



City of Westbrook

DEPARTMENT OF PLANNING & CODE ENFORCEMENT

2 York Street

Westbrook, Maine 04092

(207) 854-0638

Fax: 1-866-559-0642

CONDITIONAL USE CHECKLIST

Application

- Cover letter giving a general description of the proposed conditional use and a narrative describing the existing and proposed use of the property and including how the requirements below will be met. Include the proposed hours of operation.
- Completed Planning Board application
- An electronic copy of all materials shall be submitted with the initial and each subsequent submission. This shall be in a file format acceptable to the City Planner.

Map Requirements

- The applicant must present detailed information in the form of diagrams, photographs and drawings
 - o Engineering data in the form of a site plan may be deemed necessary by the Board.

Requirements

- The use requested meets the dimension, parking, loading, and sign requirements of this Ordinance. Otherwise, the applicant must also request an appropriate variance.
- The use requested will not significantly devalue abutting property or property across public or private way. In making its determination, the Board shall take into consideration the type of structure proposed, the topography of the area, the market value of the surrounding real estate, the availability of utilities, traffic conditions, and other relevant factors.
- The use granted will be an effective use of the land such that will;
 - o Maintain safe and healthful conditions.
 - o Not cause water pollution, erosion, or sedimentation.
 - o Not have an adverse impact on spawning grounds, fish, aquatic life, bird or other wildlife habitat.
 - o Conserve shared tree cover and visual, as well as actual, access to water bodies.
 - o Not burden on-site septic or off-site waste disposal.
 - o Not burden existing public ways.
- The use granted is compatible with adjacent land uses and that it meets the following performance standards:
 - o The landscape must be preserved in its natural state insofar as practicable. It must be designed so as to stabilize the slopes and buffer the site, where necessary.
 - o Surface water drainage must not have an adverse effect on surrounding properties, downstream water quality, soil stability, or the storm drainage system.
 - o The development will not cause unreasonable water, air, or soil pollution.

- The development will not cause unreasonable soil erosion or reduction in the capacity of the soil to hold water.
- The development must not have an unreasonably adverse effect on a historic site or irreplaceable natural areas.
- The development must not cause unreasonable noise, odors, dust, gas, fumes, smoke, light or other annoying or dangerous emissions.
- Exposed storage areas, machinery installation, service and loading areas, and similar facilities must be set back, screened, or buffered so as to minimize any possible adverse effect on the surrounding uses.
- The site layout must provide for safe vehicular access and egress, including that for emergency vehicles.
- The layout of vehicular and pedestrian traffic patterns must provide for safe interior circulation, separation of pedestrian and vehicular traffic, and storage of plowed snow and the parking shall comply with the parking requirements set forth in Section 505.1 A-D, regardless of whether the special exception requires site plan review.
- The development must not impose an unreasonable burden on the water supply and sewage disposal systems, fire or police services, public ways, schools, recreational facilities, and other public services or facilities.

Fees

- Non-refundable Special Exception fee of \$250.
- Abutters notice fee of \$1.35 each.
- If a Public Hearing is or Site Walk scheduled, the applicant must pay notification and advertising costs.

Copies

- 10 sets of all application materials with maps on 11"x 17" sized paper