

TOWN OF PALMYRA COMMERCIAL DEVELOPMENT APPLICATION

Why are you applying for a commercial development permit? (check all that apply)

- This is a major development
- New building or structure with footprint over 5,000 sq. ft.
- Expansion of building or structure footprint to over 5,000 sq. ft. total
- Conversion to a nonresidential use, with footprint of area converted over 5,000 sq. ft.
- Establishment of a nonresidential use
- Conversion of nonresidential use resulting in more than 200 vehicle trips per day or 100 vehicle trips at peak hour
- Construction or expansion of impervious surfaces over 40,000 sq. ft.
- Proposed storage of flammable or hazardous substances over 1,000 gallons

Please describe the proposed project:

Estimated quantities of flammable or hazardous material to be stored or handled on site:

Property Location

Town Tax Map(s) Lot(s)

County Deed Book(s) Page(s)

Street address/intersection/description

Property Acres _____

Acres to be developed _____

Current Zoning _____

Property Owner _____

Address _____

Telephone _____

Applicant _____

Address _____

Telephone _____

If applicant is a corporation, attach state Registration

Applicant's Agent _____

Address _____

Telephone _____

What legal interest does the applicant have in the property to be developed?

Owner

Option to Purchase

Purchase and Sales Contract

Other (please specify) _____

What legal interest does the applicant have in any abutting property?

Tax Map _____ Lot _____

Tax Map _____ Lot _____

Tax Map _____ Lot _____

Identify existing use of land (check all that apply)

Agricultural

Residential

Commercial

Industrial

Recreational

Woods

Other

List the names and mailing addresses of all abutting property owners

Anticipated date to begin construction

Anticipated date of completion

Estimated cost of development

The proposed development requires extension of the following public infrastructure:

(check all that apply and estimate cost below)

Roads

Sewer

Water

Cost (\$)

The applicant proposes dedication to the public of the following:

Street(s)

Estimated Length

Recreation Area(s)

Estimated Acreage

Open Space

Estimated Acreage

Are you requesting a waiver from any of the requirements of the Commercial Development Review Ordinance?

YES

NO

Attach full justification to this application

To the best of my knowledge, all the above stated information is true and correct.

Applicant/Agent signature

Date

Town of Palmyra

APPLICATION COMPLETENESS CHECKLIST
COMMERCIAL DEVELOPMENT

Date: _____

Commercial Development Name: _____

Applicant/Consultant: _____

- ___ 1. Proposed Commercial Development Name
- ___ 2. Tax Map and Lot Number
- ___ 3. Field survey of boundary lines of tract of land
- ___ 4. Copy of deed and existing covenants, if any affecting property
- ___ 5. Proposed covenants and deed restrictions for project
- ___ 6. Contour lines as specified by the Planning Board
- ___ 7. Number of acres in proposed commercial development
- ___ 8. Location of property lines
- ___ 9. Water courses
- ___ 10. Vegetative cover, if any
- ___ 11. Type of sewage disposal proposed
- ___ 12. Test pit data
- ___ 13. Location of test pits
- ___ 14. Type of proposed water supply
- ___ 15. Date Plan prepared
- ___ 16. Magnetic North
- ___ 17. Graphic Map Scale

- ___ 18. Name and address of record owner, commercial developer, and individual or company who prepared plan
- ___ 19. Names and addresses of adjoining property owners
- ___ 20. Location of Zoning Boundaries affecting Commercial Development
- ___ 21. Location and size of existing and proposed sewer, water mains, culverts and drainage ways on or adjacent to the property to be commercially developed
- ___ 22. Location, names and widths of existing and proposed streets, easements and open space on or adjacent to the commercial development
- ___ 23. Proposed lot lines with appropriate dimensions and lot area. Spaghetti-lots. If any lots in the proposed commercial development have shore frontage on a river, stream, brook, great pond, or coastal wetlands as these features are defined in Title 38, section 480-B, none of these lots created within the commercial development have a lot depth to shore frontage ration greater than 5 to 1
- ___ 24. Location and conditions of land proposed for public use, if any
- ___ 25. Location of open space to be preserved and its proposed management
- ___ 26. Soil erosion and sedimentation plan
- ___ 27. Drainage plan, to include adequate storm water management
- ___ 28. Medium intensity soil survey
- ___ 29. Location of 100 year floodplain
- ___ 30. Location of wetlands
- ___ 31. Location of rivers, streams or brooks within or adjacent to commercial development
- ___ 32. Location of significant wildlife habitat, if any
- ___ 33. Location of watershed of lake or pond
- ___ 34. Phosphorus impact analysis
- ___ 35. Statement of technical and financial capacity
- ___ 36. Evidence of right, title, or interest in the property proposed for commercial development

___ 37. Evidence that Commercial Development fee has been paid

___ 38. Conform with local ordinances and plans

___ 39. Location of archaeological sites, if any

___ 40. Rare and endangered species

___ 41. Historic buildings and/or sites located, if any

___ 42. Location of any scenic vistas

___ 43. Traffic impact analysis

___ 44. Impact on adjoining municipality

**TOWN OF PALMYRA – COMMERCIAL DEVELOPMENT
PERMIT APPLICATION: FOR OFFICE USE ONLY**

Circle Type: Check or Cash

Check #: _____

Cash Amount \$ _____

Receipt #: _____

Received by: _____

Date Received: _____

FOR PLANNING BOARD USE ONLY

Condition(s):

1. **All work must be performed according to the application and the sketch plans as submitted.**
2. All plumbing permits, if applicable, be obtained.
3. All additional local, state, or federal permits, if applicable, must be obtained.
4. _____
5. _____

Signed this day _____ by Planning Board Members.

Chairman: _____

Vice Chairman: _____

Member 1 _____

Member 2 _____

Member 3 _____

Section 3-6 Dimensional Requirements

A) The following dimensional standards shall apply throughout the entire Town of Palmyra

District	Commercial	Agricultural Residential	Industrial
1. Minimum Lot Size			
(a) 1 & 2 Family Residential Use	1 Acre	1 Acre	1 Acre
(b) Commercial Use	1 Acre	2 Acre	2 Acre
2. Minimum Lot Frontage			
(a) 1 & 2 Family Residential Use	200 feet	200 feet	200 feet
(b) Commercial Use	100 feet	200 feet	200 feet
3. Minimum Structure Setbacks			
(a) 1 & 2 Family Residential Use			
Front Setback	75 feet	75 feet	75 feet
Side Setback	25 feet	25 feet	50 feet
Rear Setback	25 feet	25 feet	50 feet
Structure Separation	50 feet	50 feet	50 feet
(b) Commercial Use			
Front Setback	50 feet	75 feet	75 feet
Side Setback	25 feet	50 feet	50 feet
Rear Setback	25 feet	50 feet	50 feet
Structure Separation	25 feet	50 feet	50 feet
4. Minimum Land Area Per Structure			
(a) 1 & 2 Family Residential Use	0.5 Acre	0.5 Acre	1 Acre
(b) Commercial Use	0.5 Acre	0.5 Acre	0.5 Acre
5. Maximum Structure Height			
(a) 1 & 2 Family Residential Use	--	--	--
(b) Commercial Use*	3 Story	2 Story	3 Story

B) The following definitions shall apply to the dimensional standards found in section 3-6.A.

- A. **Required Frontage** – All lots hereinafter created after the effective date of this Ordinance shall possess a minimum frontage (1) on a road as defined in this Ordinance, or (2) on a deeded private right-of-way, which meets the specifications for road construction contained in the Town's Subdivision Review Standards, provided, however, that for backlots not part of a subdivision, this road frontage requirement shall not apply if a minimum 25-foot wide access from a road to the backlot is provided by a deeded private right-of-way.
- B. **Cul-de-Sac Frontage** – New building lots located at the end of cul-de-sacs shall be designed so that they have a minimum of 100 feet of street frontage along the front lot line in the rural district or a minimum of 50 feet of street frontage in all other districts; and all other dimensional requirements shall apply.
- C. **Setback Measurements** – All setbacks shall be measured from the property line to the nearest part of the structure.
- D. **Front Setback** – The front setback shall be measured from the center of the town road, right-of-way, or applicable subdivision road.
- E. **Driveways, Parking Areas** – Driveways and parking areas may be located within any required setback area but shall not be located within six (6) feet of the side or rear lot lines.
- F. **Structure Separations** – All structures shall be separated according to the above requirements. Separation distances shall be measured from the nearest part of each principal structure.

Section 3-7 Application Procedures for Planning Board Permits - Application for Planning Board Permits shall be submitted in writing to the Code Enforcement Officer, to the Town Office, or to the Planning Board at its regular meeting. The Code Enforcement Officer/Planning Board shall notify the applicant in writing when he/she may submit verbal testimony, written information, or other pertinent information before the full Planning Board.