

**MINOR SITE PLAN APPLICATION  
TO TOWN OF WINDHAM**

**FOR**

**LOT 3  
ARCHTITECTURAL DRIVE**

**PREPARED FOR**

**BRUCE N. CROCKETT  
500 115<sup>TH</sup> AVENUE  
TREASURE ISLAND, FL 33706**

**PREPARED BY**

**DM ROMA**  
CONSULTING ENGINEERS

**P.O. BOX 1116  
WINDHAM, ME 04062**

**MAY 13, 2019**



May 13, 2019

Amanda Lessard, Town Planner  
Town of Windham  
8 School Road  
Windham, ME 04062

**Re: Minor Site Plan Application  
Private Warehouse Building – Lot 3 Architectural Drive  
Bruce N. Crockett - Applicant**

Dear Amanda:

On behalf of the applicant, Bruce N. Crockett, we have prepared the enclosed application, plans and supporting material for Minor Site Plan Review for the proposed Private Warehouse building on Lot 3 within the previously approved commercial subdivision for Architectural Drive, Windham. The commercial subdivision was approved by the Planning Board in February 2007, and included provisions for lot development including utility connections, driveway locations and stormwater management. The proposed development is in substantial conformance with the approved plans and is not anticipated to generate stormwater runoff, utility demand or vehicle traffic in excess of what was contemplated during the design of the commercial subdivision as documented in the application materials approved by the Town.

The proposed development envelope has not changed from the original approval. The commercial subdivision design included a proposed site plan, illustrating a proposed layout for Lot 3. That design allocated a total of 6,619 square feet of impervious area, with 2,000 square feet of building area and 4,619 square feet of pavement. The current proposed lot development proposes a total of 6,617 square feet of impervious surface, with the proposed building and lot layout maintaining the general layout and location of the proposed improvements. We utilized the building envelope shown on the approved plan rather than applying the current zoning setbacks that are identified in the zoning ordinance.

The property will be served by underground electric service only. The applicant does not intend to extend water service to the proposed building or to install a septic system. The proposed stormwater design will remain consistent with the original design, and will continue to utilize in perpetuity the existing stormwater facilities, which include two existing underdrained soil filter basins constructed between Lot 2 and Lot 3 and between Lot 3 and Lot 4.

Upon your review of this information, please let us know if you have any questions or require any additional information.

Sincerely,  
DM ROMA CONSULTING ENGINEERS

Dustin M. Roma, P.E.  
President

**Project Name:** LOT 3 ARCHITECTURAL DRIVE

**Tax Map:** 53 **Lot:** 33-3

**Estimated square footage of building(s):** 2,520 SF

**If no buildings proposed, estimated square footage of total development:** \_\_\_\_\_

**Is the total disturbance proposed > 1 acre?** ☐ Yes ☒ No

**Contact Information**

1. Applicant

Name: BRUCE N. CROCKETT

Mailing Address: 500 15TH AVE, TREASURE ISLAND, FL, 33706

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

2. Record owner of property

\_\_\_\_\_ (Check here if same as applicant)

Name: BWP HOLDINGS, LLC

Mailing Address: PO BOX 1358, WINDHAM, ME, 04062

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. Contact Person/Agent (if completed and signed by applicant's agent, provide written documentation of authority to act on behalf of applicant)

Name: DUSTIN M. ROMA (AGENT ~ DM ROMA CONSULTING ENGINEERS)

Company Name: DM ROMA CONSULTING ENGINEERS, LLC.

Mailing Address: PO BOX 1116, WINDHAM, MAINE 04062

Telephone: (207) 310-0506 Fax: \_\_\_\_\_ E-mail: DUSTIN@DMROMA.COM

I certify all the information in this application form and accompanying materials is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

a.	Complete Sketch Plan Application form	X	
b.	Evidence of payment of application and escrow fees	X	
c.	Written information - submitted in bound report	X	
1	A narrative describing the proposed use or activity	X	
2	Name, address, & phone number of record owner, and applicant if different	X	
3	Names and addresses of all abutting property owners	X	
4	Documentation demonstrating right, title, or interest in property	X	
5	Copies of existing proposed covenants or deed restrictions	X	
6	Copies of existing or proposed easements on the property	N/A	
7	Name, registration number, and seal of the licensed professional who prepared the plan, if applicable	X	
8	Evidence of applicant's technical capability to carry out the project	X	
9	Assessment of the adequacy 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	X	
10	Estimated demand for water supply and sewage disposal	N/A	
11	Provisions for handling all solid wastes, including hazardous and special wastes	N/A	
12	Detail sheets of proposed light fixtures	X	
13	Listing of proposed trees or shrubs to be used for landscaping	N/A	
14	Estimate weekday AM and PM and Saturday peak hour and daily traffic to be generated by the project	X	
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 animals, unique natural communities and natural areas, sand and gravel aquifers, and historic and/or archeological resources	N/A	
16	If the project requires a stormwater permit from MaineDEP or if the Staff Review Committee determines that such information is required, submit the following:	N/A	
	stormwater calculations	N/A	
	erosion and sedimentation control measures	X	
	water quality and/or phosphorous export management provisions	N/A	
17	If public water or sewerage will be utilized, provide statement from 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.	N/A	
18	Financial Capacity	X	
	i. Estimated costs of development and itemize estimated major expenses		
	ii. Financing (submit one of the following)		
	a. Letter of commitment to fund		
	b. Self-financing		
	1. Annual corporate report		

	2. Bank Statement	X	
	c. Other		
	1. Cash equity commitment of 20% of total cost of development		
	2. Financial plan for remaining financing		
	3. Letter from institution indicating intent to finance		
	iii. If a registered corporation a Certificate of Good Standing from:		
	Secretary of State, or		
	statement signed by corporate officer		
19	Technical Capacity (address both)	X	
	i. Prior experience	X	
	ii. Personnel	X	
d.	<b>Plan Requirements - Existing Conditions</b>		
i.	Location Map adequate to locate project within the municipality	X	
ii.	Vicinity Plan. Drawn to scale of not over 400 feet to the inch, and showing area within 250 feet of the property line, and shall show the following:	X	
	a. Approximate location of all property lines and acreage of parcels	X	
	b. Locations, widths and names of existing, filed or proposed streets, easements or building footprints	X	
	c. Location and designations of any public spaces	X	
	d. Outline of proposed subdivision, together with its street system and an indication of the future probable street system of the remaining portion of the tract	X	
iii.	North Arrow identifying Grid North; Magnetic North with the declination between Grid and Magnetic; and whether Magnetic or Grid bearings were used	X	
iv.	Location of all required building setbacks, yards, and buffers	X	
v.	Boundaries of all contiguous property under the total or partial control of the owner or applicant	X	
vi.	Tax map and lot number of the parcel or parcels on which the project is located	X	
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.	X	
viii.	Bearings and lengths of all property lines of the property to be developed, and the stamp of the surveyor that performed the survey.	X	
ix.	Existing topography of the site at 2-foot contour intervals	X	
x.	Location and size of any existing sewer and water mains, culvers 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.	X	
xi.	Location, names, and present widths of existing public and/or private streets and rights-of way within or adjacent to the proposed development	X	
xii.	Location, dimensions, and ground floor elevation of all existing buildings	N/A	
xiii.	Location and dimensions of existing driveways, parking and loading areas, walkways, and sidewalks on or adjacent to the site.	X	
xiv.	Location of intersecting roads or driveways within 200 feet of the site.	X	

xv.	Location of the following:		
	a. Open drainage courses	X	
	b. Wetlands	X	
	c. Stone walls		
	d. Graveyards		
	e. Fences	X	
	f. Stands of trees or treeline, and	X	
	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	X	
xvi.	Direction of existing surface water drainage across the site	X	
xvii.	Location, front view, dimensions, and lighting of existing signs	N/A	
xviii.	Location & dimensions of existing easements that encumber or benefit the site	N/A	
xix.	Location of the nearest fire hydrant, dry hydrant, or other water supply	X	
<b>Plan Requirements - Proposed Development Activity</b>			
i.	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	N/A	
ii.	Grading plan showing the proposed topography of the site at 2-foot contour intervals	X	
iii.	Direction of proposed surface water drainage across the site and from the site, with an assessment of impacts on downstream properties.	X	
iv.	Location and proposed screening of any on-site collection or storage facilities	N/A	
v.	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	X	
vi.	Proposed landscaping and buffering	N/A	
vii.	Location, dimensions, and ground floor elevation of all buildings or expansions	X	
viii.	Location, front view, materials and dimensions of proposed signs together with method for securing sign	N/A	
ix.	Location and type of exterior lighting. Photometric plan to demonstrate coverage area of all lighting may be required by Staff Review Committee.	X	
x.	Location of all utilities, including fire protection systems	X	
xi.	Approval block: Provide space on the plan drawing for the following words, "Approved: Town of Windham Staff Review Committee." along with space for signatures and date	X	
<b>Electronic Submission</b>			

## **PROJECT NARRATIVE**

### **SECTION 1 – PROPOSED USE NARRATIVE**

The proposed project site was previously created by the approval of “Commercial Lots on Architectural Drive” a commercial subdivision in February of 2007. The applicant intends to construct a commercial building and limited associated site improvements including extending underground utility service, and construction of a paved driveway and parking area. The applicant is not intending to extend water service and does not intend to install a septic disposal system.

### **SECTION 2 – RECORD OWNER INFORMATION**

See Application Form

### **SECTION 3 – ABUTTING PROPERTY OWNERS**

TM 53 L 33-2	BWP Holdings LLC., PO Box 1358, Windham, ME
TM 53 L 33-4	BWP Holdings LLC., PO Box 1358, Windham, ME
TM 53 L 33-C	Roja LLC., c/o Robert Hanson Jr., 309 Bonny Eagle Rd, Standish, ME

### **SECTION 4 – TITLE, RIGHT, OR INTEREST**

See attached deed.

### **SECTION 5 – COVENANTS OR DEED RESTRICTIONS**

None known

### **SECTION 6 – EASEMENTS**

Drainage easement for maintenance access; the approved subdivision plan included a general note that indicated “All lots will be have a blanket drainage easement for maintenance access. Exempt from these easements are the finalized buildings and parking lot areas.”

### **SECTION 7 – LICENSED PROFESSIONALS**

The plans and applications were prepared by DM Roma Consulting Engineers. Dustin Roma is a Maine Licensed Professional Engineer PE#12131.

## **SECTION 8 – TECHNICAL ABILITY**

Dustin Roma has been performing similar consulting and design work in Southern Maine since 2004, including many projects in Windham and the surrounding communities.

## **SECTION 9 – UTILITIES**

Electrical utilities will be extended to the building underground. While the project site does appear to have an existing water service from an existing public water main in Architectural Drive, the applicant does not intend to extend the service to the building and as such, there is no proposed private on-site wastewater disposal.

## **SECTION 10 – WATER SUPPLY AND SEWAGE DISPOSAL DEMAND**

As previously stated, there is no intent to extend water service and therefore no expected water or sewage demand.

## **SECTION 11 – SOLID WASTES**

There is no proposed dumpster facility for the project. The applicant's intended use of the property will not produce a substantial volume of waste and does not require a dumpster.

## **SECTION 12 – LIGHTING**

The building will include security lighting over the doorways. There are no proposed pole mounted lights.

## **SECTION 13 – LANDSCAPING**

The proposed development intends to re-vegetate any land disturbance resulting from the proposed project construction to create a lawn area.

## **SECTION 14 – VEHICLE TRAFFIC**

The driveway entrance will connect to the existing cul-de-sac and the Private Warehouse use is expected to be a very low traffic generator, in the magnitude of less than 10 trips per day, or 2 peak hour trip-ends.



## **SECTION 15 – UNIQUE NATURAL AREAS**

There is no additional wetland fill proposed for this project. There are no other known unique natural areas within the project vicinity. The project will be located within the footprint of the land area that has already been disturbed.

## **SECTION 16 – STORMWATER MANAGEMENT**

Two existing underdrained soil filter basins have been constructed on the property to meet the stormwater management requirements for the subdivision. The previously approved subdivision plan included an impervious coverage allocation for Lot 3 of 6,619 square feet. The current proposed design consists of 6,617 square feet of total impervious lot coverage, and therefore the existing stormwater facilities is expected to have the capacity to receive the stormwater runoff from the project site.

## **SECTION 17 – PUBLIC WATER SUPPLY**

As previously stated, there is no intent to extend water service and therefore no expected water or sewage demand. An existing water service stub which could provide water service to the site, will not be connected to and will be protected in place.

## **SECTION 18 – FINANCIAL CAPACITY**

The applicant has provided a letter from Bank United.

## **SECTION 19 – TECHNICAL CAPACITY**

The applicant has retained the services of qualified professionals to assist in the design of the project.

## **COMMERCIAL DISTRICT DESIGN STANDARDS**

In addition to meeting the required design standards of Section 813 of the Town's Land Use Ordinance, the project has been designed to meet the following 8 additional optional standards:

- B7 – Landscape material surrounding parking lot is capable of tolerating large quantities of snow storage.
- B8 – Low-Impact Design Stormwater
- B9 – Shared Stormwater Treatment
- C2 – Lighting Coordinates with Architecture
- C3 – Lighting Coordinates with Landscaping
- C4 – Existing trees preserved

- C7 – Planting Suitability
- C9 – Illumination Levels



April 5, 2019

Bruce N Crockett  
500 115<sup>th</sup> Ave  
Treasure Island, FL 33706

Re: Deposit Verification

Dear Mr. Crockett,

Please accept this letter as verification of deposit of your accounts as requested.  
At this time, there is in excess of 200,000.00 (Two Hundred Thousand Dollars) on deposit in your accounts and they are in good standing with BankUnited N.A.

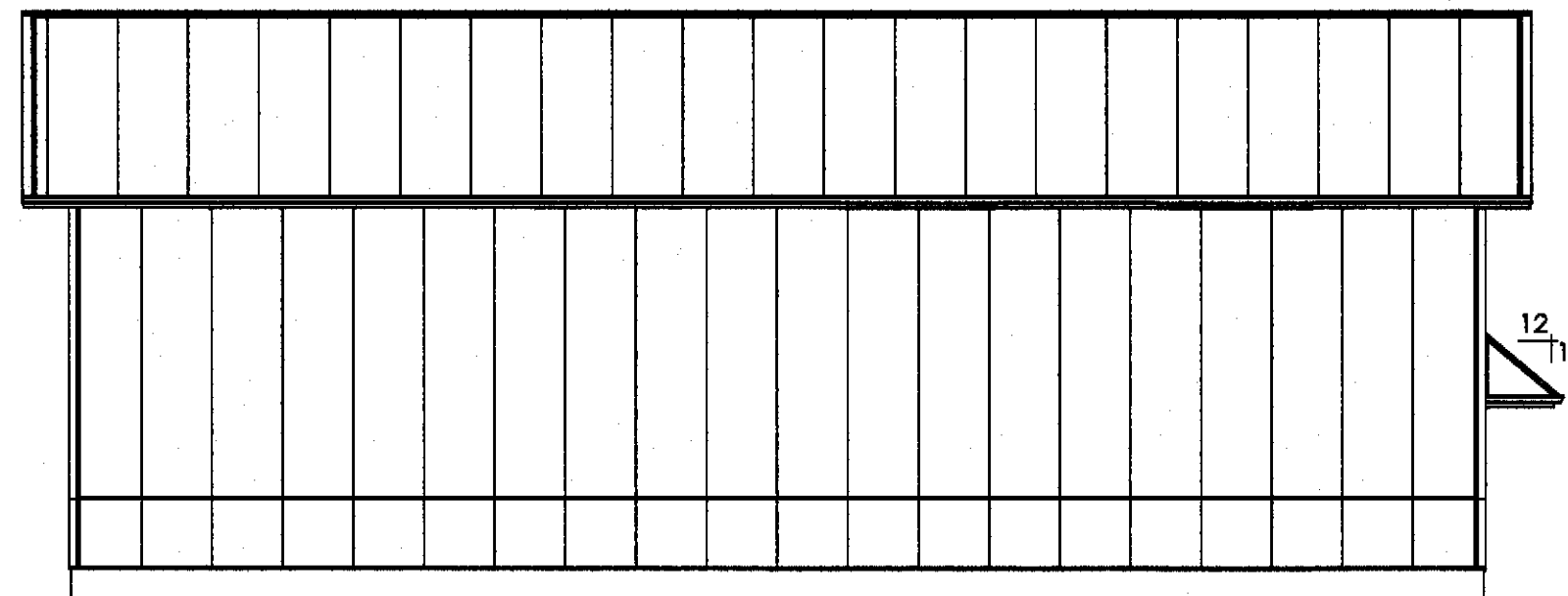
Thank you,

A handwritten signature in blue ink, reading 'Anna Savalli'.

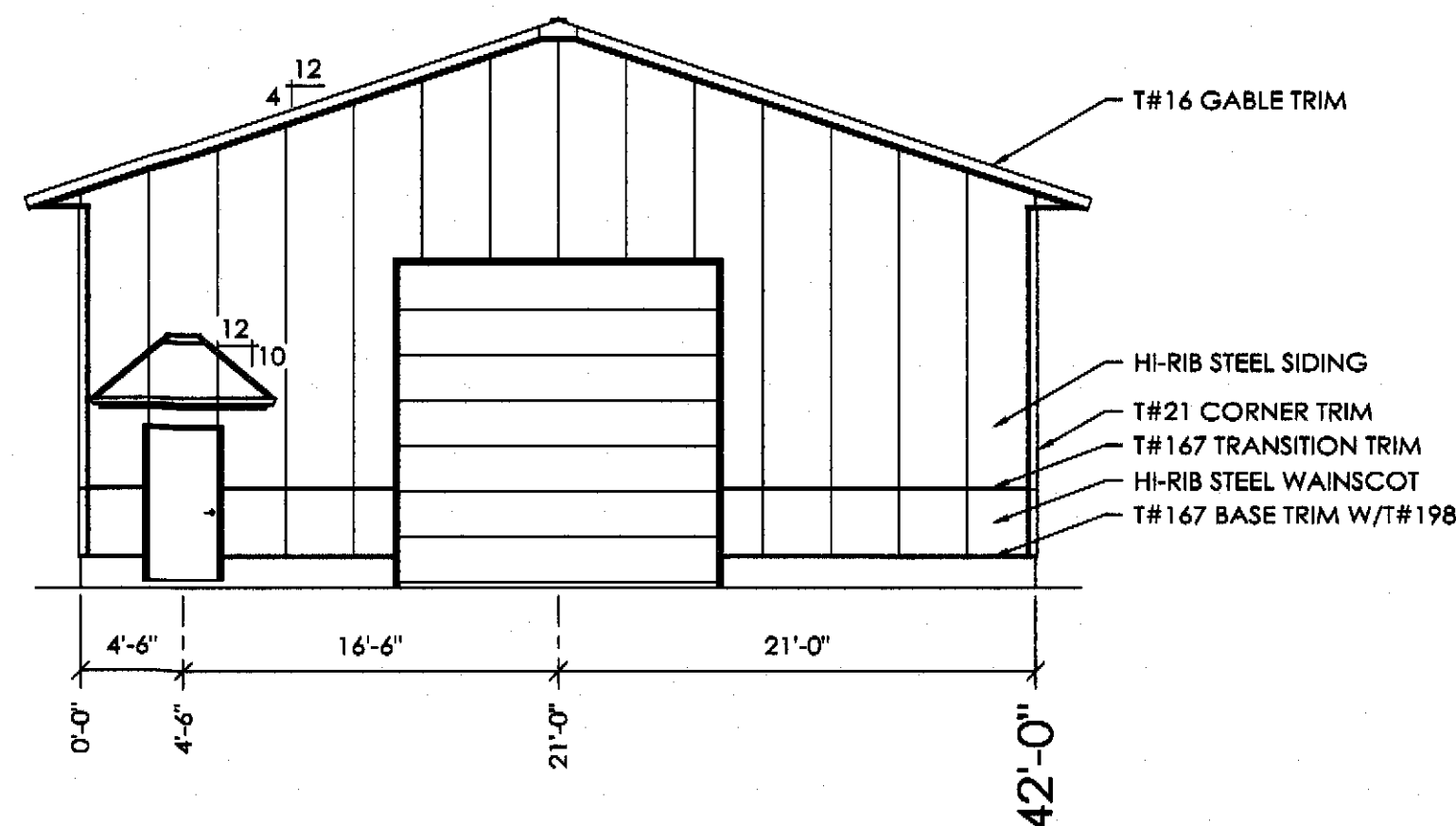
Anna Savalli  
Branch Quality Manger  
St Petersburg Central Ave Office

## DESIGN AND EXPLANATORY NOTES

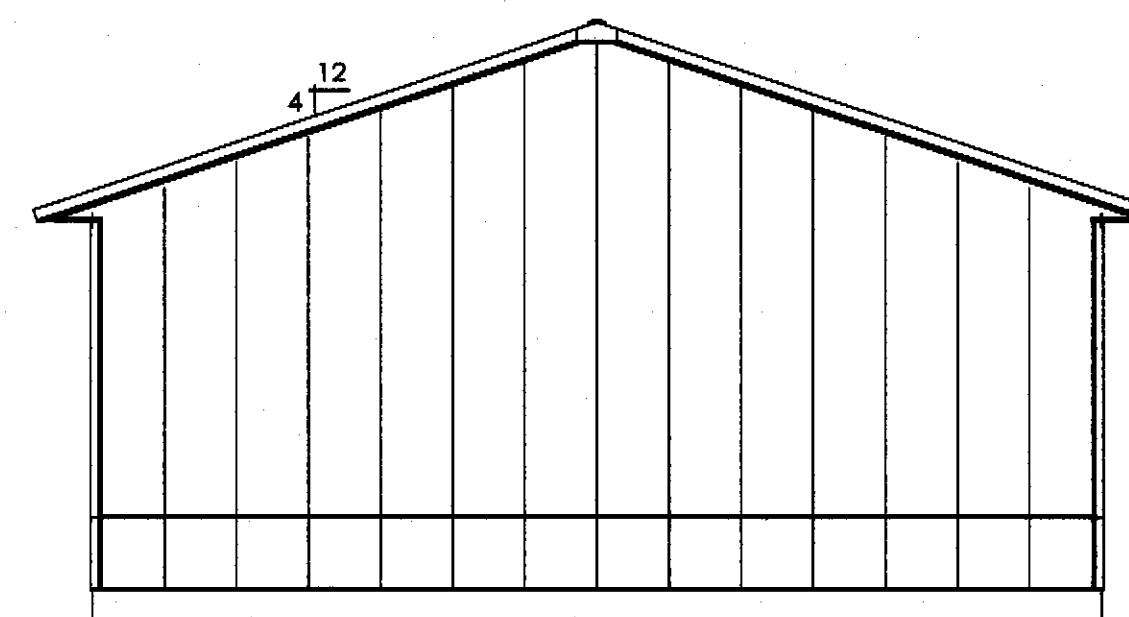
1.) EXTERIOR DOOR AND WINDOW LOCATIONS ARE TAKEN FROM THE EXTERIOR FACE OF THE NAILERS AND ARE TO THE CENTER OF THE DOOR AND WINDOW UNITS. VERIFY ALL DOOR, WINDOW, SKYLIGHT AND SIDELIGHT LOCATIONS WITH THE OWNER.



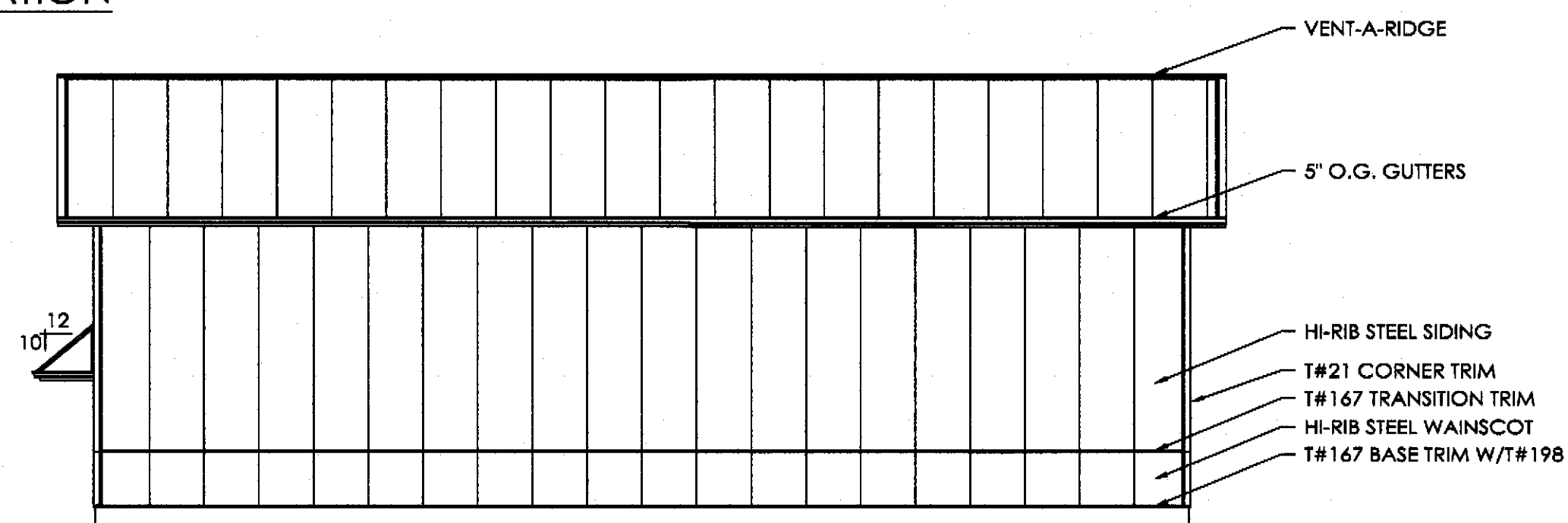
NORTH ELEVATION



WEST ELEVATION



EAST ELEVATION



SOUTH ELEVATION

SCALE: 1" = 4' 2" = 8' 16'

OFFICE: MANCHESTER, NH  
JOB NO. 118-087090

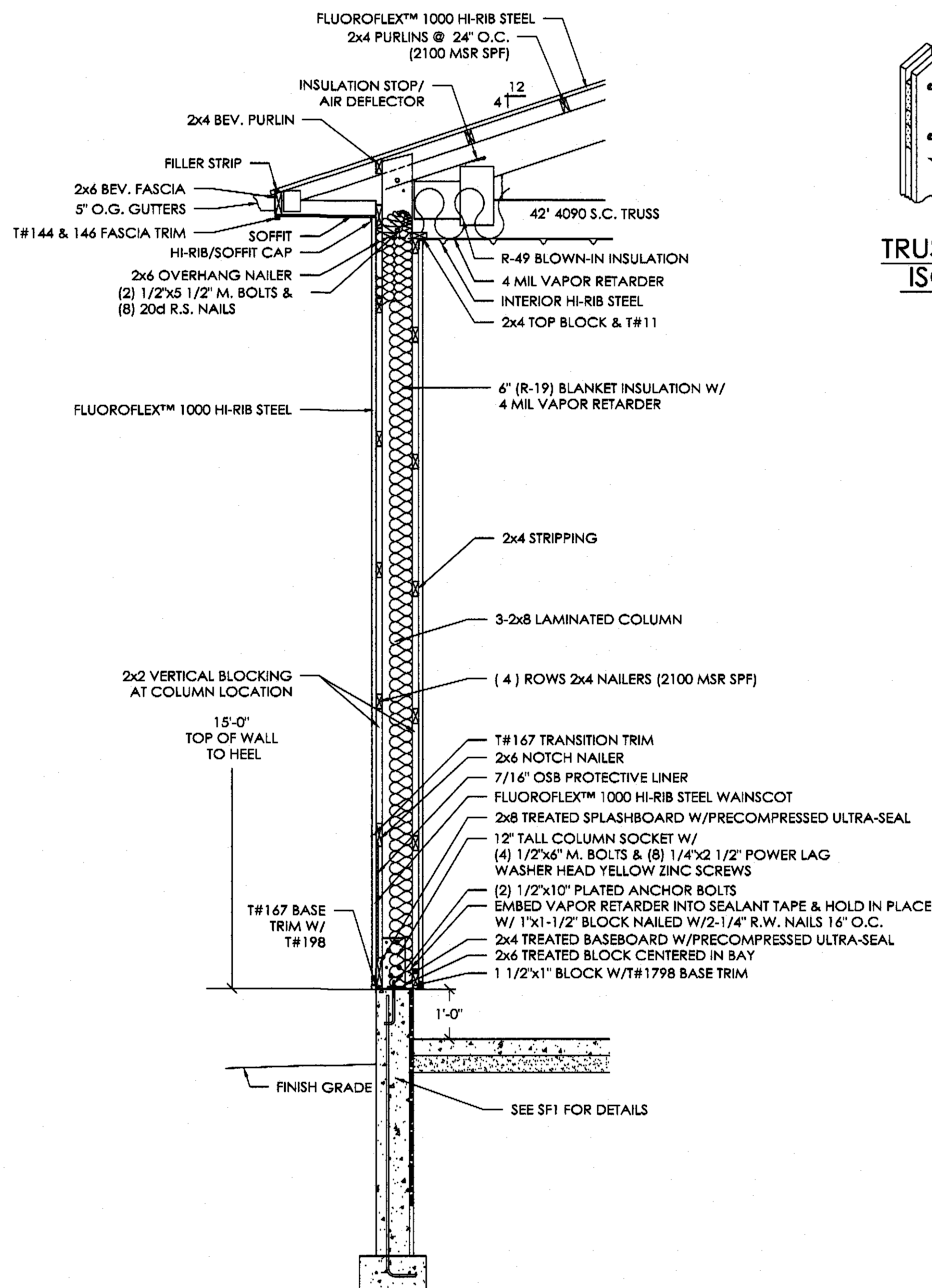
BRUCE CROCKETT  
WINDHAM, ME

ALLIED DESIGN ARCHITECTURAL & ENGINEERING GROUP, P.C.  
100 S. PERSHING P.O. BOX 110 MORTON, IL 61550  
PHONE NUMBER: 309-243-4105

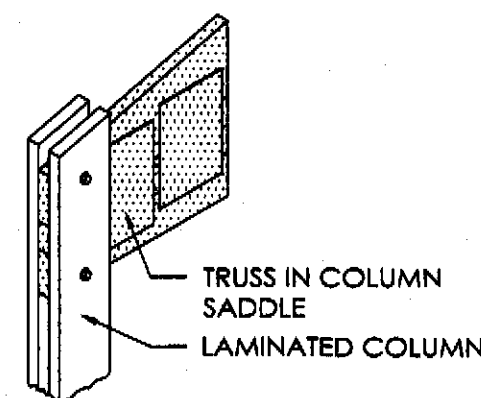
DRAWN BY: AHB  
DATE: 3/12/2019  
CHECKED BY: ---  
DATE: ---  
REVISED DATE: ---  
REVISED DATE: ---  
REVISED DATE: ---  
REVISED DATE: ---

STATE OF MAINE  
Ronald L. Sultan  
4358  
LICENSED PROFESSIONAL ENGINEER  
04.02.19

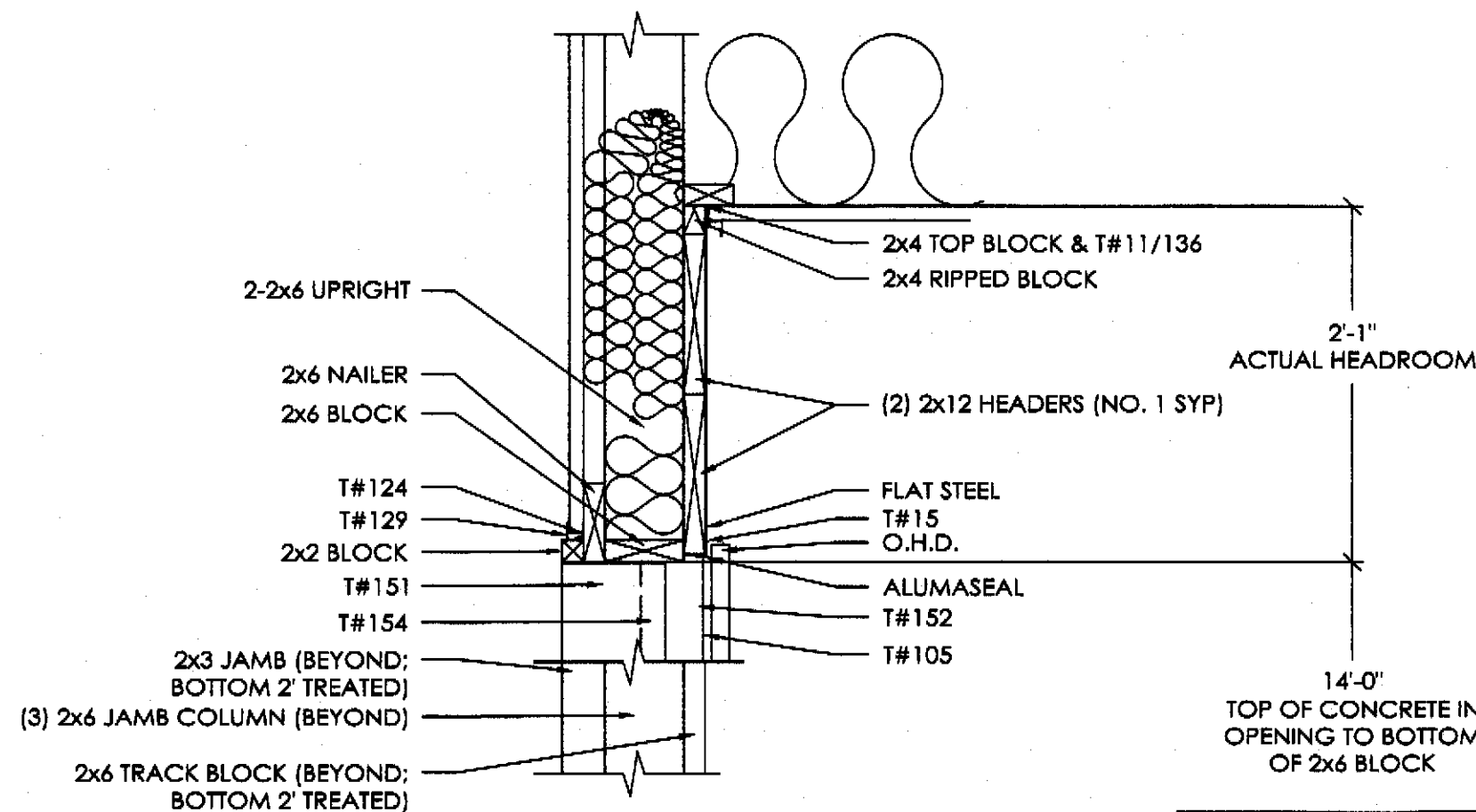
SCALE: AS NOTED  
SHEET NO. S3 OF S6



**SIDEWALL SECTION A**  
SCALE: 1/2" = 1'-0"



**TRUSS SADDLE ISOMETRIC**



**OHD HEADER SECTION B**  
SCALE: 1" = 1'-0"

HEADER NAILING SCHEDULE		
HEADER MEMBER	UPRIGHT	JAMB COLUMN
EA. 2X12	8	8

- NOTES:**
- NUMBERS ABOVE ARE 20d R.S. NAILS REQUIRED PER CONNECTION.
  - PRE-DRILL HEADERS AS REQUIRED TO PREVENT SPLITTING.
  - IF NUMBER OF NAILS REQUIRED FOR HEADER TO JAMB COLUMN CONNECTION IS EXCESSIVE TO CAUSE SPLITTING, THE EXCESS NAILS MAY BE INSTALLED IN HEADER SUPPORT BLOCKING.

## DESIGN AND EXPLANATORY NOTES

- FOOTINGS ARE DESIGNED FOR A 2000 PSF SOIL BEARING CAPACITY. LOCAL CONDITIONS MAY REQUIRE MODIFICATIONS.
- CONCRETE FLOOR NOTES:
  - 3500 PSI, 5 1/2 BAG MIX CONCRETE.
  - SLOPE GRADE AWAY FROM BUILDING @ 1" PER FOOT FOR A MINIMUM DISTANCE OF 10' PLUS OVERHANG WIDTH.
  - A VAPOR RETARDER IS NOT MANDATED PER IBC SECTION 1907 EXCEPTION 3. UNLESS THE FLOOR WILL BE COVERED BY MOISTURE SENSITIVE FLOORING MATERIALS OR IMPERMEABLE FLOOR COATINGS OR WHERE THE FLOOR WILL BE IN CONTACT WITH ANY MOISTURE SENSITIVE EQUIPMENT OR PRODUCT.
  - CONTRACTION JOINTS UNIFORMLY SPACED 12' O.C. OR LESS.
- PRIOR TO PLACING THE CONCRETE FOOTINGS, HAND TAMP THE BOTTOM 2'-3" OF LOOSE SOIL TO CONSOLIDATE. IF THE DRILLED HOLE CONTAINS MORE THAN 3" OF LOOSE SOIL, REMOVE EXCESS SOIL TO A UNIFORM THICKNESS OF 2'-3", HAND TAMP AND PROCEED WITH CONCRETE FOOTING PLACEMENT.
- DO NOT PLACE CONCRETE FOOTING THROUGH MORE THAN 3" OF STANDING WATER. IF MORE THAN 3" OF STANDING WATER IS PRESENT IN THE FOOTING HOLE CONTACT THE STRUCTURAL ENGINEER OF RECORD FOR INSTALLATION INSTRUCTIONS.

OFFICE:  
MANCHESTER, NH

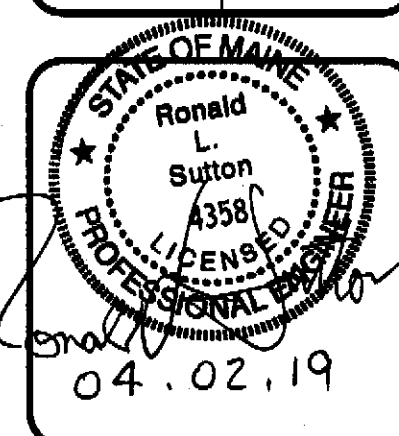
JOB NO.  
118-087090

BRUCE CROCKETT

WINDHAM, ME

ALLIED DESIGN ARCHITECTURAL & ENGINEERING GROUP, P.C.  
100 S. PERSHING P.O. BOX 110 MORTON, IL 61550  
PHONE NUMBER: 309-263-4105

DRAWN BY:	AHB
DATE:	3/12/2019
CHECKED BY:	---
DATE:	---
REVISED DATE:	---
REVISED DATE:	---
REVISED DATE:	---
REVISED DATE:	---



SCALE: AS NOTED

SHEET NO.  
S4 OF S6