

Town of Windham

Planning Department:
8 School Road
Windham, Maine 04062
Tel: (207) 894-5960 ext. 2
Fax: (207) 892-1916 www.windhammaine.us

MAJOR SITE PLAN REVIEW APPLICATION												
FEES FOR MAJOR SITE PLAN REVIEW			APPLICATION FEE: (No Bldg.) (W/Bldg.: \$25/1,000 SF up to 5,000 SF) REVIEW ESCROW: (GFA) 2,000 SF - 5,000 SF = \$2,000 5,000 SF - 15,000 SF = \$3,000 15,000 SF - 35,000 SF = \$4,000 Over 35,000 SF = \$5,000 No Building = \$2,000		\$1,3000.00 \$ \$ \$ \$ \$ \$ \$ \$		\$ DATE:					
Amended Site Plan – (Each Revision)			AMENDED APPLICATION FEE: AMENDED REVIEW ESCROW:		\$350.00 \$250.00				O _j	ffice Stamp:		
		Parcel Information:	Map(s):			Lot(s			Zoning District(s):	IT NO DUIL DING	Size of the Parcel in SF:	
PROPER DESCRIE		Total Disturband			N	Estima Buildi	ng SF:			IF NO BUILDING; SF of Total Devel		
		Physical Address:	480 Roosevelt Trail, Windham, ME 04062					4062	Watershed:	Ditch Brook		
		Name:	Paul Birdsall						Name of the Business:			
PROPER OWNER	r'S	Phone:	(831) 322.9299						Mailing Address:			
INFORM	IATION	Fax or Cell: Email:	paul.birdsall@campingworld.com						7100.			
APPLICANT'S INFORMATION		Name:	Paul Birdsall						Name of Business:			
		Phone	(831) 322.9299						Mailing	2 Marriott Drive		
(IF DIFFE FROM O		Fax or Cell							Address:	Address: Lincolnshire, IL 60069		
		Email:	paul.birdsall@campingworld.com									
ADDITION	ANIT/C	Name:							Name of Business:			
APPLICANT'S AGENT INFORMATION		Phone:							Mailing Address:			
		Fax or Cell:							7 12 21 2001			
	Fraintin o I	Email:		:£								
Existing Land Use (Use extra paper, if necessary):												
PROJECT INFORMATION	Provide a narrative description of the Proposed Project (Use extra paper, if necessary):											
G	Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non-conformance, etc.):											





MAJOR SITE PLAN REVIEW APPLICATION REQUIREMENTS

Section 120-811 of the Land Use Ordinance

The submission shall contain five (5) copies of the following information, including full plan sets. Along with one (1) electronic version of the entire submission, unless waiver of a submission requirement is granted, and one (1) complete plan set.

The Major Plan document/map:

A) Plan size: 24" X 36"

B) Plan Scale: No greater 1":100'

C) Title block: Applicant's name, project name, and address

- Name of the preparer of plans with professional information
- Parcel's tax map identification (map and lot) and street address, if available
- Complete application submission deadline: three (3) weeks (21-days) before the desired Planning Board meeting.
 - Five copies of the application and plans
 - Application Payment and Review Escrow
- A pre-submission meeting with the Town staff is required.
- Contact information:

Windham Planning Department (207) 894-5960, ext. 2
Steve Puleo, Town Planner sipuleo@windhammaine.us
Amanda Lessard, Planning Director allessard@windhammaine.us

APPLICANT/PLANNER'S CHECKLIST FOR MAJOR SITE PLAN REVIEW

SUBMITTALS THAT THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BOARD REVIEW.

The following checklist includes items generally required for development by the Town of Windham's LAND USE ORDINANCE, Sections 120-811, 120-812, 120-813 & 120-814. Due to projects specifics, the applicant is required to provide a complete and accurate set of plans, reports, and supporting documentation (as listed in the checklist below).

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PRESENT A CLEAR UNDERSTANDING OF THE PROJECT.

Column #1.		Column #2.					
1. Final Plan -Major Site Plan: Submission Requirements	Applicant	Staff	Plan Requirements – Existing Conditions (Continued): Applicant	Staff			
A. Completed Major Site Plan Application form			vii. Zoning classification(s), including overlay and/or subdistricts, of the property and the location of zoning district boundaries if the property is located in 2 or more districts or abuts a different district				
B. Evidence of Payment of application & escrow fees			viii. Bearings and lengths of all property lines of the property to be developed, and the stamp of the surveyor that performed the survey				
C. Written information – submitted in a bounded and tabbed	eport	ix. Existing topography of the site at 2-foot contour intervals.					
A narrative describing the proposed use or activity.			x. Location and size of any existing sewer and water mains, culverts and drains, on-site sewage disposal systems, wells, underground tanks or installations, and power and telephone lines and poles on the property and on abutting streets or land that may serve the development.				
Name, address, & phone number of record owner, and applicant if different (see Agent Autorotation form).			xi. Location, names, and present widths of existing public and/or private streets and rights-of-way within or adjacent to the proposed development.				
3. Names and addresses of all abutting property owners			xii. Location, dimensions, and ground floor elevation of all existing buildings.				
Documentation demonstrating right, title, or interest in the property			xiii. Location and dimensions of existing driveways, parking and loading areas, walkways, and sidewalks on or adjacent to the site.				
Copies of existing proposed covenants or deed restrictions.	N1/A		xiv. Location of intersecting roads or driveways within 200 feet of the site.				
Copies of existing or proposed easements on the property.			xv. Location of the following				
 Name, registration number, and seal of the licensed professional who prepared the plan, if applicable. 			a. Open drainage courses				
8. Evidence of applicant's technical capability to carry out			b. Wetlands				
9. Assessment of the adequacy of any existing sewer and water mains, culverts and drains, on-site sewage disposal			c. Stone walls d. Graveyards				
systems, wells, underground tanks or installations, and power and telephone lines and poles on the property.			d. Graveyards				



Continued from Column #1. (Page 2)	Continued from Column #2. (Page 2)					
			e.	Fences		
			f.	Stands of trees or treeline, and		
10. Estimated demands for water and sewage disposal.			g.	Other important or unique natural areas and site features, including but not limited to, floodplains, deer wintering areas, significant wildlife habitats, fisheries, scenic areas, habitat for rare and endangered plants and animals, unique natural communities and natural areas, sand and gravel aquifers, and historic and/or archaeological resources.		2000000 200000000000000000000000000000
Provisions for handling all solid wastes, including hazardous and special wastes.				Direction of existing surface water drainage across the site		
12. Detail sheets of proposed light fixtures.			xvii. I	Location, front view, dimensions, & lighting of	F3	h3
13. Listing of proposed trees or shrubs to be used for landscaping				exsiting signs.		
14. Estimate weekday AM and PM and Saturday peak hours and daily traffic to be generated by the project.				Location & dimensions of existing easements that encumber or benefit the site.		
15. Description of important or unique natural areas and site features, including floodplains, deer wintering areas, significant wildlife habitats, fisheries, scenic areas, habitat for rare and endangered plants and				Location of the nearest fire hydrant, dry hydrant, or other water supply.		
16. If the project requires a stormwater permit from			E Plan I	Requirements - Proposed Development Activity)	
MaineDEP or if the Planning Board or if the Staff Review Committee determines that such information is required, submit the following.			. s	Location and dimensions of all provisions for water supply and wastewater disposal, and evidence of their adequacy for the proposed use, including soils test pit data if on-site sewage disposal is proposed		
a. stormwater calculations.				Grading plan showing the proposed topography of the site at 2-foot contour intervals		
b. erosion and sedimentation control measures.				The direction of proposed surface water drainage across the site and from the site, with an assessment of impacts on downstream properties.		
 c. water quality and/or phosphorous export management provisions. 				Location and proposed screening of any on-site collection or storage facilities		
17. If public water or sewerage will be utilized, provide a statement from the utility district regarding the adequacy of water supply in terms of quantity and pressure for both domestic and fire flows, and the capacity of the sewer system to accommodate additional wastewater.	***************************************		1	Location, dimensions, and materials to be used in the construction of proposed driveways, parking, and loading areas, and walkways, and any changes in traffic flow onto or off-site	***************************************	**************************************
18. Financial Capacity			vi. I	Proposed landscaping and buffering		
 Estimated costs of development and itemize estimated major expenses. 				Location, dimensions, and ground floor elevation of all buildings or expansions		
ii. Financing (submit one of the following)			ı	Location, front view, materials, and dimensions of oroposed signs together with a method for securing sign		
a. Letter of commitment to fund			ı	Location and type of exterior lighting. Photometric plan to demonstrate the coverage area of all lighting may be required by the Planning Board.		
b. Self-financing			9	Location of all utilities, including fire protection systems		
Annual corporate report			f v	Approval block: Provide space on the plan drawing for the following words, "Approved: Town of Windham Planning Board" along with space for signatures and date		
2. Bank Statement			2. Maj	or Final Site Plan Requirements as Exhibits to the A	pplication	
c. Other			(Narrative and/or plan describing how the proposed development plan relates to the sketch plan.		
Cash equity commitment of 20% of the total cost of development				Stormwater drainage and erosion control program shows:		
2. Financial plan for remaining financing.				 The existing and proposed method of handling stormwater runoff 		



Continued from Column #1. (Page 3)		Continued from Column #2. (Page 3)						
Letter from institution indicating intent to finance.			2. The direction of the flow of the runoff, through the use of arrows and a description of the type of flow (e.g., sheet flow, concentrated flow, etc.)					
iii. If a registered corporation a Certificate of Good Standing from:			3. Location, elevation, and size of all catch basins, dry wells, drainage ditches, swales, retention basins, and storm sewers					
- Secretary of State, or			4. Engineering calculations were used to determine drainage requirements based on the 25-year, 24-hour storm frequency.					
- the statement signed by a corporate officer			5. Methods of minimizing erosion and controlling sedimentation during and after construction.					
19. Technical Capacity (address both).			c. A groundwater impact analysis prepared by a groundwater hydrologist for projects involving onsite water supply or sewage disposal facilities with a capacity of 2,000 gallons or more per day					
 Prior experience relating to developments in the Town. 			d. Name, registration number, and seal of the Maine Licensed Professional Architect, Engineer, Surveyor, Landscape Architect, and/or similar professional who prepared the plan.					
 Personnel resumes or documents showing experience and qualification of development designers 			e. A utility plan showing, in addition to provisions for water supply and wastewater disposal, the location and nature of electrical, telephone, cable TV, and any other utility services to be installed on the site.					
D. Plan Requirements – Existing Conditions			f. A planting schedule keyed to the site plan indicating the general varieties and sizes of trees, shrubs, and					
i. Location Map adequate to locate project within the municipality			other vegetation to be planted on the site, as well as information of provisions that will be made to retain and protect existing trees, shrubs, and other vegetation.					
ii. Vicinity Plan. Drawn to a scale of not over 400 feet to the inch, and showing area within 250 feet of the property line, and shall show the following:			The Digital transfer of any site plan data to the town					
 Approximate location of all property lines and acreage of the parcel(s). 			g. Digital transfer of any site plan data to the town (GIS format)					
 Locations, widths, and names of existing, filed, or proposed streets, easements, or building footprints. 								
c. Location and designations of any public spaces.			h. A traffic impact study if the project expansion will generate 50 or more trips during the AM or PM peak hour, or if required by the Planning Board)					
d. Outline of the proposed site plan, together with its street system and an indication of the future probable street system of the remaining portion of the tract.								
iii. North Arrow identifying Grid North; Magnetic North with the declination between Grid and Magnetic; and whether Magnetic or Grid bearings were used.								
iv. Location of all required building setbacks, yards, and buffers.								
v. Boundaries of all contiguous property under the total or partial control of the owner or applicant.								
vi. Tax map and lot number of the parcel(s) on which the project is located			PDF\Electronic Submission.					
The undersigned hereby makes an application to the Town of Windham for approval of the proposed project and declares the foregoing to								
be true and accurate to the best of his/her knowledge.								
DJD			Grant Duchac					
APPLICANT OF AGENT'S SIGNATURE	DA	TE	PLEASE TYPE OR PRINT NAME					



August 29, 2025

Minor Change to Approved Site Plan Narrative

Project: Camping World – Sales and Service

480 Roosevelt Trail Windham, Maine 04062

Camping World is requesting a minor change to the currently approved site plan to include dump stations near the northeast corner of the sales and service building. These dump stations provide a designated area for both customers and employees to safely empty the wastewater tanks of their camper or RV.

The dump stations are designed with concrete aprons sloped towards the drain. The Maine DHHS requires campgrounds to have only a 3' by 3' concrete apron. The proposed dump stations exceed those requirements and have concrete aprons sized 4' by 4'. This ensures that any spills or drips when dumping waste to the drain are contained and make it into the septic system, promoting cleanliness and reducing potential hazards.

The existing permitted septic field is sized for 1,100 gallons per day of sanitary waste from the building and dump stations. Sizing is based on 50 employees at a design flow per employee at 12 gallons per day. The flow from the building calculates to 600 gallons per day. From the dump stations, sizing is based on an estimation of 10 uses of the dump stations per day at 50 gallons per use or up to 500 gallons per day. The total flow is calculated to be 1,100 gallons per day. This meets the capacity of the septic system.

The proposed RV dump station at Camping World will be equipped with a flow meter to accurately monitor all sanitary waste discharged through the system. To ensure proper use and regulatory compliance, the dump station will remain locked at all times and will only be accessible under the direct supervision of Camping World staff. This controlled access will ensure that RV sanitary waste is discharged responsibly and will prevent unauthorized use of the facility.

Camping World staff will oversee all dumping activity to ensure that sanitary waste flow does not exceed the maximum limit of 500 gallons per day (GPD), as outlined in the HHE-220 application approved for the existing on-site septic system.

All RV sanitary waste flow data will be recorded daily using the flow meter and compiled into a monthly report. These reports will be submitted to the Town of Windham on a monthly basis to ensure ongoing compliance with local regulations.

Local code does not prohibit the use of dump stations, and the zoning allows for RV sales/service, where dump stations are common for the industry. However, the current Site Location of Development Act (SLODA) permit issued by the Maine DEP does not permit the

installation of these dump stations. Excel Engineering and Camping World are currently working with the Maine DEP to update the SLODA permit language to allow the dump stations. **The new permit will be provided to the Town of Windham as soon as it is received.**

The dump stations are in compliance with setbacks, buffer yards, screening and odor performance standards per Chapter 120.

There are several wetlands towards the back of the site. The proposed use will not negatively impact these natural features or the environment.



August 29, 2025

Summary of Changes

Project: Camping World – Sales and Service

480 Roosevelt Trail Windham, Maine 04062

The site plan (sheet C1.1) was updated to show the location of the dump stations. The east site plan (sheet C1.1B) shows proximity to existing infrastructure, buildings and property lines.

The east utility plan (sheet C1.3B) was updated to show the connection to the existing septic system.

Details of the dump station that show a cross section and signage have been added to the civil details (sheet C2.1).

The existing permitted septic field is sized for 1,100 gallons per day of sanitary waste from the building and dump stations. The sizing is based on 50 employees at 12 gallons per day per employee and 10 uses at the dump stations at 50 gallons per use or 500 gallons. This is in compliance with the subsurface wastewater disposal rules. The total flow is calculated to be 1,100 gallons per day. This meets the capacity of the septic system.

Sanitary Spill Containment Plan:

- 1. Immediately close wastewater holding tank valves on RV or camper.
- 2. Notify the General Manager and/or supervisor.
- 3. Secure the area (with caution tape or cones) to prevent other personnel from entering.
- 4. Use sandbags, dirt or other measures to contain the spill.
- 5. Clean up the spilled sewage with a shop vacuum or bucket and mop. Following, properly dispose of the sewage.

Hours of Operation:

Typical hours of operation will be Monday thru Saturday 9:00AM to 6:00PM

Operations Plan:

- 1. Connect the sewer hose from the RV/camper to the dump station inlet pipe.
- 2. Open the black tank valve, let it completely drain and close the valve.
- 3. Open the grey tank valve, let it completely drain and close the valve.
- 4. Disconnect the sewer hose and thoroughly rinse it along with the dump station area.
- 5. Put end caps on sewer hose and store it.

Turning movements and access for the dump stations can be seen attached.



July 24, 2025

RE: RV Sanitary Dump Stations to Existing Septic System

Town of Windham:

The RV sanitary dump station system has been designed in accordance with local and state codes, following applicable industry standards. The septic system design flow will be verified by John Weissman, a Maine-licensed site evaluator (License #410).

Should you have any questions or concerns, please feel free to contact me.

Sincerely,

EXCEL ENGINEERING, INC.

Jason Daye, PE

Principal

Maine Licensed Engineer #PE17809

Grant Duchac

DIDL

Sr. Project Manager

Denmark Wastewater Solutions

507 Denmark Road, Denmark Maine 04022 207-890-6923 <u>denmarkwastewater@gmail.com</u>

7/28/2025

Grant Duchac,

Attached is the Revised HHE 200 form for Camper World in Windham Maine

The system is designed for 50 employees @ 12 gpd per employee, and for the dumping of 10 campers waste @ 50 gpd per camper equaling a total of 1100 gpd.

The designed system is using 56 -Concrete H20 load leaching chambers which is suitable for 1100 gpd.

This system is under 2000 gpd which does not make it a engineered system, therefore there is not a need for the hydraulic loading rate calculations.

If you have further questions, please don't hesitate to contact me.

Site Evaluator #410 John Wiesemann 507 Denmark Road Denmark, Maine 04022

Maine Department of Human Services SUBSURFACE WASTEWATER DISPOSAL SYSTEM APPLICATION Division of Health Engineering, 10 SHS (207) 287-5672 Fax: (207) 287-3165 >> CAUTION: LPI APPROVAL REQUIRED << City, Town, Windham or Plantation Town/City ___ Street or Road 480 Roosevelt Trail Date Permit Issued Double Fee Charged □ Subdivision, Lot # Local Plumbing Inspector Signature // OWNER/APPLICANT INFORMATION // ☐ Own**e**r ☐ Town lame (last, first, MI) The Subsurface Wastewater Disposal System shall not be installed until a Camper World □ Applicant Permit is issued by the Local Plumbing Inspector. This Permit shall 480 Roosevelt Trail authorize the owner or installer to install the disposal system in accordance Mailing Address of Owner/Applicant with this application and the Maine Subsurface Wastewater Disposal Rules. Windham, Maine 04062 844-684-0849 Daytime Tel. # Municipal Tax Map # CAUTION: INSPECTION REQUIRED OWNER OR APPLICANT STATEMENT I have inspected the installation authorized above and found it to be in compliance state and acknowledge that the information submitted is correct to the best of my knowledge and understand that any falsification is reason for the Department with the Subsurface Wastewater Disposal Rules Application. and/or Local Plumbing Inspector to deny a Permit. (1st) date approved (2nd) date approved Local Plumbing Inspector Signature Signature of Owner or Applicant PÉRMIT INFORMATION/ THIS APPLICATION REQUIRES TYPE OF APPLICATION DISPOSAL SYSTEM COMPONENTS □ 1. Complete Non-engineered System □ 1. First Time System □ 2. Primitive System (graywater & alt. toilet) □ 2. First Time System Variance □ 3. Alternative Toilet, specify: ☐ a. Local Plumbing Inspector Approval Type replaced: ?? ☐ 4. Non-engineered Treatment Tank (only) ☐ b. State & Local Plumbing Inspector Year installed: ?? ☐ 5. Holding Tank, _____gallons □ 3. Replacement System Variance ⊕ 6. Non-engineered Disposal Field (only) □ 3. Expanded System □ a. Local Plumbing Inspector Approval ☐ 7. Separated Laundry System ☐ a. <25% Expansion □ b. State & Local Plumbing Inspector ☐ 8. Complete Engineered System (2000 gpd or more) ■ 4. Minimum Lot Size Variance □ 9. Engineered Treatment Tank (only) ☐ 4. Experimental System ☐ 5. Seasonal Conversion Permit ☐ 10. Engineered Disposal Field (only) ☐ 5. Seasonal Conversion ☐ 11. Pre-treatment, specify: _ SIZE OF PROPERTY DISPOSAL SYSTEM TO SERVE ☐ 12. Miscellaneous Components ☐ 1. Single Family Dwelling Unit, No. of Bedrooms: □SQ. FT. TYPE OF WATER SUPPLY 10+/-☐ 2. Multiple Family Dwelling, No. of Units: **H**ACRES ⊞ 3. Other: 50 Employee and Camper dump station ☐ 1. Drilled Well ☐ 2. Dug Well ☐ 3. Private SHORELAND ZONING (specify) □ Yes Current Use ☐ Seasonal ☐ Year Round ☐ Undeveloped /DÉSIGN DÉTAILS (SYSTÉM LAYOUT SHOWN ON PAGE 3)/ DISPOSAL FIELD TYPE & SIZE GARBAGE DISPOSAL UNIT ☐ 1. Stone Bed ☐ 2. Stone Trench gallons per day BASED ON: 1. Table 4A (dwelling unit(s)) □ 3. Proprietary Device If Yes or Maybe, specify one below: ⊞ a. cluster array □ c. Linear ☐ b. Low Profile ☐ a. multi-compartment tank ¬2. Table 4C (other facilities) ☐ SHOW CALCULATIONS ☐ 2. Plastic ☐ b. ___ tanks in series for other facilities ☐ c. increase in tank capacity ☐ 3. Other: 50 Emp. @ 12 gpd & dump station for ⊞ sq. ft. ☐ lin. ft. CAPACITY: Existing ☐ d. Filter on Tank Outlet EFFLUENT/EJECTOR PUMP 10 campers @ 50qpd per camper DISPOSAL FIELD SIZING SOIL DATA **PROFILE** CONDITION ☐ 1. Not Required ☐ 3. Section 4G (meter readings) ☐ 1. Medium---2.6 sq. ft. / gpd ATTACH WATER METER DATA 12 □ 2. May Be Required LATITUDE AND LONGITUDE at Observation Hole # at center of disposal area ⊞ 3. Required Depth <u>36</u> " ☐ 3. Large---4.1 sq. ft. / gpd Specify only for engineered systems: of Most Limiting Soil Factor 70 ☐ 4. Extra Large---5.0 sq. ft. / gpd if g.p.s. state margin of error: DOSE: ////////SITÉ ÉVÁLÚÁTÓR STÁTÉMENT/ 8-18-2024 (date) I completed a site evaluation on this property and state that the data reported are accurate and that the proposed system is in compliance with the State of Maine Subsurface Wastewater Disposal Rules (10-144A CMR 241). 410 8-18-2024 Rev. 7/28/2025 SE# Site Evaluator Signature JOHN WIESEMANN 207-890-6923 denmarkwastewater@gmail.com

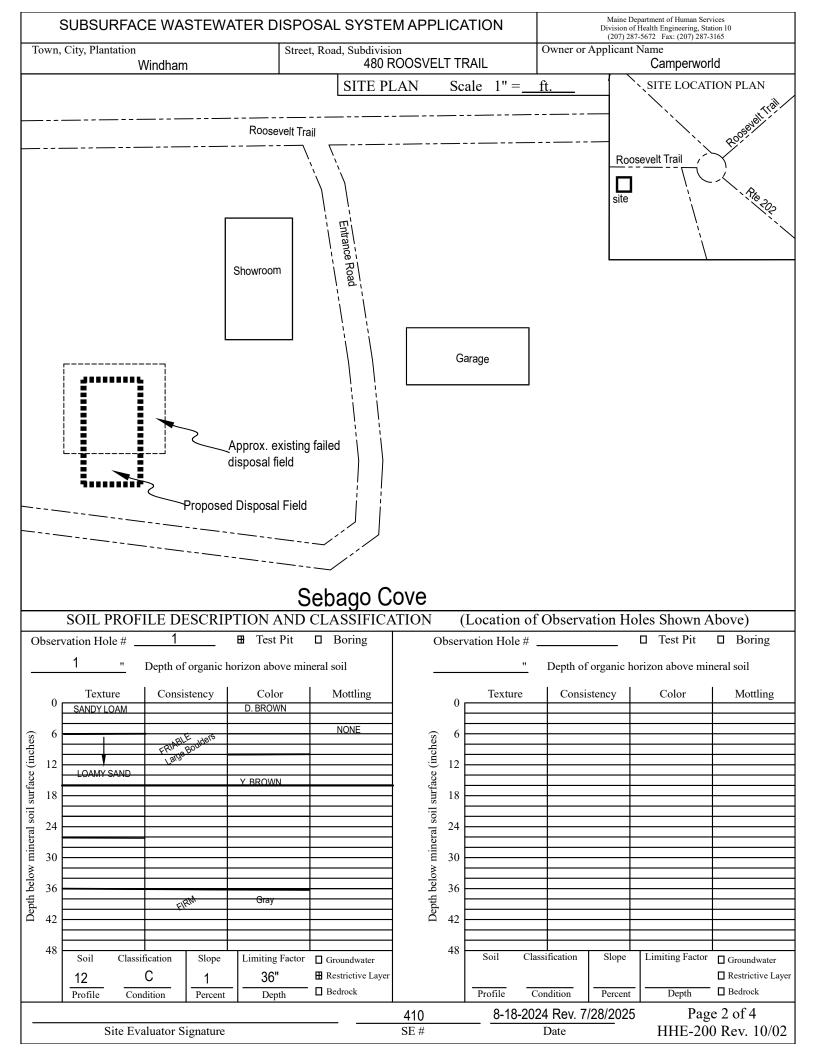
Telephone Number

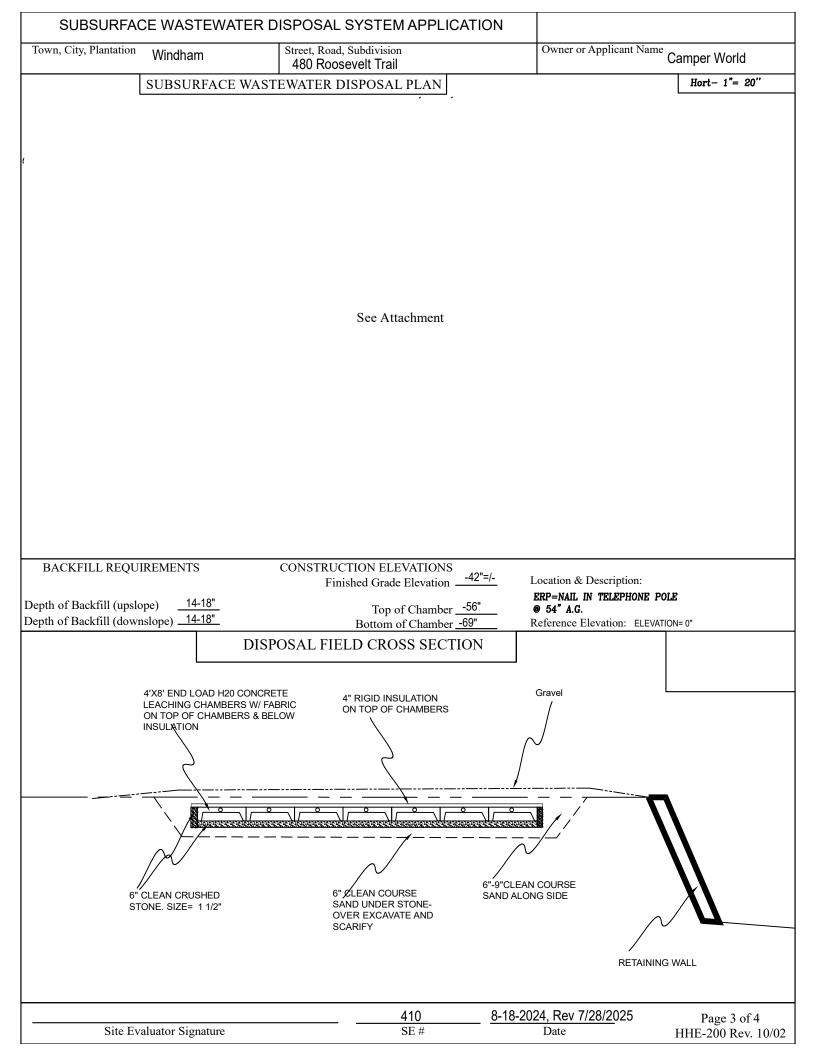
Note: Changes to or deviations from the design should be confirmed with the Site Evaluator.

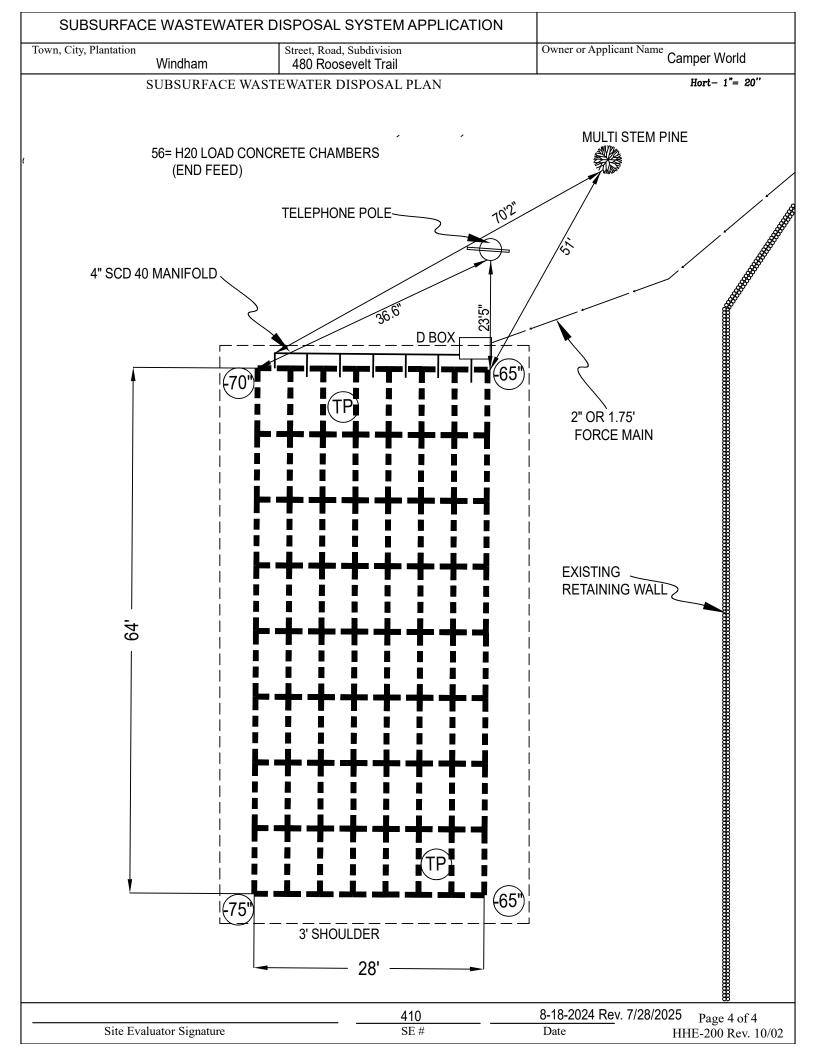
Site Evaluator Name Printed

Page 1 of 4 HHE-200 Rev. 08/2011

Email Address







DUMP STATION TURNING MOVEMENTS

