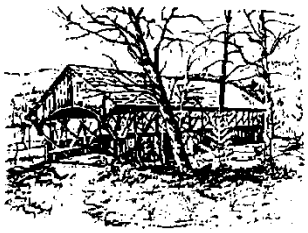


TOWN OF NEWRY
422 BEAR RIVER ROAD
Newry, Maine 04261

Incorporated June 15, 1805



UNIFIED DEVELOPMENT REVIEW APPLICATION

Notice to Applicant and Instructions:

- The questions presented in this application are intended to assist in providing information to the Planning Board. Applicants should review the appropriate sections of the ordinance to ensure that they have provided all necessary information.
- First time applicants are encouraged to seek a pre-application conference with the Planning Board prior to submitting their application. See Section 9 of the UDRO for details.
- Applicants need to request from the Code Enforcement Officer to be placed on the agenda two weeks before the meeting. Meetings are scheduled for the first and third Wednesday of each month, as needed. **Meetings start at 6PM**.
- Applicants shall submit eight copies of the complete application and all supporting documentation. A digital copy is also required, a PDF file format is preferred.
- Plans attached to the application may be at a reduced size (11X17) if the applicant also provides three full size sets of the drawings two weeks prior to the meeting date.
- Once the Planning Board deems the application complete the applicant shall notify by certified mail all abutting property owners within 1,000 feet of the proposed project. See Section 10.B.8. of the UDRO.
- Fees are set by the Town Select-Board and are available on the Town's website, *NewryMaine.org* or through the Town Office.
- The Planning Board may require the applicant to pay an additional fee to aid the Planning Board in its review of the applicant's submissions. See Section 10.B.6. of the UDRO for more information.
- The application is composed of five forms. All forms, along with their attachments and supporting documentation, must be completed and submitted two weeks prior to the scheduled meeting of the Planning Board. The application sections are:

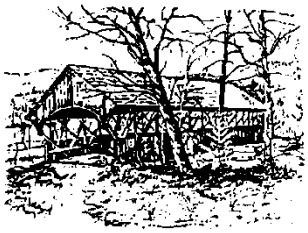
Form	Title
Form 10.cover	Application Cover Sheet
Form 10.1	Applicant, Owner, Agent Information
Form 10.2	Information About the Parcel of Land
Form 10.3	Information on the Development Plans
Form 10.4	Accompanying Documents

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TOWN OF NEWRY
422 BEAR RIVER ROAD
Newry, Maine 04261

Incorporated June 15, 1805



UNIFIED DEVELOPMENT REVIEW APPLICATION

Application Information:

◯ **Major Subdivision** – any subdivision with ten or more lots and/or dwelling units.

◯ **Minor Subdivision** – any subdivision with less than ten lots and or dwelling units.

◯ **Site Plan** – buildings, structures or uses of land for commercial, industrial, office, multiple dwelling residential, municipal, institutional, fraternal or recreational purposes.

◯ **Amendment*** – small changes to a previously approved application.

* List all previously approved Applications #s pertaining to this project as well as the date each application was approved.	
Application #	Date Approved

Project Description – Please provide a brief narrative of the project:

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Applicant, Owner, Agent Information

Form 10.1

Reference: Unified Development Review Ordinance (UDRO), Section 10.C.2.c.

For Planning Board Use:

Application No.:_____

Revision No.: Pre-Application / Initial / Revision / Final
(Circle One)

Date Received:_____

Applicant (required)

Name:

Telephone:

Telephone:

Fax:

E-mail:

Address:

Attachments: (if applicable, attach the following statements or documents to this form.)

☐ If applicant is a corporation:

- State whether the corporation is licensed to do business in the State of Maine.
- A copy of the Certificate of Corporation
- A list of names and contact information of all corporate officers

Parcel Owner (required)

☐ Same as Applicant

Name:

Telephone:

Telephone:

E-Mail:

Address:

Authorized Agent (required)

☐ Not Applicable

Name:

Telephone:

Telephone:

E-Mail:

Address:

Attachments (Required)

☐ A letter from the parcel owner giving the agent authority to represent the owner in front of the Planning Board.

Statements (required)

Provide a statement describing the interest the applicant has in the parcel to be developed:

Provide a statement describing the interest the applicant has in any property abutting the parcel to be developed.

Attachments

☐ If applicant or parcel owner is a corporation – Provide a statement describing any interest corporate officers have in abutting parcels. See UDRO Section 24 for the definition of an *abutter*.

To the best of my knowledge, all information submitted on this application and attachments are true and correct.

Signature of Applicant

Date

Information About the Parcel of Land

Form 10.2

Reference: Unified Development Review Ordinance (UDRO), Section 10.C.2.d.

For Planning Board Use:

Application No.:_____

Revision No.: Initial / Revision / Final
(Circle One)

Date Received:_____

Location (Required)

Address:

Oxford County Registry of Deeds:

Book: Page:

Tax Sheet - Map and Lot number:

Growth Management District & Shoreland Zoning (Required)

Growth Management District (Zoning)

- ○ Resort Development District
- ○ Rural District
- ○ General Development District
- ○ Protection District

Is the project located within Shoreland Zoning?

- ○ No
- ○ Yes

If yes, a shoreland permit is required.

Details on the Parcel to be Developed (Required)

A statement describing whether the parcel covers the entire contiguous holdings of the applicant:

Total acreage of parcel to be developed:

For subdivisions – the number of lots or dwelling units:

For site plan review – the total floor area and ground coverage of each proposed building and structure and percentage of lot covered by each building or structure:

A statement indicating if the parcel or structure is part of a prior approved subdivision or any other division of land within the past five years:

Attachments: Please attach to the application. See UDRO section cited for more details on each item.

Item #	Item	Attached	Not Applicable
10	A copy of the deed or deeds from which the survey was based. UDRO 10.C.2.d.x.	☐	☐
11	A copy of all covenants, deed restrictions, easement, right-of-way, or other encumbrances currently affecting the property, including Registry of Deeds Book and Page of abutter deed(s). UDRO 10.C.2.d.xi.	☐	☐
12	Proposed deed restrictions or covenants. UDRO 10.C.2.d.xii.	☐	☐
13	Names and addresses of property owners and condominium associations within one thousand (1,000) feet of the property boundaries involved, including owners of property on the opposite side of the road. The owners of property shall be considered to be those against whom taxes are assessed. In the case of condominium ownership, the name and address of the president of the condominium association. UDRO 10.C.2.d.xiii.	☐	☐
14	A written statement indicating if the parcel to be developed has changed ownership within the past five years, if timber has been harvested within the past five years and if such harvesting resulted in a violation of the applicable State of Maine laws. UDRO 10.C.2.d.iv.	☐	☐
15	A copy of the approved driveway or entrance permit issued by the Maine Department of Transportation if a driveway or entrance will enter onto Route 2 or 26 or the Sunday River Road (from its intersection with Route 2 to Ski Way Road) and letter showing town approval for subdivision entrance road onto a town road. UDRO 10.C.2.d.xv.	☐	☐
16	If density credits are to be applied for, a statement providing details. (i.e. Cluster Housing or Planned Unit Development) UDRO 10.C.2.d.xvi.	☐	☐
17	A description of the type of sewage disposal to be used. (See the referenced section for details as to what to include in the description.) UDRO 10.C.2.d.xvii.	☐	☐
18	A copy of a high-intensity soils map covering the parcel to be developed and a written soils report, both prepared by a Maine Registered Soils Scientist. The Board may waive or modify this requirement for lots greater than two acres in size or minor subdivisions. UDRO 10.C.2.d.xviii.	☐	☐

Item #	Item	Attached	Not Applicable
19	Description of the type of water supply system(s) to be used. (See the referenced section for details as to what to include in the description also UDRO 13.L.) UDRO 10.C.2.d.xix.	☐	☐
20	Description of the method of fire protection proposed; see UDRO 13.AC. UDRO 10.C.2.d.xx.	☐	☐
21	Description of method of solid waste disposal; see UDRO 13.R. UDRO 10.C.2.d.xxi.	☐	☐
22	If the applicant proposes to dedicate recreation or common land to the public, provide a written description of the proposal. UDRO 10.C.2.d.xxii.	☐	☐
23	Provide a list and proof of application of required State and Federal permits. UDRO 10.C.2.d.xxiii.	☐	☐
24	Traffic data. See the referenced section and UDRO 13.X. for details. The Board may waive this requirement for minor subdivisions. UDRO 10.C.2.d.xxiv.	☐	☐
25	A statement showing no current tax liens, suits or other conflicts exist on the property or buildings involved. UDRO 10.C.2.d.xxv.	☐	☐

To the best of my knowledge, all information submitted on this application and attachments are true and correct.

Signature of Applicant

Date

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Information On the Development Plan(s)

Form 10.3

Reference: Unified Development Review Ordinance (UDRO), Section 10.C.2.e.

For Planning Board Use:

Application No.:_____

Revision No.: Initial / Revision / Final
(Circle One)

Date Received:_____

General Information Which Applies To All Plans

Item #	Item
1	Name, address and number of licensed professional engineer, professional land surveyor or planner who prepared the plan. UDRO 10.C.2.e.i.
2	Proposed name of the development or site plan title and the name of the Town. UDRO 10.C.2.e.ii.
3	Date, magnetic north point, graphic map scale. UDRO 10.C.2.e.iii.
31	Plans to be recorded at the County Registry of Deeds must be rolled, not folded, and shall have a dimension in inches of a minimum 11x17 and a maximum of 24x36 and be printed on white paper with a minimum weight of 20 pounds. They must include a registrar's block no smaller than 3x3 inches for the register's purposes, and include a title block with the name of the plan, the record owner's name and address, the location by street and town and the date of the plan. They must be embossed, sealed or both with the seal of an architect, professional engineer, or professional land surveyor, and contain the signature and address of the plan preparer. UDRO 10.C.2.e.xxxi.

Submit One Or More Plans Showing The Following

Item #	Item	Not Applicable	Plan #
4	A field survey of the boundary lines of the parcel, giving complete descriptive data bearings and distances, made and certified with the embossed seal of the Professional Land Surveyor. The corners of the tract shall be located on the ground and marked by monuments. The plan shall indicate the type of monument set or found at each lot corner. UDRO 10.C.2.e.iv.	☐	
5A	Lot or unit numbers. UDRO 10.C.2.e.v.	☐	
5b	Lot lines with dimensions and areas. UDRO 10.C.2.e.v.	☐	
6	Suggested locations of subsurface sewage disposal systems and wells. UDRO 10.C.2.e.vi.	☐	
7	Contour lines at 5' intervals or other intervals as specified by the Board, showing elevation in relation to Mean Sea Level (NGVD). UDRO 10.C.2.e.vii.	☐	

Item #	Item	Not Applicable	Plan #
8	If any portion of the parcel is in a flood-prone area, the boundaries of any flood hazard areas and the 100-year flood elevation. UDRO 10.C.2.e.viii.	☐	
9	The title and boundary lines of any zoning or Land Management District boundaries. UDRO 10.C.2.e.ix.	☐	
10	Setback lines of all applicable building setbacks. UDRO 10.C.2.e.x.	☐	
11	Location, ground floor area and height of buildings and other structures within 500 feet of the site. UDRO 10.C.2.e.xi.	☐	
12	Location and dimensions of on-site pedestrian and vehicular access ways, parking areas, loading and unloading facilities, design of ingress and egress of vehicles to and from the site on to public roads and curb and sidewalk lines. UDRO 10.C.2.e.xii.	☐	
13	Landscape plan showing location, type and approximate size of plantings and location and dimensions of all fencing and screening. See UDRO 13.AA. UDRO 10.C.2.e.xiii.	☐	
14	Location and size of existing sewers and water mains, and culverts and drains. UDRO 10.C.2.e.xiv.	☐	
15	The location of freshwater wetlands. UDRO 10.C.2.e.xv.	☐	
16	The location of all Farmland within the proposed project. See UDRO 10.C.2.e.xvi. for a full definition of Farmland. UDRO 10.C.2.e.xvi.	☐	
17	The location of all rivers, streams and brooks within the parcel or within 250 feet of the parcel to be developed. UDRO 10.C.2.e.xvii.	☐	
18	Areas within the parcel or within 250 feet of the parcel which have been identified as significant wildlife habitat by the Maine Department of Inland Fisheries and Wildlife. If any portion of the proposed project is located within an area designated as a unique natural area by the Maine Natural Areas Program, the plan shall indicate appropriate measures for the preservation of the values which qualify the site for such designation. UDRO 10.C.2.e.xviii.	☐	
19	The location of all parcels of land proposed to be dedicated to public use and the conditions of such dedication. UDRO 10.C.2.e.xix.	☐	
20	The location of any open space to be preserved and a description of proposed ownership, improvement and management. UDRO 10.C.2.e.xx.	☐	
21	The location of open drainage courses, wetlands, significant wildlife habitat, known or potential archaeological resource, historic buildings and sites, significant scenic areas, mapped sand and gravel aquifers, rare and endangered, other important natural features with a description of how such features will be maintained or impacts upon them minimized. UDRO 10.C.2.e.xxi.	☐	

Item #	Item	Not Applicable	Plan #
22	The location, names, and present right of way widths of existing roads, highways, easements, building lines, parks and other open spaces on or adjacent to the parcel to be developed. UDRP 10.C.2.e.xxii.	☐	
23	Location and names of proposed streets. UDRO 10.C.2.e.xxiii.	☐	
24	The location of all existing and proposed overhead and underground utilities. UDRO 10.C.2.e.xxiv.	☐	
25	For Site Plan review, the location, dimensions, design and exterior materials of all proposed buildings and structures. UDRO 10.C.2.e.xxv.	☐	
26	The location and dimensions of existing and proposed signs. UDRO 10.C.2.e.xxvi.	☐	
27	The size, location and direction and intensity of illumination and method of installation of all major outdoor lighting apparatus. UDRO 10.C.2.e.xxvii.	☐	
28	The type, size and location of all incineration devices. UDRO 10.C.2.e.xxviii.	☐	
29	The type, size and location of all machinery likely to generate appreciable noise at the lot lines. Technical Information required pertaining to Noise (sound level analysis). Technical information shall be submitted describing the Applicant's plan and intent to make adequate provision for the control of noise. See UDRO 10.C.2.e.xxix. for required information to be included in the plan. UDRO 10.C.2.e.xxix.	☐	
30	Suitable space to record on the approved plan, the date and conditions of approval if any. UDRO 10.C.2.e.xxx.	☐	

To the best of my knowledge, all information submitted on this application and attachments are true and correct.

Signature of Applicant

Date

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Accompanying Documents

Form 10.4

Reference: Unified Development Review Ordinance (UDRO), Section 10.C.2.f.

For Planning Board Use:

Application No.:_____

Revision No.: Initial / Revision / Final
(Circle One)

Date Received:_____

Please include copies of the following documents as part of the application. (required)

Item #	Item	Attached	Not Applicable
2A	Copy of the letter sent to the Newry Fire Chief notifying them of the proposed development project and requesting their comments. UDRO 10.C.2.f.ii.	☐	☐
2B	Copy of the letter sent to the Newry Road Commissioners notifying them of the proposed development project and requesting their comments. UDRO 10.C.2.f.ii.	☐	☐
2C	Copy of the letter sent to the Oxford County Sheriff notifying them of the proposed development project and requesting their comments. UDRO 10.C.2.f.ii.	☐	☐
3	A list of construction items, including but not limited to, storm drainage, water supply and sewers, with cost estimates that will be completed by the applicant. UDRO 10.C.2.f.iii.	☐	☐
4	Written evidence from financial institutions that the applicant has financial commitments or resources to cover these costs. UDRO 10.C.2.f.iv.	☐	☐
5	A separate list of construction and maintenance items, with both capital and annual operating cost estimates, that must be financed by the Town, or construction and maintenance items, with both capital and annual operating cost estimates, that must be financed by the Town, or quasi-municipal districts. These lists shall include but not be limited to: (1) Schools, including bussing. (2) Recreation facilities. (3) Road maintenance and snow removal. (4) Storm water drainage. (5) Police and fire protection. (6) Solid waste disposal. (7) The applicant shall provide the Planning Board with an assessment of the financial impacts of the proposed development on the above public facilities and services. UDRO 10.C.2.f.v.	☐	☐
6	A storm water management plan, prepared by a registered professional engineer in accordance with the most recent edition of Storm Water Management for Maine: BMPS Technical Design Manual, published by the Maine Department of Environmental Protection.[Note: The applicant need only to submit one copy of storm water calculations]. UDRO 10.C.2.f.vi.	☐	☐

Item #	Item	Attached	Not Applicable
7	An erosion and sedimentation control plan prepared in accordance with the Maine Erosion and Sedimentation Control Handbook for Construction: Best Management Practices. UDRO 10.C.2.f.vii.	☐	☐
8	If the proposed development project is in the direct watershed of Howard Pond, a phosphorus control plan shall be submitted. UDRO 10.C.2.f.viii.	☐	☐
9	Road and roadway plan and profile drawings drawn to a scale 1" = 100' horizontal and 1" = 1' vertical, prepared by Licensed Professional Engineer. The Planning Board may allow for a variation of scale based on readability. UDRO 10.C.2.f.ix.	☐	☐
10	Typical cross section views of all proposed roads. UDRO 10.C.2.f.x.	☐	☐
11	Other information not indicated above, as specified by the Planning Board on the application. UDRO 10.C.2.f.xi.	☐	☐

Submission Waivers

Where the Planning Board makes written findings of fact that there are special circumstances of a particular application, it may waive portions of the submission requirements, unless otherwise indicated in this Ordinance, provided that the applicant has demonstrated that the standards of this Ordinance have been or will be met, the public health, safety and welfare are protected, and provided the waivers do not have the effect of nullifying the intent and purpose of the Comprehensive Plan and this Ordinance. UDRO 10.C.2.g.

Does the applicant intend to request waivers of any of the submission requirements? If yes, attach each waiver request to this application identifying the submission requirement and statements in support of the waiver.	○ Yes ○ No

Easements

The Planning Board may require easements for sewage, drainage or other utilities. UDRO 10.C.2.h.

Does the applicant intend to establish any easements? If yes, attach documentation depicting each easement to be established as well as a drawing(s).	○ Yes ○ No

To the best of my knowledge, all information submitted on this application and attachments are true and correct.

Signature of Applicant

Date