

Town of Lisbon Planning Board
Preliminary Site Plan Application

Introduction: The Town of Lisbon Site Plan Review Law is designed to provide for planned growth and development with the economic and social needs of the community.

Instruction: This form must be submitted with the requirements as described below.

Required documents: The following shall be required.

1. Location map with scale and north arrow showing boundaries and dimensions of the property and identification of adjacent properties including ownership.
2. Map showing existing features of the site including structures, roads, other paved area, bodies of water, wetlands and wooden areas.
3. On the same or separate map (as 2 above) location, dimensions and arrangement of any proposed buildings or uses on the site, including roads, pathways, etc. as well as location of proposed wells and on site sewage facility.
4. Sketch of any proposed sign, building or structure including exterior dimensions and elevation of front side and rear.
5. Authorization of the owner to apply for a permit if the applicant is not the owner of the property.

Date _____

Telephone: _____

False Statements will be subjected to the penalties for perjury

Name/Address
Of Applicant

SUBMIT THIS FORM TO THE CODE ENFORCEMENT OFFICER, WHO WILL SCHEDULE A CONFERENCE WITH THE PLANNING BOARD.

Location of Site

Total Site Area (sq. ft or acres)

General Location _____

Names of adjacent owners as disclosed by municipal tax records:

Anticipated construction time

Is this an alteration or enlargement (check one) Yes _____ No _____

Current land use (agricultural, commercial, forest area) _____

Describe proposed use, including primary and secondary uses; ground floor area, height, and number of stories for each building.

For nonresidential buildings, include number of automobile and truck parking spaces.

(use separate sheets if needed)

A copy of the deed or proof of ownership **MUST** accompany this application

For Planning Board Use:

Approved _____ Approved with Modifications _____ Schedule Public Hearing _____

Signature of Chairperson

Date _____

Town of Lisbon Site Plan Review Process Summary

Introduction. The purposes as described in the Town of Lisbon Site Plan Review Law are to;

- (A) Provide for the planned growth and development of residential, commercial, recreational, institutional and industrial uses of the land consistent with the economic and social needs of the community.
- (B) Preserve the character of the town.
- (C) Promote the health, safety and general welfare of the Town consistent with objectives set forth in the Town of Lisbon Land use Plan.

Summary of Site Plan Review Process

1. (optional) Submit a sketch plan to the Enforcement Officer of the Town of Lisbon Planning Board. Within 45 days, the enforcement officer will schedule a conference with the Planning Board. The Planning Board will then either;
 - (A) waive requirements for preliminary site plan application or;
 - (B) require preliminary site plan (proceed with step (#2))
2. Pick up a preliminary Site Plan Application form from the Town of Lisbon Building Inspector's Office. Fill out the application and submit it to the Enforcement Officer.
3. Within 45 days, the Planning Board shall either (A) approve the preliminary Site Plan Application, (B) Approve it with modifications or (C) schedule a public hearing.
 - (A) If approved the applicant shall be notified in writing by the Planning Board and a building permit issued within 10 days. The applicant shall not have to file a final site plan if the preliminary site plan is approved.
 - (B) If approved with modifications, the applicant must obtain a Final Site Plan Application from the Lisbon Building Inspectors Office. This application must be submitted to the Planning Board within six months of the approval of the preliminary site plan with the modifications. The Planning Board will approve or disapprove the final site plan application within 45 days of receipt.
 - (C) If a public hearing is held, the hearing will be schedule. The Planning Board shall within 15 days of the hearing approve, approved with modifications or disapprove the Preliminary Site Plan Application.
4. Approval of a Site Plan shall be valid for a period of one year.

Sketch Plan

1. Draw in the space below (Or on a separate sheet) a sketch map of the activity, showing Distances in feet from boundaries. Indicate the scale of the map below;
1 inch = _____ feet

NOTE: Be sure to show the location of all boundaries for adjacent landowners. The size of your property and the location of all buildings must be carefully drawn to scale.

2. In the space below, briefly describe the proposed activity.

SUBMIT THIS FORM TO THE ENFORCEMENT OFFICER, WHO WILL SCHEDULE A CONFERENCE WITH THE PLANNING BOARD.

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		_____ acres	
b. Total acreage to be physically disturbed?		_____ acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: _____		Date: _____
Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing: a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT