



**TOWN OF TOPSHAM
PLANNING OFFICE**
100 Main Street · Second Floor
Topsham, Maine 04086
Tel: (207) 725-1724 · Fax: 725-1737

SUBDIVISION REVIEW APPLICATION

Fees for Subdivision Review	<input type="checkbox"/> All subdivision amendments \$150/ lot or dwelling unit	_____ # of Lots or DU @ \$150	Total \$ _____
	<input type="checkbox"/> \$150 for 4 or less lots or dwelling units	_____ # of Lots or DU @ \$150	Total \$ _____
	<input type="checkbox"/> \$150 for 5 or more lots or dwelling units (Min. fee of \$750)	_____ # of Lots or DU @ \$150	Total \$ _____
	<input type="checkbox"/> \$250 for 5 or more lots or dwelling units with a road (Min. fee of \$1500)	_____ # of Lots or DU @ \$250	Total \$ _____
	<input type="checkbox"/> \$1,500 Peer Review Escrow Subdivision with road		Total \$ _____
	<input type="checkbox"/> \$2,000 Peer Review Escrow Subdivision with road & stormwater		Total \$ _____
	<input type="checkbox"/> \$2,500 Peer Review Escrow Subdivision SLODA project		Total \$ _____
	<input type="checkbox"/> \$1,000 Other Professional Peer Review		Total \$ _____

PROPERTY DESCRIPTION	Parcel ID	Map(s)	Lot(s)	Zoning District(s)	Total Land Area (sq. ft.)
	Physical Address				
PROPERTY OWNER'S INFORMATION	Name				Mailing Address
	Phone				
	Fax				
	Email				
APPLICANT'S INFORMATION (if different from owner)	Name				Name of Business
	Phone				Mailing Address
	Fax				
	Email				
APPLICANT'S AGENT INFORMATION	Name				Name of Business
	Phone				Mailing Address
	Fax				
	Email				

PROJECT DESCRIPTION	Existing Use:						
	Name of Subdivision:				Will there be a Home Owner's Association?	Y	N
					<input type="checkbox"/>	<input type="checkbox"/>	
	Dwelling Units	Single Family	Duplex	Multi-Family	Commercial Units		
	Number of Dwelling Units						
Proposed Use							

THE ORIGINAL SIGNED COPY OF THIS FORM MUST BE ACCOMPANIED BY THE REQUIRED APPLICATION AND ESCROW FEES, REQUIRED NUMBER OF APPLICATION FORMS, PLANS, AND OTHER NECESSARY SUBMISSIONS, AS OUTLINED IN THE CHECKLIST BELOW.

Note:

1. Submittals that the town planner deems sufficiently lacking in content will not be scheduled for review.
2. It is the responsibility of the applicant to present a clear understanding of the project.
3. The written materials and plans must be organized and contained in a single collated report and folded. Rolled plans will not be accepted.
4. The application and escrow fees are required at time of submission.

SUBDIVISION CHECKLIST
(See Chapter 191)

- 9 Paper Copies of the entire Plan 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**
- Traffic Impact Fee, if in Topsham Fair Mall (See Chapter 199)**
- Open Space and recreation payment in lieu fee, if acceptable by the Planning Board/Conservation Commission**

The Subdivision Plan document/map, includes the following:

- A) Paper size; no less than 11" X 17" or greater than 24" X 36"
- B) Plan Scale Under 10 acres: no greater than 1" = 30'
- 10 + acres: 1" = 50'
- C) Title block Applicant's name and address
- Name of preparer of plans with professional information
- Parcel's tax map identification (map and lot) in bottom right corner of map

CHECK ALL THAT APPLY		THE FOLLOWING QUESTIONS MAY APPLY. (Answer Yes/No or comment Does Not Apply).	Explain or comment as needed for clarification
YES	NO	GENERAL INFORMATION	
<input type="checkbox"/>	<input type="checkbox"/>	Contour lines at intervals of two (2) feet or at such other interval as the Planning Board may require, based on USGS datum or other suitable survey. (191-5)	
<input type="checkbox"/>	<input type="checkbox"/>	An Agent Authorization form has been completed.	
<input type="checkbox"/>	<input type="checkbox"/>	Copies of documents that show ' Right, Title and/or Interest ' in the property, or if applicable, contract to purchase or option to lease the property are attached.	
<input type="checkbox"/>	<input type="checkbox"/>	The Owner holds an interest in abutting and/or contiguous property? If yes, please explain.	
<input type="checkbox"/>	<input type="checkbox"/>	Documents for conservation provisions such as open space easements, covenants, agreements, etc. are attached.	
<input type="checkbox"/>	<input type="checkbox"/>	All easements are shown and labeled on the property. Copies of all easement deeds are attached.	
<input type="checkbox"/>	<input type="checkbox"/>	All phasing (streets, drainage, utilities, etc.) is clearly indicated on the plans.	
<input type="checkbox"/>	<input type="checkbox"/>	A Medium Intensity Soils Survey with test logs and boring results is complete, and test pit locations are shown on the plans.	
<input type="checkbox"/>	<input type="checkbox"/>	A site inventory plan of the parcel has been submitted for review during pre-application by Planning Board. (191-2.2)	
<input type="checkbox"/>	<input type="checkbox"/>	A preliminary plan has been submitted and reviewed by Planning Board. (191-5)	
<input type="checkbox"/>	<input type="checkbox"/>	A final plan has been submitted and reviewed by Planning Board. (191-10)	

YES	NO	Is the following information shown on the plans? Provide calculations, if applicable, on a separate sheet that shows how the following is calculated.	
<input type="checkbox"/>	<input type="checkbox"/>	Total building area(s):	sq. ft.
<input type="checkbox"/>	<input type="checkbox"/>	Floor area ratio:	
<input type="checkbox"/>	<input type="checkbox"/>	Net density calculations:	
<input type="checkbox"/>	<input type="checkbox"/>	Lot frontages:	feet
<input type="checkbox"/>	<input type="checkbox"/>	Yard setbacks:	
<input type="checkbox"/>	<input type="checkbox"/>	Buffer strips:	
<input type="checkbox"/>	<input type="checkbox"/>	Distances between structures:	feet
<input type="checkbox"/>	<input type="checkbox"/>	Open space or public use areas (191-18)	sq. ft.; acres.
<input type="checkbox"/>	<input type="checkbox"/>	Area(s) reserved for active recreational purposes (191-18)	sq. ft.; acres.
<input type="checkbox"/>	<input type="checkbox"/>	Open space payment in lieu (191-18)	
YES	NO	Are locations and dimensions of the following shown on the plans?	
<input type="checkbox"/>	<input type="checkbox"/>	Driveway entrance points	
<input type="checkbox"/>	<input type="checkbox"/>	Streets/drives – names, location, right of way lines, width, profile as specified in Chapter 185.	
<input type="checkbox"/>	<input type="checkbox"/>	All roads shown as through roads. (191-6)	
<input type="checkbox"/>	<input type="checkbox"/>	Parking areas	
<input type="checkbox"/>	<input type="checkbox"/>	Easements and right-of-ways	
<input type="checkbox"/>	<input type="checkbox"/>	Building height and shape	
<input type="checkbox"/>	<input type="checkbox"/>	Site distances	
YES	NO	Are widths and <u>cross sections</u>, per Chapter 185, shown on a plan?	
<input type="checkbox"/>	<input type="checkbox"/>	Streets, drives, curbs and sidewalks	
<input type="checkbox"/>	<input type="checkbox"/>	Is there proper continuation of streets from the adjacent lands?	
YES	NO	STORMWATER MANAGEMENT (Chapter 225-34)	
<input type="checkbox"/>	<input type="checkbox"/>	Are significant water bodies, wetlands, woodlands, cleared areas; trees, gullies, ravines and ledge outcroppings shown on the plans?	
<input type="checkbox"/>	<input type="checkbox"/>	Are floodplain boundaries and Base Flood Elevations (BFE) indicated?	
<input type="checkbox"/>	<input type="checkbox"/>	Are Shoreland zoning overlay districts indicated?	
<input type="checkbox"/>	<input type="checkbox"/>	Is there an erosion control plan?	
<input type="checkbox"/>	<input type="checkbox"/>	Are areas of storage designated for snow storage?	
<input type="checkbox"/>	<input type="checkbox"/>	If phasing is proposed, is it reflected in the design and construction of the drainage plan?	

CHECK ALL THAT APPLY		THE FOLLOWING QUESTIONS MAY APPLY. (Answer Yes/No or comment Does Not Apply).	Explain or comment as needed for clarification
YES	NO	UTILITIES:	
<input type="checkbox"/>	<input type="checkbox"/>	Public Sewer: Attach a letter from the Topsham Sewer District (TSD) that verifies that public sewer can be connected to, and that the existing system has available capacity.	The estimated gallons per day are _____ g.p.d.
<input type="checkbox"/>	<input type="checkbox"/>	Sewer mains, related infrastructure and stationing for manholes, cleanouts and individual service connections are shown in plan and profile.	
<input type="checkbox"/>	<input type="checkbox"/>	Septic System: Subsurface waste disposal. Attach a copy of the HHE 200 Report.	
<input type="checkbox"/>	<input type="checkbox"/>	Public Water: Attach a letter from the Topsham Water District (TWD) that verifies the site can be served for the foreseeable future and that the proposed water plan meets or exceeds design requirements of the TWD.	
<input type="checkbox"/>	<input type="checkbox"/>	Potable water will be provided by an on-site well.	
<input type="checkbox"/>	<input type="checkbox"/>	Number and location of fire hydrants shown on plan.	
<input type="checkbox"/>	<input type="checkbox"/>	Fire Protection: Attach a letter from the Town of Topsham Fire Chief that verifies all design requirements for fire service and or fire protection are satisfactory.	
<input type="checkbox"/>	<input type="checkbox"/>	Will site be served with Natural Gas? If so, who is the supplier? Please provide answer to the right.	
<input type="checkbox"/>	<input type="checkbox"/>	Are mailboxes to be clustered? Please provide answer to the right.	
		Power will be: <input type="checkbox"/> underground <input type="checkbox"/> overhead <input type="checkbox"/> Single Phase; <input type="checkbox"/> 2 Phase; <input type="checkbox"/> 3 Phase.	
		Who is the private hauler for Trash Pick-up? Please provide answer to the right.	
		Who will be contracted for the disposal of construction and site debris? Please provide answer to the right.	
YES	NO	SIGNAGE:	
<input type="checkbox"/>	<input type="checkbox"/>	Is there new signage proposed?	
YES	NO	AESTHETICS AND ENVIRONMENTAL IMPACT	
<input type="checkbox"/>	<input type="checkbox"/>	Is this property an important historic or natural site, or adjacent to such a site? If yes, explain in attachments.	
<input type="checkbox"/>	<input type="checkbox"/>	Is there a proposed landscape plan and planting schedule?	
YES	NO	POST CONSTRUCTION STORMWATER MANAGEMENT	
<input type="checkbox"/>	<input type="checkbox"/>	Will the construction activity disturb one acre or more?	
YES	NO	STATE AND LOCAL PERMITS	
<input type="checkbox"/>	<input type="checkbox"/>	A Maine Construction General Permit (MCGP) is required where the area of disturbance is greater than one acre. Is an MCGP permit required?	
<input type="checkbox"/>	<input type="checkbox"/>	Is a Maine Department of Environmental Protection (MDEP) Permit required? If so, list the permit here.	
<input type="checkbox"/>	<input type="checkbox"/>	Is an Army Corps of Engineers approval/permit required? If so, list the permit here.	
<input type="checkbox"/>	<input type="checkbox"/>	Are there any State or Federal approvals required? If so, list the approval here.	
<input type="checkbox"/>	<input type="checkbox"/>	Is a variance from the Zoning Board of Appeals required? If yes, please describe in space provided to the right.	

TRAFFIC: THE BOARD MAY REQUIRE A TRAFFIC STUDY.

Estimate the number of vehicle trips entering and leaving the site on a daily basis.

entering;

exiting

Estimate the number of vehicles entering and leaving the site during the busiest a.m. hour:

The busiest a.m. hour falls between

a.m. and
entering;

a.m.
exiting

Estimate the number of vehicles entering and leaving the site during the busiest p.m. hour:

The busiest p.m. hour falls between

p.m. and
entering;

p.m.
exiting

PACKETS FOR ESTABLISHING PERFORMANCE GUARANTEES ARE AVAILABLE IN THE TOPSHAM PLANNING OFFICE.

The undersigned hereby makes application to the Town of Topsham for approval of the proposed project and declares the foregoing to be true and accurate to the best of his/her knowledge.

SIGNATURE: APPLICANT OR APPLICANT'S AGENT

DATE

PRINT NAME

APPLICANT'S CHECKLIST FOR SUBDIVISION PLAN REQUIREMENTS

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

The following checklists includes items generally required for development by the TOPSHAM LAND USE ORDINANCES and, due to projects specifics, are required to provide a complete and accurate set of plans, reports and supporting documentation.

- A) Paper size:
 - No less than 11" X 17" (reduced) or greater than 24" X 36" (full)
- B) Scale size:
 - Under 10 acres: no greater than 1" = 30'
 - 10 + acres: 1" = 50'
- C) Title block:
 - Applicant's name and address
 - Name of preparer of professional consultants with license numbers and professional seals
 - Parcel's tax map identification (map – lot)
 - Date of plan preparation
- D) Boundary survey performed and sealed by licensed surveyor:
 - Identify all existing boundary markers
 - Show all proposed boundary monuments
 - Show all metes and bounds, rights of way and easements
 - Show names of adjacent lot owners and parcel tax map numbers
- E) Provide orientation:
 - Arrow showing true north and magnetic declination
 - Graphic scale
 - Parcel Owners with map and lot numbers
 - Signature block for planning board
- F) Show location and description of:
 - Elevations of dwelling units. If applicable
 - All structures within 50 feet of the project parcel
 - All driveway entrances or accesses within 100 feet
- G) Show parcel data:

<input type="checkbox"/> Zoning District(s)	<input type="checkbox"/> Lots	<input type="checkbox"/> Lot Depths
<input type="checkbox"/> Street frontage	<input type="checkbox"/> Building setback lines	<input type="checkbox"/> Lot Areas
<input type="checkbox"/> Rights-of-way	<input type="checkbox"/> ROW area	<input type="checkbox"/> Parcel areas
<input type="checkbox"/> Wetlands	<input type="checkbox"/> Wetland setbacks	<input type="checkbox"/> Lot Widths
<input type="checkbox"/> Common tracts	<input type="checkbox"/> Easements	
<input type="checkbox"/> Shoreland Zoning setbacks		
<input type="checkbox"/> Exist. & New street names		
<input type="checkbox"/> Undisturbed areas		
<input type="checkbox"/> Note on the subdivision plan regarding areas to be taped off and protected until project construction is completed.		
- H) Label all zoning districts abutting the property boundaries.
- I) Show locations of natural physical features such as water bodies, watercourses, forest cover, and ledge outcroppings.
- J) Show the location of existing and proposed Utilities and identify which utilities are to be privately owned/ municipally owned:

<input type="checkbox"/> Overhead Electric	<input type="checkbox"/> underground electric		
<input type="checkbox"/> Water mains	<input type="checkbox"/> Wells	<input type="checkbox"/> Gas mains	<input type="checkbox"/> Cable TV
<input type="checkbox"/> Sewer mains	<input type="checkbox"/> Test pits	<input type="checkbox"/> Septic tanks	
<input type="checkbox"/> Leach fields	<input type="checkbox"/> Storm drain lines	<input type="checkbox"/> Catch basins	
<input type="checkbox"/> Culverts	<input type="checkbox"/> Gutters		
<input type="checkbox"/> Stormwater storage basins	<input type="checkbox"/> level spreaders		
<input type="checkbox"/> Rain gardens	<input type="checkbox"/> Nearest fire hydrant		

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

- K) Indicate required landscaping in Chapter 225 Section 29 including:

<input type="checkbox"/> Type of plant material	<input type="checkbox"/> Plant/Tree sizes
<input type="checkbox"/> Placement	<input type="checkbox"/> Irrigation systems
- M) Legal Documents:

<input type="checkbox"/> Easements	<input type="checkbox"/> Deed of Covenants
<input type="checkbox"/> Homeowners' Assoc.	<input type="checkbox"/> Deed Book & Page numbers
<input type="checkbox"/> Road Maintenance Docs	<input type="checkbox"/> Bonds, letters of credit, etc.
<input type="checkbox"/> W&S Districts Agreement to serve	
- N) Provide a vicinity map at a scale not more than **400 feet to the inch** showing the relation to other properties and geographic features and show:
 - All the area within five hundred (500) feet of the boundary line of the proposed development;
 - Any smaller area between the tract and all existing streets provided any part of such a street used as part of the perimeter for the locus map is at least five hundred (500) feet from any boundary of the proposed development.
- O) Show the locations of any:
 - Parks or Preserved Open space
 - Conservation easements
 - Note on the subdivision plan regarding areas to be dedicated for public use and conditions of such dedication.
- P) Include plans, profiles and typical sections of all roads and other paved ways, including all relevant street data.

<input type="checkbox"/> Intersections or	<input type="checkbox"/> Distance to nearest intersection
<input type="checkbox"/> Driveways onsite	<input type="checkbox"/> Distance to nearest driveway
<input type="checkbox"/> Sight visibility lines	
- Q) Show all existing and proposed lighting
 - Map of all street lighting, attached lighting, and area lighting
 - Location of lighted signs
 - Photo-metrics map
- R) Indicate the location of any permanently installed machinery likely to cause appreciable noise at the lot lines.
- S) Provide description of these materials stored on the property:

<input type="checkbox"/> Hazardous	<input type="checkbox"/> Toxic	<input type="checkbox"/> Raw Waste
------------------------------------	--------------------------------	------------------------------------
- T) Show existing contours and finished grade elevations onsite and sufficiently offsite to demonstrate how the project is situated in the surrounding environment.
- U) Indicate the location and dimensions of:

<input type="checkbox"/> Sidewalks	<input type="checkbox"/> Curbs	<input type="checkbox"/> Driveways
<input type="checkbox"/> Fences	<input type="checkbox"/> Retaining walls	<input type="checkbox"/> Other artificial features
- V) Copies of State and Local permit applications:
 - Identify named streams, rivers, ponds on-or-within 250' of site
 - Notice of Intent
 NRPA | Permit by Rule || All other applicable permits | | |
- W) Copy of FIRM Map showing the proposed subdivision boundary to scale.

NOTE TO APPLICANT: PRIOR TO ANY SITE WALK, TEMPORARY MARKERS MUST BE ADEQUATELY PLACED THAT ENABLE THE PLANNING BOARD TO READILY LOCATE AND APPRAISE THE LAYOUT OF THE PROPOSED DEVELOPMENT.



TOWN OF TOPSHAM

PLANNING OFFICE

100 Main Street, Second Floor

Topsham, Maine 04086

Phone: (207) 725-1724 • Fax: (207) 725-1737

APPLICATION: REQUEST FOR WAIVER									
PROPERTY DESCRIPTION	Parcel ID	Map		Lot		Zoning District		Total Land Area	
	Physical Address								
	Subdivision/Site Plan Name								
APPLICANT'S INFORMATION	Name				Date of preliminary plan approval				
	Email				Phone		Fax		
DESCRIPTION	Ordinance Section	CLEARLY Describe why this request is being made.							
	EXAMPLE CHP 175, SEC. 10 – ADDITIONAL LANDSCAPING STANDARDS.	***EXAMPLE*** Requesting a waiver of this ordinance since the existing landscaping meets the requirements of this section.							

SITE PLAN: CHAPTER 175, SECTION 13 - WAIVERS

The Planning Board may modify or waive any of the above application requirements or performance standards when the Planning Board determines that because of the special circumstances of the site such application requirements or standards would not be applicable or would be an unnecessary burden upon the applicant and not adversely affect the abutting landowners and the general health, safety and welfare of the town.

STREET DESIGN AND ACCEPTANCE: CHAPTER 185, ARTICLE IV WAIVER PROCEDURE

A. The provisions of this chapter are the minimum standards for the protection of the public welfare. The Planning Board may grant a **waiver** from literal compliance with the mandatory provisions of this chapter if the applicant can demonstrate either 1) that compliance would cause hardship as it applies to a particular property, or 2) that an alternative proposal will allow for equal or better results than those stated in the standards above.

B. The approval of a **waiver** shall not have the effect of making null and void the intent and purpose of this chapter. In the approval of a **waiver**, the Planning Board may impose such conditions as will, in its judgment, secure substantially the objectives of the standards and requirements of this chapter.

C. Procedure for **waiver**. All requests for waivers shall be processed in accordance with the following:

(1) A request for a **waiver** shall be submitted to the Town of Topsham Planning Office on any business day. The request shall be made in writing and identify a) the specific section of this chapter which is requested for **waiver**; b) the proposed alternative to the requirement, when applicable; and c) justifications for an approval of the **waiver** or appeal.

- (2) The Planning staff shall a) schedule the request for consideration by the Planning Board at a public meeting within sixty (60) days of receipt and b) provide adequate notice to the applicant and any other involved parties of the meeting to which consideration of the request is scheduled.
- (3) The Planning staff or Planning Board at their discretion shall refer the matter to the Town Peer Review Engineer for recommendations.
- (4) The Planning Board shall, following the consideration of the request, take such public action as it shall deem advisable.

SUBDIVISION: CHAPTER 191, SECTION 20 – VARIATION AND EXCEPTIONS

- 1) Whenever the tract to be subdivided is of such unusual size or shape or is surrounded by such development or unusual conditions that the strict application of the requirements contained in these regulations would result in substantial hardships or injustices, the Planning Board may vary or modify such requirements so that the subdivider is allowed to develop his property in a reasonable manner, but so at the same time the public welfare and interests of the Town are protected and that the intent and spirit of these regulations, Chapter 225, Zoning, and the Comprehensive Plan are preserved.
- 2) When a variation or exception is granted to any of the improvements required by these regulations, the final plan shall indicate variances or exceptions granted and the date on which they were granted.

ZONING: CHAPTER 225, SECTION 27 – WAIVERS FOR PARKING PERFORMANCE STANDARDS

- (1) Waiver. The Planning Board may modify or waive any of the above performance standards when the Planning Board determines that because of the special circumstances of the site such application requirements or standards would not be applicable or would be an unnecessary burden upon the applicant and not adversely affect the abutting landowners and the general health, safety and welfare of the Town.
- (2) The approval of a waiver shall not have the effect of making null and void the intent and purpose of this chapter. In the approval of a waiver, the Planning Board may impose such conditions as will, in its judgment, secure substantially the objectives of the standards and requirements of this chapter.
- (3) Procedure for waiver. All requests for waivers shall be processed in accordance with the following:
 - (a) A request for a waiver shall be submitted to the Town of Topsham Planning Office on any business day. The request shall be made in writing and identify a) the specific section of this chapter which is requested for waiver; b) the proposed alternative to the requirement, when applicable; and c) justifications for an approval of the waiver or appeal.
 - (b) The Planning staff shall a) schedule the request for consideration by the Planning Board at a public meeting within 60 days of receipt and b) provide adequate notice to the applicant and any other involved parties of the meeting at which consideration of the request is scheduled.
 - (c) The Planning staff or Planning Board at their discretion shall refer the matter to the Town Peer Review Engineer for recommendations.
 - (d) The Planning Board shall, following the consideration of the request, take such public action as it shall deem advisable.

Submissions and Scheduling of an Item for Planning Board Review

1. An application will not be deemed complete until the applicant has submitted the signed original application, with all supporting documentation, payment of the application fees and nine (9) complete **collated** packets [4 - 24 x 36 plan sets and 5 – 11 x17 plan sets] containing one copy each of all supporting documentation in the following order:
 - a. The signed application form
 - b. Supporting documents such as:
 - i. A copy of the current deed to the property. If the applicant is not the owner; a contract to purchase or lease, or other form of right, title or interest. or agreement to purchase.
 - ii. A completed Agent Authorization form, if the applicant is represented by an agent; and
 - iii. Any Easement Deeds, reports, studies, etc. [Stormwater Reports]
 - c. Plan Sheets. [4 Full size (36" x 24") and 5 Reduced size (11" x 17") copies] Multiple plan sheets must be individually folded and bound with a rubber band or stapled together and folded. All plans and other oversized material must be folded to 9" x 12", with title displayed. **Rolled plans will not be accepted;**
 - d. Electronic thumb drive with all materials to be reviewed on it.
2. The Town Planner will forward the application, plans and supporting documents to the Town's peer review engineer and other professionals, as requested by the Planning Board.
3. The Review Staff, which includes the Town Planner, Assessing and Code Departments, Fire, Police and Public Works departments as well as the Town's Engineer, Topsham Water District, Topsham Sewer District will review all complete applications and the Town Planner will prepare a staff memorandum for the Planning Board.
4. Upon completion of staff memorandum for the next scheduled Planning Board meeting, the Town Planner will email, (as an attachment) the staff memorandum to the applicant or the applicant's agent, if applicable. Hard copies of staff notes will be distributed only upon request.
5. Only applications with sufficient information for review (as set forth in the Land Use Code) will be considered for placement on an upcoming Planning Board Agenda. Please note:
 - Space on an agenda may not be reserved by a call, letter, or partial submission.
 - Public Hearings are placed at the beginning of the Agenda.
 - Items tabled at previous meetings will generally receive scheduling priority over new applications, in order of how long each has been pending.
 - New applications will be placed on the Agenda on a first-come, first-served basis. If more items qualify for scheduling that can be considered by the Board at a single meeting because of the number or complexity of previously scheduled items, then excess items will be carried over to the next regular meeting.
 - Applications or projects of special significance to the Town of Topsham may receive scheduling priority on the Planning Board agenda at the discretion of the Planning Board chair.
 - Certain business will always be afforded agenda priority over all other business, as follows:
 - a. Advertised public hearings.
 - b. Business tabled at the previous meeting because of lateness.
 - c. Requests for reconsideration of action taken at previous meeting.

6. Meeting and Deadline dates for submittals are on the Planning webpage. (See Planning Board Meeting Schedule chart.) If documents, reports and plans are not included in the Planning Board packets at the time of distribution to the Board, the Town Planner will use discretion in distributing late items to the Board.
7. The conditions of approval must be added to the Plan for any subdivision, site plan or private way and the Plan shall be recorded at the Sagadahoc County Registry of Deeds within thirty (30) days of the date of written notice of approval by the Planning Board. A dated copy of the recorded site plan shall be returned to the Town Planner prior to the start of site construction.
8. The final recording Mylar for any subdivision, site plan or private way may be signed by the Planning Board at the close of the meeting only if the mylar and four (4) paper copies have been filed with the Planning Department by noon on Monday one (1) week prior to a Planning Board meeting.