



TOWN OF TOPSHAM PLANNING OFFICE

100 Main Street
Topsham, ME 04086
Phone: (207) 725-1724 • Fax: (207) 725-1727

STREET ACCEPTANCE APPLICATION

A separate application with fee must be submitted for EACH street. The application fee is non refundable regardless of whether the Town accepts or does not accept the street as a public way.

FEE FOR STREET ACCEPTANCE REVIEW:

- \$250.00 Plus
- \$1,500 Engineer Peer Review escrow Plus
- \$1,000 Legal professional review escrow

Total Amount Paid: _____

Date: _____

| | | | | | | | | | |
|--------------------------------------|------------------|-----|--|-----|------------------|-----------------|--|-----------------|--|
| PROPERTY DESCRIPTION | Parcel ID | Map | | Lot | | Zoning District | | Total Land Area | |
| | Physical Address | | | | | | | | |
| PROPERTY OWNER'S INFORMATION | Name | | | | Name of Business | | | | |
| | Phone | | | | Mailing Address | | | | |
| | Fax | | | | | | | | |
| | Email | | | | | | | | |
| APPLICANT'S AGENT INFORMATION | Name | | | | Name of Business | | | | |
| | Phone | | | | Mailing Address | | | | |
| | Fax | | | | | | | | |
| | Email | | | | | | | | |

NOTICE: A decision by the Planning Board to grant permission to an applicant to subdivide and develop land is not a guarantee that the Town will automatically accept any roads that are constructed in said development as public roads. The Town is not obligated to accept any road as a public way when it determines it is not in the public's best interest, even if the proposed road is located in an approved subdivision and otherwise meets all specifications for a public road.

| | | | | | |
|---|--------|--|-------------------------------|--------------------------------------|-------------|
| STREET NAME: | | | | With suffix: (Dr, Ln, Ave, St, etc.) | |
| Length of Street | feet | | SUBDIVISION NAME | | |
| Dead End Street | Y / N | | Number of Lots Served: | | |
| PROJECT STATUS:: | Number | Work Completed As of [DATE] | | | |
| Dwelling Units Built/ Under Construction | | | | | |
| Occupancy Permits Issued | | | | | |
| PAVEMENT: | | Work Completed As of [DATE] | | | |
| Base Pavement | | | | | |
| Final Pavement | | | | | |
| Public Sewer | Y / N | If yes, provide date of final inspection Provide a copy of the final inspection report from the Topsham Sewer Dist. | | | Mo. Da. Yr. |
| Public Water | Y / N | If yes, provide date of final inspection Provide a copy of the final inspection report from Brunswick - Topsham Water Dist. | | | Mo. Da. Yr. |

STREET ACCEPTANCE APPLICATION

The original signed copy of this form must be accompanied by the required application, fees and escrow, required number of application forms, plans, and other necessary submissions, as outlined in the checklist below.

Street Acceptance Checklist (See Chapter 185)

- 9 Paper copies of the entire packet, collated and bound. [Nine (9) of written materials, four (4) – 24" x 36" plan sets plus five (5) – 11" x 17" plan sets.] Rolled plans will not be accepted.**
- ONE (1) Electronic copy (via thumb drive/USB; email submissions will not be accepted.)**
- Self-addressed stamped envelope to mail thumb drive back to applicant.**
- Agent Authorization form, signed**
- Peer Review Engineering Escrow**
- Legal Professional Review Escrow**

The as built and approved street plan, profile, and cross section that includes the following:

- Paper size; no less than 24" x 36"
- Plan scale 40 feet to 1 inch, when practical
- Plot plan showing north point, streetlight lines, buildings, right-of way monuments, waterways, topography and natural drainage courses with contours not great than 2 foot intervals, all angles and bearings, the distance to nearest established street lines, any buildings abutting said street or way with stations of their sidelines.
- Profile of said street or way drawn to a horizontal scale not larger than 40 feet to 1 inch with a corresponding 10 to 1 ratio vertical scale. Said profile shall be shown along with the utilities within the profile area.
- All plans shall be sealed by a professional engineer registered in the State of Maine.

| YES | NO | EACH PACKET MUST INCLUDE THE FOLLOWING ITEMS: |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | A current offer of cession letter. (The letter should specify that the road and related improvements are being offered without request for compensation) |
| <input type="checkbox"/> | <input type="checkbox"/> | A warranty deed for the roadway. (This deed may be submitted in draft form for review and approval by the Town Attorney. Any revisions requested by the Town Attorney must be made to the deed and the signed original provided to the Planning Department before the Town acts on this application). |
| <input type="checkbox"/> | <input type="checkbox"/> | Copies of any associated easements documents (drainage, fire pond, conservation, etc.), must be reviewed and approved by the Town Attorney and which will be offered to the Town for acceptance before the Town acts on this application. These can be referenced in the road deed or provided in a separate deed. |
| <input type="checkbox"/> | <input type="checkbox"/> | A current Real Estate Transfer Tax Declaration Form. (Completed and signed by the property owner) |
| <input type="checkbox"/> | <input type="checkbox"/> | A copy of the recorded subdivision plan referenced in the proposed deed |
| <input type="checkbox"/> | <input type="checkbox"/> | A copy of the Record Drawings (As Built). (Once Record Drawings are approved by staff, applicant will submit 1 Auto Cad, 1 mylar, and 2 paper copies of same) |
| <input type="checkbox"/> | <input type="checkbox"/> | A one-year maintenance warranty. (The applicant must warranty all public improvements for a period of one year from the date of acceptance and must be prepared to supply a one-year maintenance guarantee to the Town in the form of a Letter of Credit, a Cash Escrow Account, or a Bond. The proposed form of the guarantee must be reviewed by the Town Attorney prior to finalization. The amount of the guarantee is determined by the Public Works Director or Town Engineer at the time of his final inspection. At the conclusion of the one-year warranty period, the owner shall request the Public Works Director or Town Engineer (as applicable) to prepare a second written report of inspection prior to the release of the maintenance guarantee). |
| <input type="checkbox"/> | <input type="checkbox"/> | A letter from the developer's engineer that the road proposed for acceptance as a Town Way was constructed to the appropriate standards as specified in the Town's Land Use and Development Code. |
| <input type="checkbox"/> | <input type="checkbox"/> | A letter from the town's engineer that the road proposed for acceptance as a Town Way was constructed to the appropriate standards as specified in the Town's Land use and Development Code. |
| <input type="checkbox"/> | <input type="checkbox"/> | A copy of the most current Subdivision Declaration and Homeowners' Association documents, including documentation showing that the Homeowners' Association has been formed. |

| Check all that apply | | The following questions may apply. (Answer Yes/No or comment Does not Apply.) |
|----------------------|----|---|
| Yes | No | General Information |
| | | Is this street located within the growth area of Topsham? (see Comprehensive Plan) |
| | | Is this a Complete Street? Does it provide for pedestrians, bicyclists, and all forms of transportation? (see 185-7) If not, why not? |
| | | Does this street connect to other streets? (see 191-6) If not, why not? |
| | | Is this street sufficient for emergency vehicles to travel safely? If not, why not? |
| | | Are there the required number of street trees per lot frontage? (see 185-5J) If not, why not? |

I understand that the Town is under no legal obligation to accept this road as a public way. I also understand that the application fee is non refundable even if the Town does not accept this road as a public way. I hereby certify, to the best of my knowledge, the information contained in this application is true and accurate.

Date

Signature of Applicant

Print (or type) name

PLEASE RETURN COMPLETED APPLICATION TO THE TOWN PLANNER

NOTE: The Application for Street Acceptance will not be heard by the Planning Board until all required documentation is submitted by the applicant and reviewed by Town staff. The applicant should submit the application in enough time to allow for all inspections during months when the ground is not snow covered.

REVIEW STEPS

Staff Review: Once all application documents have been received, the Planning Department and the Town Attorney will review the documents. The Peer Review Engineer, Emergency Personnel and the Public Works Director will inspect the road that is proposed for acceptance and issue a report. Applicants should expect this step to take approximately one month. If the applicant has submitted all necessary documents and if all documents submitted were in order. The Planning Board will not consider an application to accept a road until said application with all documentation is complete and the fee is paid in full.

Planning Board Acceptance: Once it has been determined that all documents are in order, the item will be placed on the next Planning Board agenda for their consideration on whether to approve the road as a public way if they determine it meets all of the Topsham Street Ordinance standards, and is in the public's best interest.

Selectmen/ Town Meeting: Once the item has been approved by the Planning Board, the Topsham Selectmen will hold a public hearing to place the item on Town Meeting Warrant. The item will then be discussed and voted upon at a Topsham Town Meeting.

PUBLIC WORKS DEPARTMENT STREET ACCEPTANCE CHECKLIST

(To be completed by Director of Public Works)

Street Name: _____

Subdivision/Project Name _____

OWNER/Developer _____

Final Inspection by _____ Date _____

Please mark each of the following items Yes, No or NA (Not applicable)

- Roadway and shoulders constructed per approved plans.
- As-built drawings match approved plans
- Drainage installed per approved plans.
- Curbing installed per approved plans.
- Sidewalks installed per approved plans.
- Roadway monumentation installed per approved plans.
- Catch basins cleaned.
- Detention ponds constructed per approved plans.
- Paved driveway aprons.
- Driveway built compliant with Chapter 184
- Mailbox locations per approved plans.
- Street trees and landscaping completed per approved plans.
- Street signs and traffic control signs installed per approved plans.
- Loaming and seeding completed per approved plans.
- Permanent erosion control installed per approved plans.
- Final clean up completed.
- Core Sample(s) taken, measured and meet the Town's minimum standards.

Note any incomplete items or compliance issues: _____

PLANNING DEPARTMENT STREET ACCEPTANCE CHECKLIST

(To be completed by the Town Planner)

Street Name: _____

Subdivision/Project Name _____

OWNER/Developer _____

Street Classification _____ Street Length _____

Type of Approval: Final Acceptance Prior to Final Paving

Verification of occupancy permits for 50% of the housing units in the subdivision, if there are more than 20 lots in the subdivision or 50% of the approved construction phase.

Total number of lots _____

Number of occupancy permits issued _____, _____%

Number of lots in phase _____

Number of occupancy permits issued _____, _____%.

Please mark each of the following items Yes, No or NA (Not applicable)

- ___ Letter of Cession.
- ___ Road Deed (___ includes center of turning circle).
- ___ Real Estate Transfer Tax Declaration Form.
- ___ Easement deeds for road drainage, utilities, etc.
- ___ Other documents _____.
- ___ Reviewed by Town Attorney and approved on _____.
- ___ Fire pond/dry hydrant installations reviewed & approved by Fire Chief.
- ___ BTWD: Water/Final Inspection Report received.
- ___ TSD: Sewer/Final Inspection Report received.
- ___ Public Works Director's checklist.
- ___ Fire Chief checklist
- ___ As-Built drawings delivered to: Engineer Public Works Planner.
- ___ One Year Bond for street trees provided (see 185-8K) Amount _____ Date _____
- ___ Performance guarantee provided (see 191-13B) Amount _____ Date _____
- ___ Legal Documents & Plan ROW provided to Town Clerk. Date _____.
- ___ Legal Documents & Plan ROW provided to Town Manager. Date _____.
- ___ Water mains inspected and approved by Brunswick Topsham Water District. Final inspection report received.
- ___ Sewer mains and pump stations inspected and approved by Topsham Sewer District. Final inspection report received.

Note any incomplete items or compliance issues: _____

FIRE DEPARTMENT STREET ACCEPTANCE CHECKLIST

(To be completed by the Fire Chief)

Street Name: _____

Subdivision/Project Name _____

OWNER/Developer _____

Final Inspection by _____ Date _____

Please mark each of the following items Yes, No or NA (Not applicable)

- Fire ponds constructed per plans.
- Fire ponds inspected, tested and approved by the Topsham Fire Department.
- Hydrants inspected, tested and approved by the Topsham Fire Department.
- No. of new hydrants _____.
- Are the dead end street turnarounds installed per approved plans

Note and incomplete items or compliance issues:

PEER REVIEW STREET ACCEPTANCE CHECKLIST

(To be completed by Engineering Peer Reviewer)

Street Name: _____

Subdivision/Project Name _____

OWNER/Developer _____

Final Inspection by _____ Date _____

Please mark each of the following items Yes, No or NA (Not applicable)

- All streets are constructed in compliance with 185-7 A, B, C
- All streets, sidewalks, and utilities and constructed and conform to 185-8

Note and incomplete items or compliance issues:

(COMPANY LETTER HEAD)

_____, 20__

Richard Roedner, Town Manager
Town of Topsham
100 Main Street
Topsham, ME 04086

RE: Offer of Cession for (*name of Street*), (*name of subdivision*) Subdivision, Tax Map #__, Lot #__

Dear Mr. Roedner:

On behalf of (*name of subdivision developer or the development corporation*), we are pleased to offer this written offer of cession and deeds for (*name of Street*) and all associated utility easements and rights of way, (*if applicable add:* including the so-called Potential Future Road Extensions show on the subdivision plan) as shown on the (*name of subdivision*) Subdivision plans, prepared by (*name of plan consultant, i.e. the original professional engineer and/or plan surveyor*). This offer is made without demand for compensation. This roadway has been constructed to service (*number of lots*) lots in the (*name of subdivision*) Subdivision as approved by the Topsham Planning Board.

A copy of the final subdivision plan showing roadways and associated easements is now enclosed. (*Name of developer or the development corporation*) has constructed this road to Town standards in accordance with the approved plans and under the supervision of the Town's inspectors.

If you require any additional information regarding our request, please contact me. Thank you for your cooperation in this matter.

Sincerely,

(*Name of applicant/developer or the development corporation, OR its designated agent*)

(*title*)

