



**TOWN OF DURHAM**  
**630 Hallowell Road**  
**Durham, Maine 04222**

**Office of Code Enforcement  
and Planning**

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## SITE PLAN REVIEW CHECKLIST

### SECTION 8.5 SITE PLAN REVIEW SUBMISSIONS SECTION 8.6 – PERFORMANCE STANDARDS

**PROJECT NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

This checklist has been prepared to assist applicants in developing their applications. It should be used as a guide. The checklist does not substitute for the site plan review criteria or the requirements of Article 8 of the Land Use Ordinance. The Planning Board also will be using the checklist to make sure that your application is complete and meets all standards. **Fill out all shaded columns in the checklist by initialing a box in each row.** Indicate if the information has been submitted or if a waiver is requested. The application need not contain separate plans as implied below. The perimeter survey, site plan and general engineering plans may be contained on the same drawing for site plan approval. However, detailed engineering drawings such as grading plans, utility plans, stormwater plans, and erosion/sedimentation plans should be presented on separate sheets.

| SITE PLAN REVIEW REGULATIONS |                                                                                                                                           | Submitted by Applicant | Waiver Requested (with waiver request form) | Reviewed by Town Planner | Waiver Granted |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------------------------------|--------------------------|----------------|
| 8.4 D.                       | Required public notice sent to abutting property owners                                                                                   |                        |                                             |                          |                |
| 8.5                          | SITE PLAN REVIEW SUBMISSIONS REQUIRED FOR COMPLETENESS REVIEW<br>(5 Copies of application form & all materials + digital to Town Planner) |                        |                                             |                          |                |
| A.                           | Completed application form                                                                                                                |                        | NOT WAIVABLE                                |                          | NOT WAIVABLE   |
| B.                           | Location map w/ required information                                                                                                      |                        | NOT WAIVABLE                                |                          | NOT WAIVABLE   |
| C.                           | Site plan at readable scale (1"=100' maximum)                                                                                             |                        | NOT WAIVABLE                                |                          | NOT WAIVABLE   |
| C.1                          | Proposed project name, Town, & Map & Lot #s                                                                                               |                        | NOT WAIVABLE                                |                          | NOT WAIVABLE   |
| C.2                          | Names of owner, applicant, plan preparer & abutters                                                                                       |                        | NOT WAIVABLE                                |                          | NOT WAIVABLE   |

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|-------------------------------------|-----------------------------------------------------------------------------------------------|-------------------------------|----------------------------------------------------|---------------------------------|-----------------------|
| C.3                                 | Documentation of legal rights to develop property                                             |                               | NOT WAIVABLE                                       |                                 | NOT WAIVABLE          |
| C.4                                 | Standard boundary survey                                                                      |                               | NOT WAIVABLE                                       |                                 | NOT WAIVABLE          |
| C.5                                 | Copy of most recent deed w/ any encumbrances                                                  |                               | NOT WAIVABLE                                       |                                 | NOT WAIVABLE          |
| C.6                                 | All septic system test pit logs                                                               |                               |                                                    |                                 |                       |
| C.7                                 | Proposed water supplies for domestic & firefighting purposes                                  |                               |                                                    |                                 |                       |
| C.8                                 | All wetlands mapped                                                                           |                               |                                                    |                                 |                       |
| C.9                                 | Location of any water features & indication of location in or out of Runaround Pond watershed |                               |                                                    |                                 |                       |
| C.10                                | Topography at 5 ft. & 2 ft. contours (for areas where construction will occur)                |                               |                                                    |                                 |                       |
| C.11                                | Zoning district and any district boundaries                                                   |                               | NOT WAIVABLE                                       |                                 | NOT WAIVABLE          |
| C.12                                | Location (w/ size) of existing & proposed culverts & drainage ways shown                      |                               |                                                    |                                 |                       |
| C.13                                | Existing streets, easements, buildings, parks, & deeded open spaces (on or adjacent)          |                               |                                                    |                                 |                       |
| C.14                                | Traffic entrance(s) sight distances external & internal roads                                 |                               |                                                    |                                 |                       |
| C.15                                | Location & width of existing & proposed access drives                                         |                               |                                                    |                                 |                       |
| C.16                                | Proposed waste disposal types & facilities                                                    |                               |                                                    |                                 |                       |
| C.17                                | Proposed driveways, parking & loading areas, walkways, & circulation                          |                               |                                                    |                                 |                       |
| C.18                                | Proposed landscaping & buffering                                                              |                               |                                                    |                                 |                       |

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| C.19                         | Location, dimensions, ground floor elevation of all buildings & expansions                                                                       |                        | NOT WAIVABLE                                |                          | NOT WAIVABLE   |
| C.20                         | Location and details of all signage                                                                                                              |                        |                                             |                          |                |
| C.21                         | Location & type of exterior lighting                                                                                                             |                        |                                             |                          |                |
| C.22                         | Location of all utilities, including fire protection systems                                                                                     |                        |                                             |                          |                |
| C.23                         | General description of proposed use or activity                                                                                                  |                        |                                             |                          |                |
| C.24                         | Signature block for Planning Board Chair                                                                                                         |                        |                                             |                          |                |
| C.25                         | Flood mapping if in FEMA flood area                                                                                                              |                        |                                             |                          |                |
| C.26                         | Wildlife habitat identified per MIF&W mapped or confirmed absent                                                                                 |                        |                                             |                          |                |
| C.27                         | Historic & archaeological resources identified per MHPC or confirmed absent                                                                      |                        |                                             |                          |                |
| C.28                         | Erosion & Sediment Plan                                                                                                                          |                        |                                             |                          |                |
| C.29                         | Stormwater Plan                                                                                                                                  |                        |                                             |                          |                |
| C.30                         | Phosphorus Plan (if in watershed of Runaround Pond)                                                                                              |                        |                                             |                          |                |
| <b>D.</b>                    | <b>ADDITIONAL STUDIES THAT MAY BE REQUIRED BY THE BOARD</b><br>(Based on project type & size, site issues, or issues that come up during review) |                        |                                             |                          |                |
| D.1                          | High intensity soil survey                                                                                                                       |                        |                                             |                          |                |
| D.2                          | Hydrogeological assessment for groundwater withdrawal                                                                                            |                        |                                             |                          |                |
| D.3                          | Traffic trip generation (required for larger projects)                                                                                           |                        |                                             |                          |                |
| D.4                          | Traffic impact study (required for larger projects or if safety issues are identified)                                                           |                        |                                             |                          |                |
| E.                           | Additional information required by Planning Board to verify compliance with standards (requires vote of the Board)                               |                        |                                             |                          |                |

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| <b>8.6</b>                   | <b>REVIEW STANDARDS TO BE ADDRESSED BY THE APPLICANT'S SUBMISSIONS AFTER THE APPLICATION IS DEEMED COMPLETE BY THE PLANNING BOARD</b> |                        |                                             |                          |                |
| <b>8.6.A</b>                 | <b>Utilization of the Site</b>                                                                                                        |                        |                                             |                          |                |
|                              | Plan reflects natural capabilities of site to support the development                                                                 |                        |                                             |                          |                |
|                              | Buildings & parking located on suitable land                                                                                          |                        |                                             |                          |                |
|                              | Environmentally sensitive portions of site avoided & protected                                                                        |                        |                                             |                          |                |
|                              | Natural drainage maintained to maximum extent practical                                                                               |                        |                                             |                          |                |
| <b>8.6.B</b>                 | <b>Adequacy of Road System</b>                                                                                                        |                        |                                             |                          |                |
|                              | Access road(s) have capacity to take the added traffic proposed                                                                       |                        |                                             |                          |                |
|                              | Traffic analysis for projects with more than 100 peak hour trips                                                                      |                        |                                             |                          |                |
| <b>8.6.C</b>                 | <b>Vehicular Access into the Site</b>                                                                                                 |                        |                                             |                          |                |
| C.1                          | Meets entrance sight distances per Appendix 1, Section 1.4                                                                            |                        |                                             |                          |                |
| C.2                          | Access onto road(s) within steepness limits (3% for two car lengths)                                                                  |                        |                                             |                          |                |
| C.3                          | Access off secondary road if more than one frontage                                                                                   |                        |                                             |                          |                |
| C.4                          | Off-site traffic improvements required per traffic study                                                                              |                        |                                             |                          |                |
| C.5                          | Entrance designed to avoid queuing in lanes of road giving access to the site                                                         |                        |                                             |                          |                |
| C.6.a                        | Only 1 driveway entrance if less than 100 daily trips & less than 30 feet wide                                                        |                        |                                             |                          |                |
| C.6.b                        | No more than 2 entrances if 100 daily trips or more                                                                                   |                        |                                             |                          |                |
| C.6.c                        | Entrance(s) at least 50 ft from any intersection                                                                                      |                        |                                             |                          |                |
| C.6.d                        | Entrances at least 75 ft apart                                                                                                        |                        |                                             |                          |                |

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| <b>8.6.D</b>                 | <b>Internal Vehicular Circulation</b>                                                              |                        |                                             |                          |                |
| D.1                          | Site plan minimizes cut & fill alterations and provides adequate room for safe operations          |                        |                                             |                          |                |
| D.2                          | If large delivery vehicles will need access, entrance & circulation designed for WB-40 vehicles    |                        |                                             |                          |                |
| D.3                          | Fire lanes around building(s) adequate & clearly marked                                            |                        |                                             |                          |                |
| <b>8.6.E</b>                 | <b>Parking Layout and Design</b>                                                                   |                        |                                             |                          |                |
| E.1                          | No backing into road for parking required                                                          |                        |                                             |                          |                |
| E.2                          | Parking set back from side & rear property lines by 15 ft. unless buffering requires more distance |                        |                                             |                          |                |
| E.2                          | Parking set back from front property line by 25 ft. unless buffering requires more distance        |                        |                                             |                          |                |
| E.3                          | Parking spaces and access aisles meet dimensional requirements                                     |                        |                                             |                          |                |
| E.4                          | Signs adequate for one-way circulation if proposed                                                 |                        |                                             |                          |                |
| E.5                          | No double stacking of parking spaces                                                               |                        |                                             |                          |                |
| E.6                          | Vehicles prevented from overhanging walks & drives or damaging landscaping & lighting              |                        |                                             |                          |                |
| E.7                          | Safe pedestrian circulation from buildings to parking                                              |                        |                                             |                          |                |
| <b>8.6.F</b>                 | <b>Utilities</b>                                                                                   |                        |                                             |                          |                |
|                              | Adequate utilities provided and underground or adequately screened                                 |                        |                                             |                          |                |

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| <b>8.6.G</b>                 | <b>Lighting Design Standards – Lighting plan submitted showing:</b>                                                         |                        |                                             |                          |                |
| G.1                          | Max. height of light poles 25 ft. or height of building, whichever is less                                                  |                        |                                             |                          |                |
| G.2                          | Max. apex of illumination from fixtures upward is 150 degrees max.                                                          |                        |                                             |                          |                |
| G.3                          | No building spotlights used for illumination                                                                                |                        |                                             |                          |                |
| G.4                          | Light poles protected from vehicular damage                                                                                 |                        |                                             |                          |                |
| G.5                          | Building & light pole fixtures shielded to avoid nuisance glare & no string lights                                          |                        |                                             |                          |                |
| G.6.a                        | Parking lot average illumination level of 1.5 fc                                                                            |                        |                                             |                          |                |
| G.6.b                        | Intersection illumination level of 3 fc                                                                                     |                        |                                             |                          |                |
| G.6.c                        | Max. illumination at property lines of 1 fc                                                                                 |                        |                                             |                          |                |
| G.7.a                        | Auto service station fueling canopies have less than 20 fc average & 30 fc maximum with 1.25 uniformity ratio (max to min)  |                        |                                             |                          |                |
| G.7.b                        | Fueling canopies light fixtures recessed or flush with max upward apex of illumination of 85 degrees                        |                        |                                             |                          |                |
| G.7.c                        | No light fixtures on fueling canopy except to illuminate approved signs                                                     |                        |                                             |                          |                |
| <b>8.6.H</b>                 | <b>Signage</b>                                                                                                              |                        |                                             |                          |                |
|                              | All signs meet the requirements of Section 5.24                                                                             |                        | NOT WAIVABLE                                |                          | NOT WAIVABLE   |
| <b>8.6.I</b>                 | <b>Fire Protection</b>                                                                                                      |                        |                                             |                          |                |
|                              | The water supply will sustain fire suppression requirements of NFPA 1142, Water Supplies for Suburban & Rural Fire Fighting |                        |                                             |                          |                |

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| <b>8.6.J</b>                 | <b>General Buffering Standards – Landscaping Plan showing the following:</b>                                                                                     |                        |                                             |                          |                |
| J.1                          | Evergreen buffers consist of 6-8 ft trees planted in alternate pattern 5 ft apart                                                                                |                        |                                             |                          |                |
| J.2.a                        | Buffers along property lines to shield uses from abutting property                                                                                               |                        |                                             |                          |                |
| J.2.b                        | Garbage areas, utilities, service equipment, and outdoor storage totally screened                                                                                |                        |                                             |                          |                |
| J.2.c                        | Parking areas & other vehicle storage screened but traffic visibility at entrance(s) not obstructed                                                              |                        |                                             |                          |                |
| J.3                          | Existing vegetation & landscape features provide adequate screening in lieu of installed buffers                                                                 |                        |                                             |                          |                |
| J.4                          | Existing and proposed buffers are adequate to shield structures & uses from non-compatible properties & public roadways                                          |                        |                                             |                          |                |
| J.5                          | Fencing & screening is durable and will be properly maintained by the owner                                                                                      |                        |                                             |                          |                |
| J.6                          | Fencing & screening located within the property to allow access for maintenance on both sides                                                                    |                        |                                             |                          |                |
| J.7                          | Management system will be in place to ensure long-term maintenance of buffering                                                                                  |                        |                                             |                          |                |
| <b>8.6.K</b>                 | <b>Historic &amp; Archaeological Resources</b>                                                                                                                   |                        |                                             |                          |                |
|                              | Applicant has confirmed with MHPC that no historic or archaeological resources are present or measures are included in the site plan to protect those resources. |                        |                                             |                          |                |
| <b>8.6.L</b>                 | <b>Financial Capacity</b>                                                                                                                                        |                        |                                             |                          |                |
|                              | The applicant has adequate financial resources to construct improvements in keeping with the standards                                                           |                        |                                             |                          |                |

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| <b>8.6.M</b>                 | <b>Technical Ability</b>                                                                                                                                     |                          |                                             |                          |                |
|                              | Applicant has experience with site development and/or has retained qualified consultants & contractors to complete the project in keeping with the standards |                          |                                             |                          |                |
| <b>8.7</b>                   | <b>WAIVERS (Based on review of individual waiver requests)</b>                                                                                               |                          |                                             |                          |                |
| A.                           | For submission waivers, applicant has demonstrated all performance standards have been met                                                                   | (Attach waiver requests) |                                             |                          |                |
| B.1                          | For waivers of performance standards, the applicant has provided sound engineering and/or environmental analysis to support the request                      | (Attach waiver requests) |                                             |                          |                |
| B.2                          | The waivers will not have the effect of nullifying any regulation                                                                                            |                          |                                             |                          |                |
| B.3                          | The site plan review criteria are substantially met by the proposed design                                                                                   |                          |                                             |                          |                |
| B.4                          | Any performance standard waivers are noted on the approved site plan                                                                                         |                          | NOT WAIVABLE                                |                          | NOT WAIVABLE   |