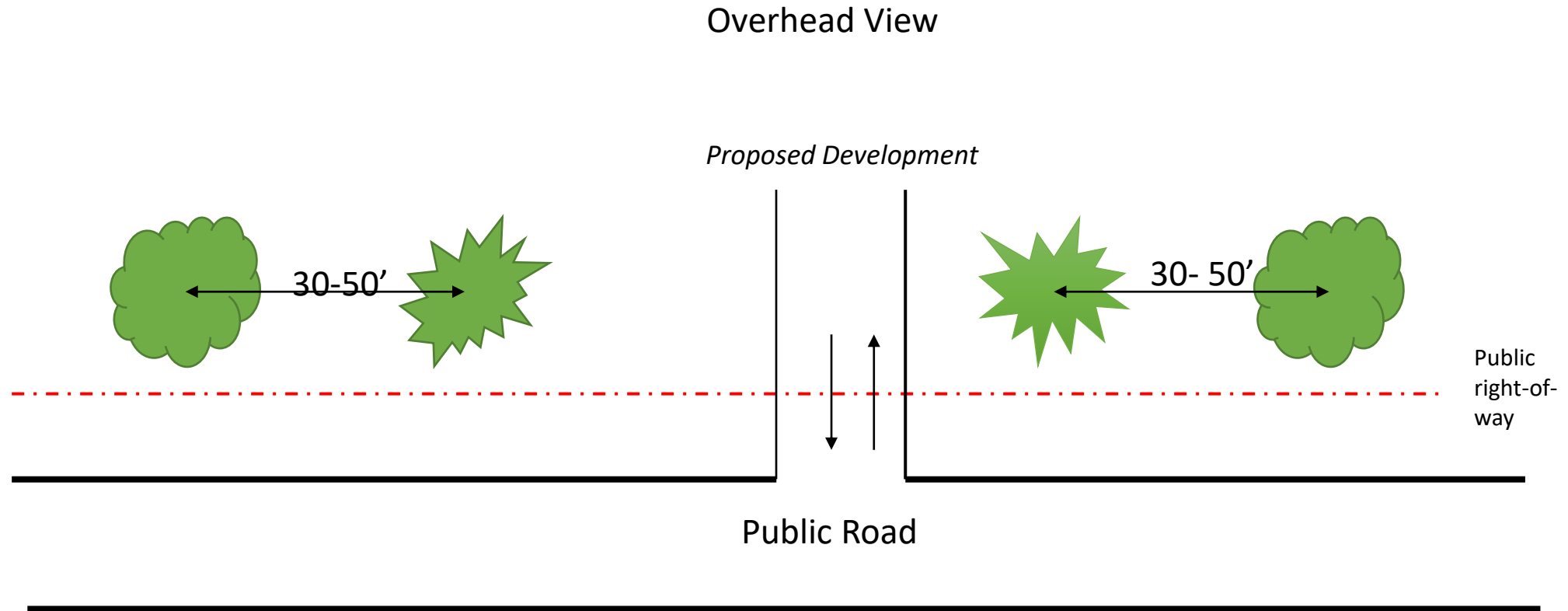


Applicable planting & maintenance specifications on opposite page

FIGURE 1: Belgrade Commercial Development Review Ordinance Vegetative Screening Along a Public Road in Residential & Rural Areas of Town: Planting & Maintenance Specifications (Article 5, Sec. 11.A)

- Applicable to all parts of town with the exception of the “Village Districts” designated in the 2014 Belgrade Comprehensive Plan land use map
- Existing natural woodland along a public road is to be retained and uncut for a width of 50 ft. from the public road right-a-way; these planting requirements only apply where natural woodland does not exist.
- Purpose to provide natural vegetative screen between the development and the public road, and thereby mitigate the visual impact of the development in primarily rural and residential areas of town.
- Plant only native tree & shrub species
- Trees must be 4 ½ ft. in height at time of planting, spaced no more than 30 ft. apart; must grow to full size (no exotic dwarf trees)
- Shrubs must be a minimum of 2 ft. in height at time of planting and grow to a height of 5 ft. at maturity
- Width of planted vegetative screen is to be 25 ft. from the edge of the public road right-of-way, except for that portion of Rt. 27 from the railroad crossing in Belgrade Depot south to the Sidney town line. There the screening need only be 20 ft. wide. Planting should not occur in right-of-way.
- Plant trees and shrubs in alternating rows in sufficient density to provide a solid vegetative buffer. Shrubs are to be planted to fill gaps between trees.
- Adequate visibility is to be maintained where the development driveway enters the public road to provide a safe line-of-sight.
- Vegetative screening must be fully planted prior to completion of project construction and prior to occupation of structures and use of outdoor operating areas
- Vegetative screen must be maintained over life of the development; dead vegetation is to be replaced

FIGURE 2
EXAMPLE OF HOW TO MEET TREE PLANTING REQUIREMENT ALONG PUBLIC ROADS IN
VILLAGE DISTRICT AS REQUIRED BY COMMERCIAL DEVELOPMENT REVIEW ORDINANCE
(Article 5, Sec. 11.C)



Planting & maintenance specifications on opposite side

Figure 2: Belgrade Commercial Development Review Ordinance Tree Planting & Maintenance Specifications for Village Districts (Article 5, Sec. 11 C)

- Applies only to “Village Districts” as identified in the Town of Belgrade 2014 Comprehensive Plan’s land use map
- Only applies when no existing full size trees exist; if full size trees exist, sufficient trees are to be retained to maintain a spacing of 30-50 feet apart
- Trees to be planted are to be native conifers or deciduous trees
- Planted trees are to be placed 30-50 feet apart along entire public road frontage while allowing adequate visibility at project’s driveway entrance onto the Town or MDOT roadway
- Trees are not to be planted in the right-of-way of the public road
- At planting, trees shall be a minimum of 6’ in height
- Plantings that fail must be replaced
- As trees die over time, they are to be replaced