

907 Submission Requirements – Site Plan Review

1. A formal application for Site Plan Review shall contain eight (8) paper copies and one (1) electronic copy as a PDF file of at least the following exhibits and information:
 - a. Written Information
 - i. A fully executed and signed copy of the application for Site Plan Review
 - ii. Owner's name, address and signature.
 - iii. Name and addresses of all abutting property owners plus a description of the project, to be used by the applicant to notify the abutters by first class mail of the proposed project, proof of mailing receipts to be kept on file at the Town Office. Owners of abutting properties shall be those listed in the most recent tax records of the Town of Naples. The applicant must provide evidence that letters for public notice have been mailed.
 - iv. If the site is not to be served by a public sewer line, then an on-site soils investigation report by a Department of Human Services licensed site evaluator shall be provided.
 - v. A list of waivers of any town requirements or ordinance provisions requested. Waiver requests shall state the basis and reasons for granting the waiver.
 - vi. A statement from the Fire Chief that the property is accessible by present fire apparatus and detailing any additional on-site fire protection facilities required.
 - vii. Copies of any proposed or existing easements, covenants and deed restrictions.
 - viii. Copies of all required state approvals and permits, provided however, that the Planning Board may approve site plans subject to the influence of specific state licenses and permits in cases where it is not feasible for the applicant to obtain at the time of Site Plan Review.
 - ix. A description and design of proposed temporary and permanent signs, including location, size and lighting.
 - x. A phosphorus analysis is required if proposed project is within the Shoreland Zone or the non-vegetated area exceeds 40,000 square feet. The analysis of phosphorus loading shall utilize the methods contained in the latest revised edition of the manual Phosphorus Control in Lake Watersheds, published by the Maine Department of Environmental Protection, and shall require third party review.
 - xi. A soil and erosion control plan showing:
 1. The existing and proposed method of handling stormwater run-off.
 2. The direction of flow of the run-off through the use of arrows.

3. The location, elevation and size of all catch basins, dry wells, drainage ditches, swales, retention basins and storm sewers.
- xii. Engineering calculation used to determine drainage requirements based upon a 25-year storm frequency, if the project will significantly alter the existing patterns due to such factors as the amount of new impervious surfaces (such as paving and building area) being proposed.

b. Site Plan Information

- i. A site plan drawn at a scale sufficient to allow review of the items listed under Criteria and Standards, but not more than one hundred (100) feet to the inch for that portion of the total tract of land being proposed for development.
- ii. Perimeter survey of the parcel made and certified by a registered land surveyor relating to reference points showing true north point, graphic scale, corner of parcel, date of survey and total acreage.
- iii. The lot area of the parcel, street frontage and the Town Land Use Ordinances requirements for minimum lot size and frontage.
- iv. Existing and proposed topography of the site at two (2) foot contour intervals if major changes to the existing topography are being proposed.
- v. Existing land cover and vegetation conditions.
- vi. Proposed landscaping and buffers.
- vii. The location of all "Limit of work areas" labeled on the Site Plan.
- viii. Soil types and location of soil boundaries as certified by a registered engineer or certified soil scientist.
- ix. Zoning classifications(s) of the property and the location of zoning district boundaries if the property is located in two or more zoning districts.
- x. Total area of any land within 500 feet of the proposed project which is owned owner by the applicant.
- xi. The location of all buildings within fifty (50) feet of the parcel to be developed and the location of intersecting roads or driveways within 200 feet of the parcel.
- xii. All surface water features within 500 feet of the project boundaries, including perennial streams and wetlands.
- xiii. Location of all wells and septic systems within 150 feet of the property boundary.
- xiv. The location of all existing and proposed buildings (including size and height), driveways, sidewalks, parking spaces, loading areas, open spaces, large trees, open drainage courses, signs, exterior lighting, service areas, easements and landscaping
- xv. The location of all building setbacks as required by the Town Land Use Ordinances.
- xvi. The location, size and character of all signs.

- xvii. A lighting plan showing the location of each current and proposed lighting fixture with projected hours of use.
- xviii. A photometric plan at 20-foot scale or larger showing the extent of areas designed and intended for lighting.
 - ~~xix.~~ Location and dimensions of on-site pedestrian and vehicular access ways, parking areas, loading and unloading facilities, snow storage areas, design of entrances and exits of vehicles to and from the site on to public streets, curb and sidewalk. The location and dimensions of parking lot thruways shown on the final plan.
- ~~xx-xix.~~ Drainage plan to describe the location and size of road culverts, road drainage ditches, phosphorus and runoff control measures and other similar features.
- ~~xxi-xx.~~ A utility plan showing provisions for water supply and wastewater disposal including the size and location of all piping, holding tanks, leach field, etc.
- ~~xxii-xxi.~~ Building plans showing plans of all floors and all elevations.

908 Criteria and Standards

The following criteria and standards are to be used by the Planning Board in judging applications for Site Plan Review and shall serve as minimum requirements for approval of a site plan. In all instances, the burden of proof shall be on the applicant to demonstrate compliance with each standard.

1. Preservation of Landscape.
 - a. The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, retaining existing vegetation, historic stone walls, or other significant resources and site features when and where desirable, and keep any grade changes in character with the general appearance of neighboring areas. Existing vegetation, buffering, landscaping and building siting are potential methods of preserving scenic vistas.
 - b. All development shall preserve and protect significant natural features including endangered trees and plants, habitat for threatened or endangered species, high and moderate value waterfowl and wading bird habitat, significant aquifers, and waterbodies including wetlands, floodplains, and significant vernal pools.
2. Buffers and Landscaping.
 - a. The purpose of a buffer is to provide aesthetically acceptable visual and spatial separation between adjacent land uses, thereby enabling the juxtaposition of land uses of different types by minimizing negative impacts that a land use will impose on its neighbors. Buffers can be either landscaped, hardscaped, and/or naturally vegetated. Where a buffer is landscaped or naturally vegetated, the applicant may not need to show additional landscaping efforts on the plan unless the Board deems it necessary.

Classification of buffers.

- Class I Buffer: a buffer at least five (5) feet wide consisting of densely planted shrubs or trees at least four (4) feet in height at the time of planting, or fencing such as picket or split rail fencing, or a combination thereof. The purpose of this buffer is to provide visual screening.
 - Class II Buffer: a buffer at least twenty-five (25) feet wide of which a ten (10) foot width shall be a naturally vegetated buffer or a landscaped buffer with trees and/or shrubs at least four (4) feet in height at the time of planting. The purpose of this buffer is to separate incompatible uses.
 - Class III Buffer: a buffer at least fifty (50) feet wide of which a twenty-five (25) foot width shall be a naturally vegetated buffer or a landscaped buffer with trees and/or shrubs at least four (4) feet in height at the time of planting. The purpose of this buffer is to minimize the visual impact of large structures and the impact on natural resources.
- b. Landscaping shall be designed to minimize the visual effect of the bulk and height of buildings, structures, parking areas, lights, and signs, as well as to minimize the impact on natural resources. Landscaping shall consist of a majority of native vegetation in the form of flowers, trees, shrubs, etc. designed to improve biodiversity and enhance the physical design of the development(s).
 - c. Landscape buffers shall consist of a combination of deciduous, coniferous, and ornamental trees and shrubs at a density that provides a year-round screen.
 - d. If structural materials are used for screening, such as walls or fences, such structures must be augmented with vegetation to soften the appearance of the structure.
 - e. Chain link fencing is not permitted in the Village District. Other fencing options must be used for security or screening purposes.
 - f. In the Commercial Zone, a Class II Buffer shall be required between commercial and residential properties using plantings or other screening methods as shall be reasonably required to prevent the commercial use from being incongruous with the existing or contemplated environment and the surrounding properties. The Planning Board may require buffer zones between commercial properties where differences in the use of the properties or the natural features of the properties make buffers appropriate. All buffers and screening must be maintained indefinitely by the property owner.
 - g. All parking areas containing five or more spaces must provide a Class I Buffer on each property line abutting any residential district or any public or private street or way.
 - h. Loading and servicing areas, trash and recycling areas, storage areas, and roof and ground mounted utility structures shall be located away from primary visual corridors and must be completely screened from public

sidewalks, streets and adjacent properties using plantings, fences and other building design techniques and ~~and properly barricaded with fencing~~ shall be in a location that reduces visibility and noise intrusion.

i. Landscaping shall be provided as part of the overall site plan design and integrated into building arrangements, topography, parking and buffering requirements. Landscaping must include a variety of trees, bushes, shrubs, ground cover, plants, and the use of building and materials in an imaginative manner.

j. For any development in the Commercial and Village District, the area between the roadway and the front of the building or development shall be attractively landscaped with a variety of natural and hardscaped elements such as trees, flowering shrubs, fencing, stone walls, and other elements. Existing healthy trees and shrubs shall be preserved or transplanted to another area of the site wherever possible.

k. The development shall provide one 3” caliper tree of varied species for every 30 feet of street frontage. Trees should have 50 square feet of permeable area for growth. Retaining existing trees within the right-of-way or front setback area may substitute for new street trees. In areas of overhead power lines, ornamental trees or other shrubbery shall be substituted.

l. Hedgerows and evergreen plantings shall be placed appropriately to slow prevailing winter winds.

m. Natural features and landscape berms consisting of plant materials of different size, species and textures to give depth to the screen shall be provided to screen buildings.

n. Outdoor amenities such as patio seating areas, water features, sculptures, pedestrian plaza with benches and planters, etc. shall be provided where appropriate.

j-o. Open space and natural features shall be integrated into the overall plan for the development

~~k-p.~~ Plant materials shall be selected for durability and hardiness to seasonal changes.

~~l-q.~~ Proposed shrubs and trees installed as part of the landscaping plan shall be comprised of at least 50% native species. The use of invasive species shall be prohibited.

~~m-r.~~ In the absence of a soil test indicating a phosphorus deficiency, only non- phosphate fertilizers shall be used for plantings.

3. Relation of Proposed Building to the Environment

a. Proposed structures shall be related harmoniously to the terrain, and to existing buildings in the vicinity which have a visual relationship to the proposed building. Special attention shall be paid to the scale of the proposed building(s), massing of the structure, and natural features such as slope, orientation, soil type and drainage courses. Architectural features of the proposed structures shall be considered for all developments fronting on Route 302 from the fire station to the Crooked River Bridge to conform as close as practical to existing structures in the surrounding area.

- b. Buildings shall be oriented to create usable, safe, accessible and attractive pedestrian spaces, preserve significant site features, and minimize the appearance of parking areas.
- c. Multi-story buildings shall be encouraged. Single story buildings should be articulated with design features as outlined in this section of the Ordinance.
- b.d. Buildings with two or 2 ½ stories will more readily achieve the long-range vision for the Commercial District. New development should be designed with a usable second or third story to reduce the footprint of the building.
- e. Large buildings shall be broken into smaller forms to lessen the total building mass.
- f. Generally building front facades should be parallel with the edge of the right-of- way.
- g. Unarticulated and monotonous facades that create blank walls shall be avoided. Columns, arcades, porches, windows, etc. shall be incorporated to prevent uninterrupted lengths of façade greater than 30 feet.
- h. The main architectural treatments of the building's front facades, including materials used, around all sides of the building that are visible from the street or pedestrian access shall be continued.
- i. The building footprint shall be varied so there are pronounced changes in wall planes (5 feet or greater) so there are no straight walls longer than 75 feet facing a public street or parking area.
- j. New buildings shall create a variety of story heights along facades.
- k. New buildings shall provide clearly visible and identifiable entrances that are recessed or articulated with projected coverings. In mixed use buildings, distinguish entrances for upper floor residential or commercial uses through different façade treatments.
- l. Windows should make up a minimum of 30% of the total area of the front façade. There should have a sufficient quantity of appropriately scaled windows and doors with a balanced spacing and rhythm. Retail storefronts should be modestly scaled, with vertically proportioned windows articulated with muntins. Windows and glass portions of doors should be clear, non-mirrored, and non-opaque glass.
- m. New buildings shall use a variety of materials or patterns in the façade to add visual interest but limit the number to avoid visual overload.
- n. Shadow lines and patterns using architectural elements such as overhangs, projections, reveals, etc. shall be encouraged.
- o. New buildings shall strive for visual simplicity rather than complexity.
- p. Roofs should adhere to the following standards:
 - i. Roof lines shall have variation using gable, shed, and hip roofs.
 - ii. Roof forms shall be altered to break down large roof masses using authentic dormers, chimneys, cupolas, etc. Non-functioning dormers that suggest unoccupied upper floors and other unrealistic appendages that create false detailing and take away from the building's integrity are prohibited.
 - iii. Roofs shall incorporate overhangs and eaves.

- iv. Steep roof pitches are encouraged. Low pitches are acceptable at small roof sections such as porches, arcades, entries, etc.
- v. Roofs should have sufficient depth to appear as a functional roof. Mansard roofs are discouraged. Roofing materials should not be used as siding for a top story. Roofs should read as functional over a building and not as a decorative feature added to the façade.
- vi. Flat roofs with articulated parapets that become an expression of the building façade are permitted subject to review. False gable-end shaped parapets at flat roofs are strongly discouraged and should be avoided.
- i.vii. Rooftop equipment should be concealed from ground view.
- ii.viii. Flat roofs are not permitted in the Village District. Roof pitch shall be at least 5/12.
- iii.ix. Flat roofs are permitted in the Commercial District, provided that the design creates no horizontal line greater than 50 feet.
- q. New England regional prototypes from national franchises are permitted, provided they meet the design standards from the Commercial District.

4. Building Material Guidelines

- a. New buildings shall use traditional and natural building materials that weather naturally, such as brick, stone, wooden shingles, and clapboard. Be consistent with the traditional New England building vernacular.
- b. New buildings shall use materials that have texture, pattern, or lend themselves to a high quality of detailing.
- c. Synthetic materials and exterior insulation finish systems are discouraged.
- d. New buildings shall use durable, eco-friendly materials whenever possible.
- e. Where appropriate building materials shall be mixed to add visual interest to the exterior.
- f. Metallic and reflective materials shall be avoided; natural colors and earth tones are preferred.
- a-g. Contemporary forms and materials are welcome as long as they reinterpret and echo the region's traditional design forms and materials.

4.5. Vehicular Access

- a. The proposed layout of access points shall be designed so as to avoid adverse impact on existing vehicular and pedestrian traffic patterns. The proposed site layout shall give special consideration to the location, number and control of access points, adequacy of adjacent streets, traffic flow, sight distances, turning lanes, pedestrian-vehicle contacts and existing or proposed traffic signalization.
- b. No more than two driveways shall be permitted for ingress and egress purposes to any commercial, industrial or residential site.
- c. Wherever possible, driveways on the opposite sides of the road shall be aligned.
- b-d. Where appropriate, the development shall provide for separate right and/or left turning lanes to facilitate entry and exit from the site.

- e.e. Where a lot has frontage on two or more streets, the primary access from the lot must be provided from the street where there is less potential for traffic congestion.
- f. Private entrances/exits must be located at least 50 feet from the closest unsignalized intersection and 150 feet from the closest signalized intersection.
- d.g. Vehicle access to delivery areas should be located away from the primary face of buildings.
- e.h. Sidewalks shall be required on all new commercial and multifamily developments on public streets and shall tie into existing pedestrian networks when feasible. Sidewalks shall be installed along the sides of the property that abut a public street, even if sidewalks do not presently exist on such streets to permit the extension of sidewalks in the future. Sidewalks should be at least 6 feet in width.
 - i. The Planning Board may, in consultation with the Road Commissioner, accept a fee in lieu of sidewalk construction. The sidewalk fee must be deposited in a dedicated sidewalk escrow account.
- f.i. Emergency access lanes shall not be obstructed by other vehicles or uses.
- g.j. Drive-through Facilities are permitted in the Commercial District only.
 - i. Drive-through Facility windows and service areas must be located on the side or rear of the principal structure.
 - ii. Safe pedestrian movement must be incorporated into the Drive-through Facility design. Safe crossing and pathways must be clearly marked.

5.6. Parking and Circulation

- a. Parking facilities shall be safe and convenient and, insofar as practicable, shall not detract from the proposed buildings and neighboring properties. Sufficient off- street parking must be provided for both employees and customers of the newly constructed facility. All parking areas must be set back a minimum of 10 feet from the property line on any State numbered route.
- b. Parking areas must be located at the rear or side of commercial buildings.
 - i. When parking is located to the rear of a building, additional windows, lighting, and an entrance to create a favorable impression of the uses within shall be provided.
- b.c. Parking areas for five or more cars shall be designed with enough maneuvering space so that vehicles need not back into a public way.
- e.d. Handicap parking must be provided for every 25 off street parking spaces with a minimum 5-foot-wide access aisle and must be located within the shortest barrier free accessible route.
- d.e. All developments shall include areas for snow storage or provide an acceptable snow removal plan. Snow storage areas may not encroach on areas designed to meet minimum parking requirements or on pedestrian walkways and shall not be located where they would adversely impact the functionality of stormwater management systems.

- f. Large parking areas with 16 or more parking spaces shall be divided into smaller spaces to reduce their mass and scale through the use of trees, landscaped islands, grade changes, or other features.
- g. Shade trees shall be provided in parking lots to reduce pavement heat gain and help keep vehicle interiors cool.
 - i. The development shall provide one 3” caliper tree for every 10 parking spaces. Trees shall have at least 50 square feet of permeable area for growth.
- e.h. To ensure safety of vehicles and pedestrians, the site plan shall clearly delineate internal traffic patterns using directional arrow, crosswalks, and other ground markings.
- f.i. Abutting properties may share off-street parking spaces, provided both property owners sign a cross-access/shared parking agreement and the Planning Board finds there will be no detrimental impact on abutting properties not involved in the shared parking arrangement.

6.7. Stormwater Management

- a. Adequate provisions shall be made for surface drainage so that removal of surface waters will not adversely affect neighboring properties, downstream conditions or the public storm drainage system and shall be held to a zero percent or less off-site increase after development. On-site absorption shall be utilized to minimize discharges whenever possible. All drainage calculations shall be based on a twenty-five (25) year storm frequency.
- b. Any stormwater draining onto or across the lot in its pre-improvement state will not be impeded or redirected so as to create ponding or flooding of adjacent lots.
- c. Any development required to obtain approval under site plan review that proposes a cumulative land disturbance of greater than 20,000 square feet and less than one acre must comply with the DEP Chapter 500 water quality requirements and provide post development runoff locations.
- d. Site plans proposing greater than 1 acre or 40,000 square feet of impervious area, shall submit a stormwater management plan that complies with Section 4B(2) and Section 4B(3) of the General Standards of the DEP Chapter 500 Stormwater Management, as amended.
- e. All natural drainage ways shall be preserved at their natural gradients and shall not be filled or converted to a closed system unless approved as part of the site plan review.
- f. All sanitary sewer lines, storm drains, water lines, and other utilities proposed as part of the development shall be designed to conform with the sanitary sewer and storm drain and water supply standards from the Maine Department of Environmental Protection Chapter 500 Rules for Stormwater Management.
- g. The design of the storm drainage systems shall adequately provide for the movement of upstream runoff which shall pass over or through the site to be developed.

- h. Stormwater runoff shall be infiltrated naturally wherever possible in the form of bioretention, grass filter strips, green roofs, rain gardens and vegetated swales that mimic existing hydrologic patterns.
- i. Landscaping in the form of vegetation, organic mulch and/or erosion control mix shall be incorporated to stabilize slopes between 5% and 15%.
- j. For any development that consists of slopes greater than 20%, landscaping shall consist of biotechnical and/or structural methods including but not limited to terracing rip rap or retaining walls.

7.8. Utilities and Public Safety

- a. The development shall not overburden storm drains, water lines or supply, or other public infrastructure and utilities. The development shall provide adequate utility infrastructure on-site and in connection to surrounding locations and facilities.
- b. Electric, telephone and other utility lines shall be installed underground. Any utility installations above ground shall be located so as to have a harmonious relationship with neighboring properties and the site.
- c. Any structure with an automatic fire alarm system or automatic suppression system shall comply with the Town of Naples Key Lock Box Ordinance.
- d. New structures built after June 1, 2016 shall be equipped with an approved fully addressable monitored fire alarm system installed, maintained, operated and transmitted in compliance with the requirements of National Fire Protection Association.

8.9. Exterior Lighting

- a. All lighting and illuminated signs on a non-residential site must be turned completely off within one hour of closing. For lights that can be dimmed, brightness should be reduced by 50% within one hour of closing.
- b. Security lighting shall be permitted during closed hours to activate additional lighting above the 50% threshold for the purpose of public safety.
- c. All lighting shall be directed downward with full cut-off fixtures.
- d. No unshielded lights shall be placed in view of any public roadway.
- e. No rotating or flashing lights are permitted.
- f. Direct or indirect illumination shall not exceed 0.5 footcandles at the lot line or upon abutting residential properties.

f.g. LED lights for exterior lighting shall be used to reduce use of electricity.

g.h. Light poles in the Village District shall have a maximum height of 20 ft.

h.i. Light poles in the Commercial District shall have a maximum height of 30 ft.

9.10. Hazards and Nuisances.

- a. Adequate provision shall be made to control noise, vibrations, smoke, heat, glare, fumes, dust, toxic matter, odors and electromagnetic interference generated by proposed uses or activities on the site such that these impacts shall not be readily detectable at any point along lot lines so as to produce a public nuisance or hazard.
- b. The development will not result in undue air pollution. In making this determination, the applicant shall, if required by the Planning Board,

consult federal and state authorities to determine applicable air quality laws and regulations, and furnish such evidence to the board.

- c. No flammable or explosive liquids, solids or gases shall be stored in bulk above ground unless they are located at least 75 feet from any lot line, or 40 feet in the case of underground storage.
- d. Outdoor storage is prohibited in the Village zone, though outside retail sales displays accessory to a retail use are allowed in areas that do not impact pedestrian mobility.
- e. All heating, ventilation and air conditioning equipment (HVAC), air handling units (AHU), emergency generators, and similar equipment shall meet applicable state and federal emissions requirements and shall be located to the interior of the site, away from abutting residential properties.
- f. The development will not result in violation of any noise control provisions in effect in the Town of Naples or the State.
- g. The following are exempt from noise standards:
 - i. Registered and inspected vehicles while operating on public ways.
 - ii. Warning signals and alarms.
 - iii. Emergency maintenance and repairs.
 - iv. Operations necessary for public works projects.

10.11. Signs.

- a. All signs shall comply with the standards set forth in this Ordinance from Section 700.
- b. Sign location and design shall be integral components of the site plan proposal.

11.12. Municipal Services.

- a. The development will not have an unreasonable adverse impact on the municipal services including municipal road systems, fire department, police department, emergency medical unit, solid waste program, municipal services and facilities.