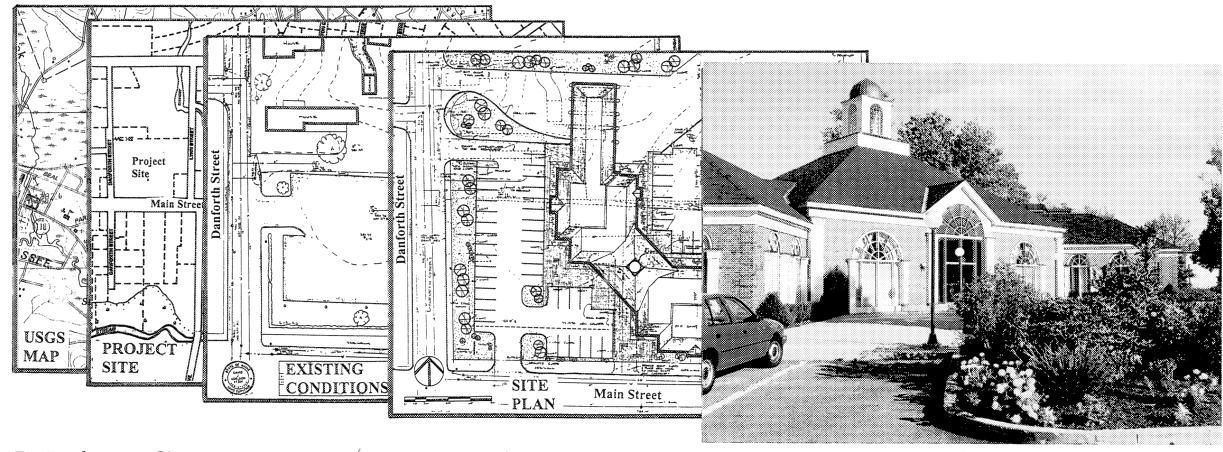
SITE PLAN REVIEW HANDBOOK

A Guide to Developing a Site Plan Review System



Maine State Planning Office

SITE PLAN REVIEW HANDBOOK

A Guide to Developing a Site Plan Review System

This handbook is designed to provide Maine communities with the tools to review proposals for nonresidential and multifamily residential development. The handbook was prepared by Planning Decisions, Inc., of South Portland, Maine, with assistance from Kent Associates of Gardiner, Maine.

Financial assistance for the preparation of this handbook was provided by the Maine State Planning Office and by the Coastal Zone Management Act of 1972, as amended, administered by the Office of Ocean and Coastal Resource Management, National Oceanic and Atmospheric Administration, through the Maine Coastal Program.

Maine State Planning Office

SITE PLAN REVIEW HANDBOOK

Contents

Introduction		5
Part A. Overvies	w of Site Plan Review	9
Section 1.	The Purpose of Site Plan Review	
Section 2.	Where Should the Site Plan Review Provisions Be Located?	
Section 3.	What Activities Should Be Subject to Site Plan Review?	
Section 4.	Who Should Be Responsible for Reviewing Site Plans?	
Section 5.	What Aspects of a Development Proposal Should Be Covered by Site Plan Review?	. 21
Section 6.	What Information is Required from an Applicant for Site Plan Review?	
Section 7.	How Will the Review Process Work?	. 28
Part R Develoni	ng a Site Plan Review System	33
Section 8.	The Basic Format of the Site Plan Review System	
Section 9.	The Basic Site Plan Review System	
	A. Purpose and Applicability Provisions	
	B. Review and Approval Authority	
	C. Procedures	
	D. Submission Requirements	
	E. Standards and Criteria	
	F. Post Approval Activities	
	G. Appeals	
	H. Administrative Provisions	
Section 10.	Alternatives for Structuring the Site Plan Review System	
	Additional Standards of Approval	
Appendix A.	Basic Model Site Plan Review Ordinance for a Community with Limited Nonresidential Development at Limited Staff Support	nd

FORWARD

This handbook was prepared for the Maine State Planning Office, Community Planning & Investment Program, by Mark Eyerman of Planning Decisions, Inc. Brian Kent of Kent Associates, Planning and Design, provided editorial assistance and prepared the illustrations. Additional assistance was provided by Jean Allain of Planning Decisions (word processing and proofreading) and Alison Truesdale (layout).

The following firms kindly provided examples of their work for inclusion in the publication:

- DeLuca-Hoffman Associates, Inc.; South Portland, Maine
- Mitchell Associates; Portland, Maine
- JPA Engineering and Associates; Wells, Maine
- Kent Associates; Gardiner, Maine
- Eastern Consultants, Inc.; Auburn, Massachusetts
- Robert W. Knight, Architect Ltd; Blue Hill, Maine

The photographs were provided by Brian Kent of Kent Associates, Gardiner, Maine.

During the course of the development of the handbook, the following individuals reviewed various drafts or participated in review sessions and provided valuable comments and suggestions:

•	John Maloney
	AVCOG
	Turner Planning Board

- Theo Holtwijk Sanford Town Planner
- Paul Demers
 Sanford Code Enforcement Officer
- Jackie Cohen Freeport Town Planner

- Tom Marcotte
 Skowhegan Town Planner
 Strong Planning Board
- John DelVecchio State Planning Office
- Elizabeth Della Valle State Planning Office
- Fran Rudoff State Planning Office

- Terrence J. DeWan Landscape Architect
- Robert Hunter, PE
- Eliot Thayer
 Thayer Engineering
- David Thompson Freeport Planning Board

- George Parker
 Damariscotta Planning Board
- Robert Carey
 Dept. of Economic and Community Development
- Mark Margerum
 Dept. of Environmental Protection
- Evan Richert State Planning Office