

TOWN OF TOPSHAM SUBDIVISION REVIEW

This packet includes the following:

- I. Outline of the **Review Process**
- II. Application for **Pre-Application Plan Review**
- III. Application for **Subdivision Approval**
- IV. **Notice** and **Receipt** Forms
- V. Copy of the **Subdivision Ordinance, Chapter 191**, of the Topsham Code

The applicant should review the subdivision requirements before completing this application. Any questions can be directed to the Planning Office. **Pre-Application Plan, Preliminary** and **Final** application review will be heard by the Planning Board at regular Board meetings.

APPLICANT INFORMATION FOR SUBDIVISION APPROVAL

APPLICANT:

1. The attached forms are for your use in making an application to the Planning Board for subdivision review and approval.
2. The Planning Board's regular meetings are scheduled for the first and third Tuesday of each month, beginning at 7:00 P.M. Several meetings are often necessary, particularly if it involves a complex project or a major subdivision. Details of individual projects are worked out at the regular meetings.
3. ***Prior to submitting any materials, the applicant shall meet with the Town Planner or her/his designee to review the Town's procedures and requirements.***
4. Preliminary or pre-application meetings with the Planning Board are held at regular meetings. A **Pre-Application plan** review application with attachments must be submitted to the Planning Office twenty-one (21) days before the scheduled meeting. Applications received after the deadline will not be heard until the next regular meeting.
5. The pre-application meeting shall be to discuss the proposed development. A Pre-Application plan is helpful to the Planning Board in understanding the proposal. No binding commitments shall be made between the applicant and the Planning Board at this time. However, arrangements should be made for a site inspection before the next meeting. The purpose of the pre-application meeting shall be to understand what is proposed, what is possible and what is acceptable.
6. Any applicant who is scheduled for a meeting with the Planning Board is expected to attend unless they notify the Planning Office at least (14) days before the scheduled meeting. Failure of the applicant to comply will result in the application being scheduled in order after other applicants on file as of the scheduled meeting date.

If another individual has been appointed to represent the applicant before the Board, the applicant must comply with Chapter 175-6c of the Topsham Code. The representative must submit a letter signed by the applicant stating the name and address of the representative and his/her capacity with regards to the proposed development. The representative must be fully empowered to speak on behalf of the applicant, and the applicant is bound to abide by all the terms and conditions agreed to by the representative.

7. The Planning Office staff will assist any applicant as time permits.

I. REVIEW PROCESS

Note to the Applicant:

1. Your application for **subdivision approval** will not be considered complete until a **Final Plat Plan**, based on a survey, has been submitted to the Planning Office. You should meet with the Planning Board before completing this application form, as it may not be necessary to comply with all of the items shown on the form. Following the submission of the Pre-Application plan, the Planning Board will indicate those items on the formal application which must be completed.
2. **Three (4) Step Process for Subdivision Approval:**
 1. **Meeting with Planner.** Prior to submitting any materials, the applicant shall meet with the Town Planner or her/his designee to review the Town's procedures and requirements. After the meeting with the Town Planner or her/his designee the applicant shall submit a Site Inventory and Analysis consisting of a Site Inventory Map, Site Analysis Map, and Site Analysis Narrative to the Planning Department. (For more information see **Procedure** in Section 191-2.2)
 2. **Submission of Pre-Application Plan.** The purpose of the pre-application procedures for a major subdivision is for the applicant to present **general information** (see checklist below) regarding the site of the proposed subdivision to the Planning Board and receive the Planning Board's comments **prior to the layout and design of the subdivision.**
 3. **Submission of a Preliminary Plat Plan.** At the Pre-Application Plan review, and following the on-site inspection, the Planning Board will outline the specific requirements for the preliminary plat plan. Specific requirements will vary according to the size and complexity of the subdivision proposal. In some instances, the Planning Board may waive the requirement for a **preliminary plat plan**. In such a case, the application should be submitted with the **final plat plan**. When submitting a preliminary plan, the subdivider shall provide nineteen prints of the preliminary plan to the Planning Board. Each plan on one or more sheets, with a scale of not more than 100 feet to the inch. Maximum sheet size should not exceed 24 x 36 inches.
 4. **Submission of a Final Plat Plan.** After any apparent deficiencies in the preliminary plat plan have been corrected, a **final plat plan** must be submitted to the Planning

Board. Nineteen complete sets (prints) of the development shall be provided to the Planning Board at least 21 days prior to a scheduled Planning Board meeting for review at a regular monthly meeting. The final plat must be of the same scale and size as the preliminary plan. Your application for subdivision approval will not be considered complete until the final plat plan has been submitted for approval.

* See note on the following page regarding final plans for signature.

NOTE: Final copies of the approved plan should be submitted as follows for Planning Board signatures: two (2) complete mylar sets and three (3) complete paper sets of the development plans. A single mylar site plan will be returned to you. The signed subdivision plan must be recorded at the Sagadahoc County Registry of Deeds. If you wish to keep a signed set of mylars for your records please send an additional copy for signatures.

No utility installation, no ditching, grading or construction of roads, no grading of land or lots, and no construction of buildings is to be done on any part of the proposed subdivision until the final plan has been duly recorded in the Sagadahoc County Registry of Deeds. Also, you may not sell, lease, develop, build upon or convey for consideration, or offer or agree to sell, lease develop, build upon or convey for consideration any land or dwelling unit within the subdivision until the final plan has been duly recorded in the Sagadahoc County Registry of Deeds.

In accordance with Chapter 191, §191-13 of the Town of Topsham Code, Subdivision Ordinance, all improvements shall be completed prior to the conveyance of any lot within the subdivision unless you have been granted a conditional agreement by the Planning Board, or approval has been granted for the development to occur in separate and distinct phases, and a performance guarantee has been established per section 191-13.

**II PRE-APPLICATION APPLICATION
SUBDIVISION REVIEW**

PROJECT INFORMATION:

Project Name: _____

Address: _____

Map and Lot Number: _____

APPLICANT INFORMATION:

Name: _____ Telephone/Fax: _____

Address: _____

Email: _____

AUTHORIZED REPRESENTATIVE:

Name: _____ Telephone/Fax: _____

Address: _____

Email: _____

DESIGN CONSULTANTS:

(1) _____

(2) _____

(3)

The Following attachments should be completed and submitted with the Pre-Application plan.

- Attachment 11-(1): Checklist for Pre-Application Requirements
- 11-(2): Request for Waivers
- 11-(3): Pre-Application Plan

Applicant Signature: _____ **Date:** _____

ATTACHMENT 11-(1)
CHECKLIST FOR SITE INVENTORY AND ANALYSIS REQUIREMENTS
SUBDIVISION REVIEW

The following checklists will be used by the Planning Director and Planning Board to determine the completeness of all subdivision applications.

1.) A Site Context or Locus Map drawn at a size adequate to show the relationship of the proposed subdivision to the adjacent properties, and to allow the Board to locate the subdivision within the municipality. The location map shall show:

<u>YES</u>	<u>NO</u>	<u>ITEM</u>
<input type="checkbox"/>	<input type="checkbox"/>	An outline of the proposed subdivision and any remaining portion of the owner's property if the formal application will cover only a portion of the owner's entire contiguous holding.
<input type="checkbox"/>	<input type="checkbox"/>	Existing subdivisions that abut the proposed subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	Locations and names of existing streets within 500 feet of the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	The Tax Map(s) and lot number(s) of the parcel proposed to be subdivided.
<input type="checkbox"/>	<input type="checkbox"/>	The location of any focus areas identified in the Town's Natural Areas Plan.
<input type="checkbox"/>	<input type="checkbox"/>	North arrow (True Meridian).

2.) An accurate scale Site Inventory Plan of the parcel at a scale of not more than one hundred (100) feet to the inch showing the existing conditions of the area proposed to be subdivided. The information on natural features and resources and cultural and historic features may be based upon published sources and information available from the Town including the Natural Areas Plan and/or from state agencies except as specifically provided below. The Site Inventory Plan must show the following information:

<u>YES</u>	<u>NO</u>	<u>ITEM</u>
<input type="checkbox"/>	<input type="checkbox"/>	The proposed name of the development, north arrow (True Meridian), date, and scale.
<input type="checkbox"/>	<input type="checkbox"/>	The boundaries of the parcel based upon either an accurate parcel data source with data source cited or a standard boundary survey prepared by a registered land surveyor and giving the bearings and distances of all property lines. The Planning Board may modify this requirement when only a portion of a parcel is proposed to be subdivided.

<u>YES</u>	<u>NO</u>	<u>ITEM</u>
<input type="checkbox"/>	<input type="checkbox"/>	Existing restrictions or easements on the site (if none, so state).
<input type="checkbox"/>	<input type="checkbox"/>	The location of any focus areas identified in the Town's Natural Areas Plan.
<input type="checkbox"/>	<input type="checkbox"/>	The general topography of the site including an indication of those areas where the slope is likely to be greater than 35%.
<input type="checkbox"/>	<input type="checkbox"/>	The major natural features of the site including wetlands, vernal pools, streams, ponds, floodplains, groundwater aquifers, significant wildlife habitats, significant geological features, or other important natural features including habitat for rare plant and animal species and rare and exemplary natural communities.
<input type="checkbox"/>	<input type="checkbox"/>	The soils on the site through a medium intensity soil survey. The Planning Board may require the submission of a high intensity soils survey if it determines that a high intensity survey is needed to evaluate the appropriate use of the property.
<input type="checkbox"/>	<input type="checkbox"/>	Vegetative cover conditions on the property as depicted on a recent aerial photo of the site.
<input type="checkbox"/>	<input type="checkbox"/>	The general drainage pattern of the site.
<input type="checkbox"/>	<input type="checkbox"/>	Existing buildings, structures, or other improvements on the site including streets, driveways, and cemeteries (if none, so state).
<input type="checkbox"/>	<input type="checkbox"/>	Locations of all culturally, historically or archaeologically significant buildings, features, or sites.
<input type="checkbox"/>	<input type="checkbox"/>	The location and size of existing utilities or improvements servicing the site (if none, so state).
<input type="checkbox"/>	<input type="checkbox"/>	Any potential sources of fire protection water supply within one half mile of the site including public water mains, existing fire ponds, or possible sources of water supply.
<input type="checkbox"/>	<input type="checkbox"/>	The location of any conservation land on or adjacent to the parcel.

3.) A Site Analysis Map at the same scale as the inventory plans (see (2) above) highlighting the opportunities and constraints of the site in a bubble diagram or annotated format. This map should enable the Planning Board to determine: 1. which areas of the site may be well suited for the

proposed use, 2. which portions of the site may be unsuitable for development or use (Primary Conservation Areas); 3. which areas of the site may have potential natural resource or cultural value (Secondary Conservation Areas) that should be addressed in the subdivision plan; and 4. which areas of the site may be subject to off-site conflicts or concerns (noise, lighting, traffic, etc.) that need to be addressed in the preliminary application.

4.) A Site Analysis Narrative describing the existing conditions of the site, the constraints and opportunities created by the site for the proposed development, and the natural resource and cultural resources on the site that need to be considered in the design and layout of the subdivision.

III. APPLICATION FOR SUBDIVISION APPROVAL

Project Name: _____

Location: _____

Address: _____

Map and Lot Number: _____

New: Amendment:

1. Project Applicant: Name: _____

Address: _____

Telephone/Fax: _____

Email: _____

2. Project Property Owner: Name: _____
(If different from applicant)

Address: _____

Telephone/Fax: _____

3. Present interests in property:

3a. Interest in property that abuts the parcel to be subdivided:

4. Authorized Representative: Name: _____

Address: _____

Telephone/Fax: _____

Email: _____

5. If the Applicant is a corporation, are they licensed to do business in Maine? Yes No
Please attach a copy of the Secretary of State's Registration.

6. Design Consultants:

Surveyor Architect Planner/Engineer

Name: _____

Address: _____

Telephone/Fax: _____

Email: _____

Surveyor Architect Planner/Engineer

Name: _____

Address: _____

Telephone/Fax: _____

Email: _____

Surveyor Architect Planner/Engineer

Name: _____

Address: _____

Telephone/Fax: _____

Email: _____

List additional Design Consultants on a separate sheet.

7. Address to which all correspondence is to be sent:

Name: _____

Address: _____

Telephone/Fax: _____

Email: _____

8. Does the preliminary plat plan cover all contiguous property holdings of the Applicant?

Yes: No:

PARCEL INFORMATION

9. Registry of Deeds: Book _____ Page _____

- 10. Survey map of the parcel to be subdivided, certified by a registered Land Surveyor. The survey should be tied to establish reference points and have a scale of 1:100.
- 11. Current zoning of the parcel:
- 12. Total acreage of parcel being subdivided:
- 13. Include a soils report, identifying soil types and location of soil test areas. There must be at least one (1) soil test per lot. Based on soil test results, certain modifications of the preliminary plat plan may be required. Please attach a copy of the soil test report to the application.
- 14. Attach a list of property owners within 200 feet of the parcel that is being subdivided (show this on plat plan).
- 15. Please list any restrictive covenants that will be placed on the deeds. Attach a copy if necessary.
- 16. Is the parcel being developed presently under tax exemption for tree growth or farmland/open space? Yes: No:

SUBDIVISION INFORMATION

The information requested here must be shown on the Plat, which is presented to the Planning Board.

- 17. Proposed name of the new subdivision:
- 18. Total number of lots proposed:
- 19. Show on the Plat the **date, north point** and **graphic scale**.
- 20. Show the proposed lot lines with the approximate dimensions and suggested locations of the buildings (or building areas), subsurface disposal systems, and wells.
- 21. Show the location of temporary markers. These should be adequately located to enable the Planning Board to readily locate lots and appraise the basic lot layout in the field.
- 22. Show the location of parcels that will be dedicated to the public use, the condition of such dedication and the location of all natural features or site elements to be preserved.
- 23. A location map drawn at a scale of not more than 1:400, the map should show the relationship of the proposed subdivision to adjacent properties and to the general surrounding area. The map shall show all the area within 200' of any property boundary of the proposed subdivision (attach this to the application).

- 24. Show the location and sizes of existing buildings, watercourses and other essential physical features.
- 25. Show the location and sizes of existing sewer and water mains, and culverts and drains.
- 26. Show the location, names and widths of existing and proposed streets, highways, easements, building lines, parks and other open space on site and within 500 feet of the property.
- 27. Show contour lines (topography) at an interval of no more than five (5) feet in elevation. Refer to the U.S.C. and G.S. benchmarks if they are within 500' of the subdivision.
- 28. Provide a typical cross-section of the proposed grading for roadways, sidewalks and storm drainage facilities.
- 29. Provide a soil erosion and sedimentation control plan, and a stormwater management plan which has been approved by the Soil Conservation Service (attach this to the application).
- 30. If the requirement for a **Preliminary Plat Plan** has been waived by the Planning Board, the **Final Plat Plan** must comply with the requirements of **Form E**.

APPLICATION FEES (*Planning Office Use Only*)

Preliminary Submission: (100% of application fee due) \$ _____

Please submit to the Planning Office an original and nineteen (19) copies of the application, the required documents, and the plat plan.

To the best of my knowledge, all information submitted on this application and in the supporting documents is true and correct.

Applicant Signature: _____ **Date:** _____

SUBDIVISION REVIEW
(For Planning Office Use Only)

The following checklist should be reviewed with any application for a new or amended subdivision:

- 1. Is the proposed subdivision over an aquifer.
- 2. Does the proposed subdivision contain wetlands.
- 3. Does the subdivision contain archeological sites.
- 4. Does the subdivision contain any historic sites.
- 5. Is the subdivision located in a shoreland zone.
 - a. Resource Protection
 - b. Limited Residential
 - c. Limited Commercial
 - d. Stream Protection
 - e. General Development
- 6. Have the appropriate lot dimensional requirements been met.
 - a. Minimum lot size and setbacks
 - b. Minimum lot width
- 7. Is the subdivision located within a flood zone.
- 8. Is the subdivision located on agricultural land.
- 9. Will the subdivision have adequate access for vehicle traffic.
- 10. Have the appropriate street design standards been met.
- 11. Are easements required.
- 12. Does the subdivision contain the necessary open space (191-18).
- 13. Are utilities available.
- 14. Have sewer and waste water disposal requirements been meet.
 - a. Do you have test pits for potential septic system sites.
 - b. Are septic systems placed the appropriate distance from nearby wells.

- 15. Have drinking water needs been met.
 - a. Is town water within hook-up distance
 - b. Is there sufficient water capacity for wells or town water
- 16. Are the soils suitable for construction or are restrictions necessary for any of the lots.
- 17. Does the proposed subdivision abut any farmland, or registered farmland.
- 18. Are there any essential habitat areas located within this subdivision.
- 19. Will phosphorous loading be increased by this development.
- 20. Have street names been put on the subdivision plan.
- 21. Does the lot layout create “spaghetti lots”.
- 22. Has a copy of deed restrictions been included with the application.
- 23. Have the required notifications been sent to abutting property owners (this should also include those parcels in neighboring towns).
- 24. Does the developer have the financial and technical capacity to complete the work.
- 25. Will a bond or letter of credit be required.
- 26. Will any variances or exceptions need to be granted as a condition of approval.
- 27. Has a private road agreement been included in the application.