

Orland Planning Board

Town of Orland
25 Schoolhouse Rd.
P.O. Box 67
Orland, ME 04472

To Applicants:

Thank you for taking time to read these guidelines before you complete the attached application form. The following will help speed up the application/permit process, but please be aware that depending on the complexity of the project the Board may not issue a permit at the first visit. Some applicants must attend at least two monthly meetings. Some applications require public hearings with two weeks posted notice.

The Orland Planning Board meets the first Monday of every month except on Monday holidays when an alternative date will be announced (normally the first Tuesday). In case of problem weather, the Board may reschedule or wait until the next regular meeting. The Board rarely holds special meetings.

We strongly urge you to obtain a copy of the ordinance pertaining to your application. With the exception of the Wireless Communication Tower Ordinance, ordinances may be downloaded from the Town of Orland website (www.orlandme.org/town_ordinances.htm). Alternatively, you may purchase, at a nominal fee that helps cover printing costs, a copy of the ordinance you require from the Town Office.

You must submit at least nine (9) copies of your completed application and required submissions when you file your application. (Submission requirements in addition to the application form vary from ordinance to ordinance and are spelled out in each ordinance.) If you do not bring enough copies you will be asked to return to a future meeting adequately prepared.

All ordinances require that applications be submitted to the Town Office in advance of the Planning Board meeting at which the application will be reviewed. Site Plan Review and Wireless Communication Tower applications must be submitted two weeks in advance. Subdivision and Wind Energy applications must be submitted ten days in advance. Shoreland Zoning applications must be submitted to the Code Enforcement Officer.

The Code Enforcement Officer (CEO) is available at the Town Office or by phone to answer questions and provide guidance. The Town Office can provide the current CEO office hours and telephone number.

If your permit requires a Public Hearing or has other reasons for notification of abutters and neighbors, you must supply a list of names and addresses. The Planning Board will mail notices to the appropriate people.

Town of Orland Maine

Site Plan Review Application

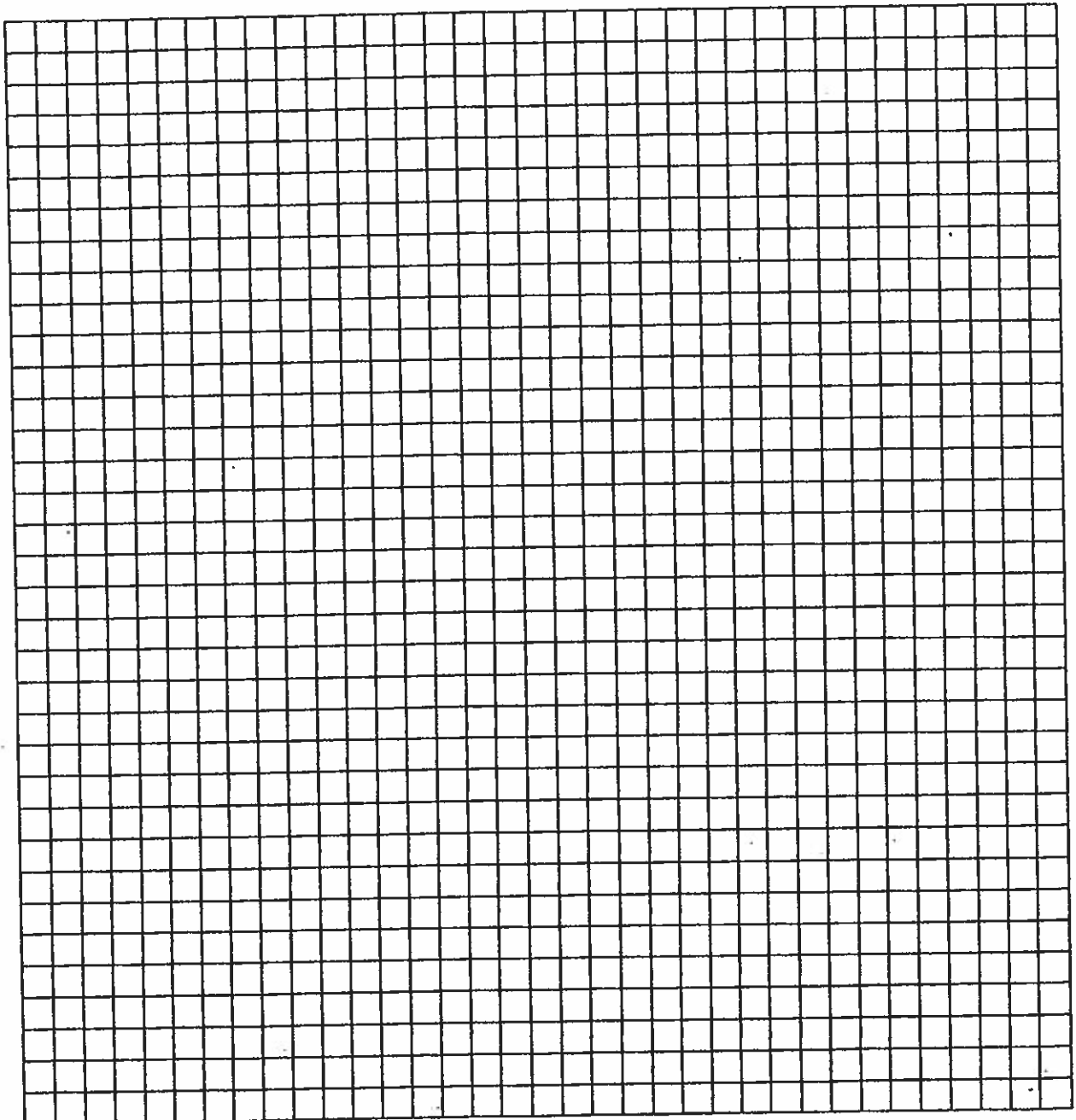
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1. Date of Application :	2. Applicants Name:
3. Applicant's Address:	4. Applicant's Phone Number:
5. Site Location:	6. Tax Map_____ Lot#_____
7. Owner (s) If Different From Applicant:	8. Owner(s) Address (es)
9. Project Start Date:	10. Projection Completion Date:
11. District or Zone of Property:	12. Type of Project:
13. Is Property in Aquifer Protection Overlay:	14. Business Name:
15. Is Property in Tree Growth, Open Space, or Agriculture:	
16. Discribe Right, Title,or Interest of Application to Property:	
17. Describe Existing Use of Property, Being Specific as Possible (use separate page and attach, if necessary)	
18. Describe Proposed Use of Property, Being Specific as Possible, (use separate page and attach, if necessary)	
19. A17 Perentage of lot coverage by Structure:	20. Total Acreage:
21. Total of Road Frontage:	22. Total of Shore Frontage: (if Applicable)
Revised 9/2022	

Site Plan Review Application

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Please Include: Lot Lines, Setbacks, Parking, Driveways, Well, Septic, Existing and Proposed Structure(s), Signs, Loading Areas, Lighting, Buffers, Dumpster, Direction of Surface Water and any Wetlands, Streams or Ponds.



Scale: _____ Ft

Site Plan Review Application

List of Abutters within 300' of Property

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Name		Name	
Address		Address	
Map/Lot		Map/Lot	
Name		Name	
Address		Address	
Map/Lot		Map/Lot	
Name		Name	
Address		Address	
Map/Lot		Map/Lot	
Name		Name	
Address		Address	
Map/Lot		Map/Lot	
Name		Name	
Address		Address	
Map/Lot		Map/Lot	
Name		Name	
Address		Address	
Map/Lot		Map/Lot	
Name		Name	
Address		Address	
Map/Lot		Map/Lot	

Orland Site Plan Review Application

Application and Technical Review Fees

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This application is not considered complete and the Planning Board will not act upon unless an application and technical review fee in the amount required in section 6.2 Page 11 of the Orland Environmental Control Ordinance (ECO) as submitted at the same time as the application .

Signature

I the undersigned, do hereby acknowledge that the facts given in this application and in the documents accompanying this application are true and complete to the best of my knowledge. I further realize that planning board review will be based solely on the information given in this application and attached thereto, and any missing information is provided and that missing information may result in the application being tabled until the missing information is provided and that inaccurate statements or subsequent changes in the proposed development of said property, without prior review and approval by the board, may render any approval by the Planning Board null and void.

Signature: _____

Date: _____

Date received by Code Enforcement Officer: _____

Amount of Application Fee Received: _____

Amount of Technical Review Fee Received: _____

Reviewed September 2022