



**TOWN OF WELLS, MAINE**  
**Office of Planning & Development**  
**208 Sanford Road, Wells, Maine 04090**  
Phone: (207) 646-5187, Fax: (207) 646-7046  
Website: [www.wellstown.org](http://www.wellstown.org)

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## SITE PLAN PREAPPLICATION - §145-74A

1. Project/Business Name \_\_\_\_\_
2. Street Address (of project) \_\_\_\_\_
3. Assessor's Tax Map Number(s): \_\_\_\_\_ Lot Number(s) : \_\_\_\_\_
4. Property Owner \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_
5. Applicant (if different from owner): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_
6. Agent/ Engineer/ Surveyor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_
7. All correspondence should be sent to: \_\_\_\_\_  
(specify one of the above)
8. Zoning District(s) of the property: \_\_\_\_\_
9. Shoreland Overlay District(s) on property: Yes \_\_\_\_\_ No \_\_\_\_\_

10. Land Use(s):

A. Existing Land Use(s): \_\_\_\_\_

B. Proposed Land Uses(s): \_\_\_\_\_

(See attached Land Use Table, pages 5-6 for Permitted Use Listing and correct Use terminology)

11. What legal interest does applicant have in the property?

Ownership \_\_\_\_\_ Option \_\_\_\_\_ Purchase & Sales Contract \_\_\_\_\_ Other \_\_\_\_\_

*Documentation of right, title or interest must accompany the application*

12. Is any part of parcel within 200 feet from high-water line of the Merriland River, Webhannet River, Ogunquit River, Ell Pond, or the Branch Brook? Yes \_\_\_\_\_ No \_\_\_\_\_

13. Is any part of parcel within a special flood hazard area as identified by FEMA? Yes \_\_\_\_\_ No \_\_\_\_\_

14. Is the parcel within the Sidewalk Development Plan area (on Rte 109 between the Wells Transportation Center to Rte 1 intersection or on Rte 1 between Drakes Island Road and Map 129, Lot 14-1) The 'Plan' is found here: <http://www.wellstown.org/718/Sidewalk-Development-Plan> ? Yes \_\_\_\_\_ No \_\_\_\_\_

15. Area of parcel: \_\_\_\_\_ Acres and/or \_\_\_\_\_ SF (square feet)  
(based on boundary plan, deed, Tax Assessor information)

16. EXISTING a) Total Gross Floor Area of All Structures \_\_\_\_\_ SF

17. PROPOSED a) Total Gross Floor Area of All Structures \_\_\_\_\_ SF

18. Number of Existing Parking Spaces: \_\_\_\_\_ Total Number of Parking Spaces as proposed: \_\_\_\_\_

19. Description of proposal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION. To the best of my knowledge, all information submitted on this site plan and with my application is true and correct.**

\_\_\_\_\_  
Signature of Applicant or Authorized Agent

\_\_\_\_\_  
Date

**THE APPLICANT MUST SUBMIT THE FOLLOWING MATERIALS AND INFORMATION TO THE PLANNING OFFICE WITH THE PREAPPLICATION FORM IN ORDER FOR THE SUBMISSION TO BE CONSIDERED AND PROCESSED FOR AN UPCOMING AGENDA.**

**Submitted Not Submitted Site Plan Submission shall include the following:**

Submitted	Not Submitted	Site Plan Submission shall include the following:
		Copies of a sketch plan of the subject property showing existing and proposed buildings, parking areas, lot boundaries, adjacent streets, entrances to the property, water bodies, and any other significant features and required in Chapter 145 Articles V, VI, VII, 145-77 and 145-75. (see below for plan copy details).
		An escrow deposit in the amount of \$40 to cover the initial costs of abutter notification and copying. (Planning Office recommends applicants permit the Planning Office to notify abutters on their behalf.)
		Proof of Right, Title and Interest (Deed, Purchase & Sale, Lease, Written permission from the property owner(s) or Association, etc)
		Copies of the completed, signed and dated Pre-Application Form (all pages). (3 copies for CEO/Planner submission; 8 copies for Staff Review Committee; and 12 copies for Planning Board)
		A list of names and addresses of abutters to the proposed project. (see page 4 of this form). The addresses of these abutters shall be obtained from the Town of Wells Tax Assessor's records or by using the WebGIS Abutter tool at <a href="https://www.axisgis.com/WellsME/">https://www.axisgis.com/WellsME/</a>

- ◆ See the Land Use Ordinance, Chapter 145 of the Town Code, regarding the zoning district regulations, land use standards, and site plan review process. The entire Wells Town Code is online at [www.wellstown.org](http://www.wellstown.org) under the ‘Government’ drop down menu entitled ‘Town Code & Charter.’ Section 145-74A details the Preapplication procedures.
- ◆ The Code Enforcement Officer will determine the required Reviewing Authority for the application review. The Reviewing Authorities include the Code Enforcement Officer/ Town Planner, the Staff Review Committee or the Planning Board. The Code Enforcement Officer will also determine if the proposed use is permitted in the zoning district(s). All abutting property owners will be notified of the preapplication by the Planning Office.
- ◆ Contact the Planning Department at (207) 646-5187 with questions.

**Plan Copies to be provided**

Copies of the site plan for Planning Board applications to be provided in 1 of the following ways:

3 plans measuring 24" by 36 inches plus 9 plans measuring 11" by 17 inches; or  
12 plans measuring 24" by 36 inches. Please have plans pre-folded.

Copies of the site plan for Staff Review Committee applications to be provided in 1 of the following ways:

3 plans measuring 24" by 36 inches plus 5 plans measuring 11" by 17 inches; or  
8 plans measuring 24" by 36 inches. Please have plans pre-folded.

Copies of the site plan for Code Officer/Town Planner application to be provided as follows:

3 plans measuring 24" by 36 inches



## LAND USE CHART

Land Use	RA	RB	RD	RC	BB	GB	H	LI	QM	R	AP	RP	MHP	TC	CD
Adult Business Establishment								PR							
Agriculture	P-1	P-1	P-1	P-1		P-1		P-4	P	P	P-1				
Animal Husbandry	PR-11									P					
Aquaculture							P-2					PR			
Bank				PR		PR								PR-24	
B & B / Small Inn				PR	PR-14	PR-14				PR-14					
Bus Depot														PR	
Business Contractor				PR		PR		PR							
Business Office				PR	PR	PR		PR	PR-18					PR	
Business Personal Service				PR	PR	PR								PR-20	
Business Retail				PR-15	PR	PR-6									
Business Service				PR	PR	PR		PR						PR-20	
Business Wholesale				PR		PR-17		PR							
Cemetery	P-7			P-7		P-7				P-7					
Church	PR			PR		PR				PR					
Club				PR		PR				PR					
Concerts							P-23								
Congregate Care Facility	PR			PR		PR				PR					
Convenience Store														PR	
Day Care Home	PR	PR	PR	PR	PR	PR				PR					
Day Care Cent/Nursery Sch				PR	PR	PR				PR					
Dormitory Housing															PR
Drug Abuse Shelter				PR-28		PR									
Dwelling - 1 Family	P-14	P	P	P-14	P-14	P-14				P-14	P-14				
Dwelling - 2 Family	P	P		P	P	P				P	P-14				
Dwelling -Multifamily	P-14			P-14		P-14				P-14					
Elderly Housing	PR			PR		PR									
Estuarine/Marine Ed							PR			P-22					
Fairs/ Bazaars							P-23								
Freestanding Res. Detox				PR		PR									
Function Hall				PR-10	PR	PR									PR
Gasoline Service Station														PR	
Hotel / Motel					PR-14	PR-14								PR-14	
Housing, Congregate	PR			PR		PR									
Kennel										PR					
Lifecare Facility	PR					PR									
Livestock, domestic (small)	P			P		P				P	P				
Livestock, domestic (large)	P			P						P					
Manufacturing								PR							
Manuf-asphalt/concrete prod.									PR						
Marina							PR								
Medical Care Facility	PR-9			PR-9		PR									
Medical Marijuana Cultivation								PR							
Mineral Extraction									PR-8	PR-14	PR-14				
Mobile Home Park													PR-20		
Motor Vehicle Rental								PR						PR	
Municipal Facility	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR		PR-25	
Museum	PR-5			PR	PR	PR				PR-5					
Neighborhood Conv Store				PR-16	PR	PR				PR					
Nursing Home	PR			PR		PR									
Parking Lot -Commercial					PR	PR		PR						PR	
Piers, Docks, Wharves												P			
Poultry, domestic (small)	P	P	P	P	P	P				P	P				
Poultry, domestic (large)	P			P						P					
Private Non-Medical Inst.				PR		PR									
Public Gathering							P-23								
Public Transp. Shelter					PR	PR	PR	PR							PR
Public Utility Facility	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR		PR-26	PR
Recreation Active	PR	PR	PR	PR	PR	PR	PR			PR	PR				PR
Recreation Camp															PR
Recreation-High Intensity					PR	PR									

Recreation-Medium Intensity				PR		PR		PR						PR
Recreation-Low Intensity	PR				PR	PR	P-21			PR				PR
Recreation Passive	P-12	P-12	P-12	P-12	P-12	P-12	P-12	P-12	P-12	P-12	P-12	P-12		P-12
Recycling Facility								PR						
Registered Marijuana Disp.						PR-27								
Research & Dev. Facility								PR						
Restaurant Standard				PR-20	PR	PR	PR	PR		PR-19				PR PR
Restaurant Fast Food					PR	PR		PR						PR PR
Sawmill						PR-3				PR				
School College														PR
School Public & Private	PR			PR		PR				PR				PR
School Vocational-Tech	PR-20							PR		PR-20				PR
Self Storage Facility								PR						PR
Shows (boat, craft, etc.)							P-23							
Store/Repair Mineral Ext Equip									PR					
Student Housing														PR
Tent & RV Park						PR-14				PR-14				
Timber Harvesting	P-12			P-12		P-12		P-12	P-12	P-12	P-13			P-12
Transmission Tower/Radio								PR		PR	PR			
Transportation Facility						PR		PR						PR
Truck Terminal								PR						
Warehousing								PR						
Wildlife Habitat Management												P-20		

**P-Permitted with Use Permit**

**PR-Permitted with Site Plan Approval**

**LAND USE TABLE**

1. Limited to the raising of crops and plants out of doors, review is required with any structure
2. Any structures require site plan approval
3. Producing less than 100,000 board feet of lumber per year
4. Wholesale greenhouses require site plan approval
5. Occupying less than 5,000 sq. ft. of floor area
6. Includes the manufacturing of goods offered for sale on premises
7. Cemeteries containing buildings and/or structures and having an area larger than 20,000 sq. ft. requires site plan approval
8. Includes the manufacturing of asphalt and concrete products, repair facilities and offices related to mineral extraction use.
9. Excludes hospitals
10. Without commercial type cooking facilities
11. On lots larger than 25 acres
12. No use permit required
13. No use permit required but site plan approval is required within 250' of Branch Brook
14. See Article 7 - Performance Standards
15. Including products manufactured on site
16. Excluding the sale of motor vehicle fuels and including a restaurant area not exceeding 15 seats
17. Having a gross floor area of less than 5,000 sq. ft.
18. For a mineral extraction use
19. Containing less than 75 seats
20. See Article 5 - District Regulations
21. Limited to uses requiring access to water
22. Facilities located east of U.S. Route 1
23. With approval of Selectmen and CEO
24. Including ATMs
25. Related to providing services to the traveling public
26. Not including Electrical Generation Facilities
27. No more than 3 dispensaries allowed in Town of Wells
28. Must have frontage on Route One or within 150 feet of Route One