

Subdivision Checklist

Pre-Application, Sketch Plan and Site Inspection:

- All Copies Submitted
 - Sketch must include:
 - Layout of streets
 - Delineation of lots
 - Buildings and other features
 - Steep slopes/wet areas/vegetative cover
 - USGS Topography map included showing outline of subdivision
 - Soil Survey
 - Copy of Deed
 - Copy of Application form (preliminary-no fees)
- Applicant Presentation
- Applicant received Fee Schedule

Sketch Plan Approval received:

- Yes
- No
- Site Walk Date determined date & time: _____
(Site walk MUST be performed within 30 days)

Subdivision Classification Determination:

- Minor Subdivision (3 lots)
- Major Subdivision (4 lots or more)

Notes: _____

Site Walk:

- Flagging (staking) must include:
- Centerline of any proposed streets
 - Intersection of street centerlines
 - Lot corners
 - Driveway locations

Notes: _____

- Application Submitted (must include)
 - o Location Map- must include:
 - o Existing subdivisions within ½ mile
 - o Location and names of existing streets
 - o Outline of proposed subdivision including any retained property
 - o Boundary Survey including types of monuments used
 - o Deeds, Restrictions, ROWs, Easements, other encumbrances, Current Use Taxation, Tree Growth, Agriculture or Open Space and wetlands.
 - o Deed Restrictions intended to be imposed
 - o Type of sewage disposal to be used
 - o Type of water supply system
 - o High Intensity Soil survey
 - o Open Space and Management

Notes: _____

Board Required Actions:

- Issue dated receipt to applicant for application fee
- Abutter letter-- notification of application received
- Notify clerk of neighboring municipalities if plan includes crossing into neighboring municipality
- Determine if application is complete (within 30 days of receipt)
- Public hearing (board determines the need) within 30 days
 Date & Time determined: _____

Fee Schedule and Escrows: (Attached hereto)

- Application Fee Received
 - 1. \$300 + \$50 per lot = \$ _____
 - 2. Date Received: _____ Check # _____
- Final Lot Fee Received
 - 1. \$150 per lot = \$ _____
 - 2. Date Received; _____ Check # _____
- Infrastructure Escrow Received
 - 1. 150% of estimate = \$ _____
 - 2. Type:
 - o Check
 - o Bond
 - o Letter of credit
- 6% Escrow Received
 - 1. 6% = \$ _____
 - 2. Date Received: _____ Check # _____

Public Hearing Required:

- Yes
- No

Date & Time of Public Hearing: _____

Final Approval Received:

- Yes
- No

Date of approval: _____

Signed:

Chairman _____

Vice-Chairman _____

Member _____

Member _____

Member _____

Alternate Member _____

Alternate Member _____

Major Subdivision Review:

Application Fee Received:

Yes

No

Date: _____ Check # _____

Applicant Preliminary Plan Presentation

- Preliminary Plan Submitted (layout of sketch plan with requested board changes) must include:
 - o Existing cemeteries within subdivision
 - o Farmland within subdivision
 - o Proposed Name of Subdivision to include:
 - o Name of municipality
 - o Map and lot numbers
 - o Date plan was prepared, north point & Map scale
 - o Names and addresses of record owners, subdivider, individual or company who prepared the plan, and adjoining property owners including across the street
 - o Number of acres within subdivision, property lines, existing buildings, existing physical features.
 - o Restrictions for clearing of existing vegetation.
 - o Location of: Rivers, streams or great ponds within or adjacent
 - o Contour lines showing elevations to mean sea level
 - o Location and size of existing or proposed water main/culverts/drainage ways on or adjacent to property
 - o Streets and access to include proposed streets/highways/easements/buildings/parks
 - o Street Plans
 - o Erosion control
 - o Revegetation plan
 - o Stormwater Management
 - o Open Spaces
 - o Proposed lots including:
 - 1. Dimensions
 - 2. Lot area
 - 3. Driveways
 - 4. Building envelopes
 - 5. Septic locations
 - 6. 25 ft setbacks
 - o Flood Zones

Notes: _____

- Application Submitted (must include)
 - o Location Map
 - o Existing cemeteries within subdivision
 - o Existing subdivisions within ½ mile
 - o Location and names of existing streets
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 - o Deed Restrictions intended to be imposed
 - o Type of sewage disposal to be used
 - o Type of water supply system
 - o High Intensity Soil survey
 - o Open Space and Management
 - o Street Plans
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Notes: _____

Board Required Actions:

- Issue dated receipt to applicant for application fee
- Abutter letter-- notification of application received
- Notify clerk of neighboring municipalities if plan includes crossing into neighboring municipality
- Determine if application is complete (within 30 days of receipt)
- Public hearing (board determines the need) within 30 days
 Date & Time determined: _____

Preliminary Approval Received:

- Yes
 - No
- Date of approval: _____

Fee Schedule and Escrows: (Attached hereto)

- Application Fee Received
 - 3. \$300 + \$50 per lot = \$ _____
 - 4. Date Received: _____ Check # _____
- Final Lot Fee Received
 - 3. \$150 per lot = \$ _____
 - 4. Date Received; _____ Check # _____
- Infrastructure Escrow Received
 - 1. 150% of estimate = \$ _____
 - 2. Type:
 - Check
 - Bond
 - Letter of credit
- 6% Escrow Received
 - 3. 6% = \$ _____
 - 4. Date Received: _____ Check # _____

Final Approval Procedures:

Final Fee Received

- Yes
- No
- Date Received: _____ Check # _____

Applicant to submit the following documentation:

- Final Plan with all revisions
- Final Plan Application
- ME DEP Approval Letter for Site Location of Development Act if license/Permit is necessary.
- ME DEP Natural Resource Protection approval for Act/Stormwater Permit or Wastewater Discharge License
- ME DHHS approval of Public water system
- ME DHHS approval if engineered subsurface wastewater disposal is to be utilized.
- Approval from US Army Corps of Engineers if permit under section 404 of clean water act is required
- ME DOT -Traffic Movement permit/highway entrance/driveway access management permit
- ME DEP-Storm Water Permit chapter 500 & 502 regulations
- Historic Preservation Commission-if required.

Applicant Final Plan Presentation

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Notes: _____

Public Hearing Required:

- Yes
- No

Date & Time of Public Hearing: _____

Final Approval Received:

Yes

No

Date of approval: _____

Signed:

Chairman _____

Vice-Chairman _____

Member _____

Member _____

Member _____

Alternate Member _____

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