

TOWN OF WINDHAM MAJOR SUBDIVISION APPLICATION

Preliminary Plan

(Section 910 – Subdivision Review, Submission Requirements)

The original signed copy of this application must be accompanied by:

- The required application and review escrow fees,
- Five (5) collated submission packets, which must include
 - Full size paper copies of each plan, map, or drawing, and
 - A bound copy of the required information found in Section 910 of the Land Use Ordinance.
 - The checklist below offers a brief description of these requirements for the purpose of determining the completeness of a submission. Please use the Ordinance for assembling the submission packets.
 - Only two (2) full copies of Stormwater Management Plan and Traffic Impact Study are required. Summaries and conclusions of the Stormwater Management Plan and Traffic Impact Study are adequate for the remaining three (3) submission packets.
- Electronic submission in PDF format of:
 - All plans, maps, and drawings.
 - These may be submitted as a single PDF file or a PDF for each sheet in the plan set.
 - A PDF of the required information found in Section 910 of the Land Use Ordinance

The submission deadline for Preliminary plans is three (3) weeks before the Planning Board meeting for which it will be scheduled.

Applicants are strongly encouraged to schedule a brief submission meeting with Planning Staff, to walk through the application checklist at the time a Planning Board submission is made. This will allow applicants to receive a determination of completeness, or a punch list of outstanding items, at the time a submission is made.

If you have questions about the submission requirements, please contact:

Windham Planning Department	(207) 894-5960, ext. 2
Jenn Curtis, Planner	jcurtis@windhammaine.us
Amanda Lessard, Planning Director	allessard@windhammaine.us

Preliminary Plan - Major Subdivision

Project Name: _____

Tax Map: _____ **Lot:** _____

Number of lots/dwelling units: _____ **Estimated road length:** _____

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

Contact Information

1. Applicant

Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-mail: _____

2. Record owner of property

_____ (Check here if same as applicant)

Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ Email: _____

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

Name: _____

Company Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-mail: _____

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

Signature

Date

Preliminary Plan - Major Subdivision: Submission Requirements

A. Mandatory Written Information	Applicant	Staff
1 A fully executed and signed application form		
2 Evidence of payment of the application and escrow fees		
3 Proposed name of the subdivision		
4 Verification of right, title, or interest in the property, and any abutting property, by deed, purchase and sales agreement, option to purchase, or some other proof of interest.		
5 Copy of the most recently recorded deed for the parcel, along with a copy of all existing deed restrictions, easements, rights-of-way, or some other proof of interest		
6 Copy of any existing or proposed covenants or deed restrictions intended to cover all or part of the lots or dwellings in the subdivision		
7 Copy of any existing or proposed easements on the property		
8 Name, registration number and seal of the Maine Licensed Professional Land Surveyor who conducted the survey		
9 Name, registration number and seal of any other licensed professional of the state who prepared the plan (if applicable)		
10 An indication of the type of sewage disposal to be used in the subdivision	 	
i. If connecting to public sewer, provide a letter from Portland Water District stating the District has the capacity to collect and treat the waste water		
ii. If using subsurface waste water disposal systems (septic), submit test pit analyses prepared by a Maine Licensed Site Evaluator or Certified Soil Scientist. Test pit locations must be shown on a map.		
11 Indicate type of water supply system(s) to be used in the subdivision.		
12 If connecting to public water, submit a written statement from the Portland Water District indicating there is adequate supply and pressure for the subdivision.		
13 Names and addresses of the record owner, applicant, and adjoining property owners		
14 An acceptable title opinion proving right of access to the proposed subdivision or site for any property proposed for development on or off of a private way or private road.		
15 The name and contact information for the road association who's private way or road is used to access the subdivision.		

		Applicant	Staff
16	Financial Capacity.	<input type="checkbox"/>	<input type="checkbox"/>
	i. Estimated costs of development, and itemization of major costs	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Financing - provide one of the following:	<input type="checkbox"/>	<input type="checkbox"/>
	a. Letter of commitment to fund from financial institution, governmental agency, or other funding agency	<input type="checkbox"/>	<input type="checkbox"/>
	b. Annual corporate report with explanatory material showing availability of liquid assets to finance development	<input type="checkbox"/>	<input type="checkbox"/>
	c. Bank statement showing availability of funds if personally financing development	<input type="checkbox"/>	<input type="checkbox"/>
	d. Cash equity commitment	<input type="checkbox"/>	<input type="checkbox"/>
	e. Financial plan for remaining financing	<input type="checkbox"/>	<input type="checkbox"/>
	f. Letter from financial institution indicating an intention to finance	<input type="checkbox"/>	<input type="checkbox"/>
	iii. If a corporation, Certificate of Good Standing from the Secretary of State	<input type="checkbox"/>	<input type="checkbox"/>
17	Technical Capacity	<input type="checkbox"/>	<input type="checkbox"/>
	i. A statement of the applicant's experience and training related to the nature of the development, including developments receiving permits from the Town.	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Resumes or similar documents showing experience and qualifications of full-time, permanent or temporary staff contracted with or employed by the applicant who will design the development.	<input type="checkbox"/>	<input type="checkbox"/>

B. Mandatory Plan Information			
1	Name of subdivision, date and scale	<input type="checkbox"/>	<input type="checkbox"/>
2	Stamp of the Maine License Professional Land Surveyor that conducted the survey, including at least one copy of original stamped seal that is embossed and signed	<input type="checkbox"/>	<input type="checkbox"/>
3	Stamp with date and signature of the Maine Licensed Professional Engineer that prepared the plans.	<input type="checkbox"/>	<input type="checkbox"/>
4	North arrow identifying all of the following: Grid North, Magnetic North, declination between Grid and Magnetic, and whether Magnetic or Grid bearings were used in the plan design	<input type="checkbox"/>	<input type="checkbox"/>
5	Location map showing the subdivision within the municipality	<input type="checkbox"/>	<input type="checkbox"/>
6	Vicinity plan showing the area within 250 feet, to include:	<input type="checkbox"/>	<input type="checkbox"/>
	i. approximate location of all property lines and acreage of parcels	<input type="checkbox"/>	<input type="checkbox"/>
	ii. locations, widths, and names of existing, filed, or proposed streets, easements or building footprints	<input type="checkbox"/>	<input type="checkbox"/>
	iii. location and designations of any public spaces	<input type="checkbox"/>	<input type="checkbox"/>
	iv. outline of proposed subdivision, together with its street system and indication of future probably street system, if the proposed subdivision encompasses only part of the applicants entire property.	<input type="checkbox"/>	<input type="checkbox"/>
7	Standard boundary survey of parcel, including all contiguous land in common ownership within the last 5 years	<input type="checkbox"/>	<input type="checkbox"/>
8	Proposed lot lines with approximate dimensions and area of each lot.	<input type="checkbox"/>	<input type="checkbox"/>
9	Contour lines at 2-foot intervals, or at intervals required by the Board, showing elevations in relation to the required datum.	<input type="checkbox"/>	<input type="checkbox"/>

		Applicant	Staff
10	Typical cross sections of the proposed grading for roadways, sidewalks, etc., including width, type of pavement, elevations, and grades.		
11	Wetland areas shall be delineated on the survey. If none, please note.		
12	Number of acres within the proposed subdivision, location of property lines, existing buildings, vegetative cover type, specimen trees, if present, and other essential existing physical features.		
13	Rivers, streams, and brooks within or adjacent to the proposed subdivision. If any portion of the proposed subdivision is located in the direct watershed of a great pond, note which great pond.		
14	Zoning district in which the proposed subdivision is located, and the location of any zoning boundaries affecting the subdivision.		
15	Location & size of existing and proposed sewers, water mains, culverts, bridges, and drainage ways on or adjacent to the property to be subdivided. The Board may require this information to be depicted via cross-section, plan or profile views.		
16	Location, names, and present width of existing streets, highways, easements, building lines, parks, and other open spaces on or adjacent to the subdivision		
17	Location and widths of any streets, public improvements, or open space within the subdivision (if any) shown on the official map and the comprehensive plan		
18	All parcels of land proposed to be dedicated to public use and the conditions of such dedication.		
19	Location of any open space to be preserved or common areas to be created, and general description of proposed ownership, improvement, and management		
20	Approximate location of treeline after development		
21	Delineate boundaries of any flood hazard areas and the 100-year flood elevation as depicted on the Town's Flood Insurance Rate Map		
22	Show any areas within or adjacent to the proposed subdivision which have been identified by the Maine Department of Inland Fisheries and Wildlife "Beginning with Habitat project maps or within the Comprehensive Plan..		
23	Show areas within or adjacent to the proposed subdivision which are either listed on or eligible for the National Register of Historic Places, or have been identified in the comprehensive plan or by the Maine Historic Preservation Commission as sensitive or likely to contain such sites		
24	Erosion & Sedimentation control plan, prepared in accordance with MDEP Stormwater Law Chapter 500 Basic Standards, and the MDEP Maine Erosion and Sediment Control Best Management Practices, published March 2003.		
25	Stormwater management plan, prepared by a Maine Licensed Professional Engineer in accordance with the most recent edition of Stormwater Management for Maine: BMPS Technical Design Manual, published by the MDEP 2006.		
26	For Cluster Subdivisions that do not maximize the development potential of the property being subdivided, a conceptual master plan for the remaining land showing future roads, Open Space, and lot layout, consistent with the requirements of 911.K., Custer Developments will be submitted.		

C. Submission information for which a waiver may be granted.		Applicant	Staff
1	High-intensity soil survey by a Certified Soil Scientist		
2	Landscape Plan		
3	Hydrogeologic assessment - required if i) subdivision is not served by public sewer and <u>either</u> any part of the subdivision is over a sand and gravel aquifer <u>or</u> has an average density of more than one dwelling unit per 100,000 square feet, or ii) where site considerations or development design indicate greater potential of adverse impacts on groundwater quality.		
	a) map showing basic soil types		
	b) depth to the water table at representative points		
	c) Drainage conditions throughout the subdivision		
	d) data on existing ground water quality		
	e) analysis and evaluation of the effect of the subdivision on groundwater		
	f) map showing location of any subsurface wastewater disposal systems and drinking water wells within the subdivision & within 200 feet of the subdivision boundaries.		
4	Estimate of the amount and type of vehicular traffic to be generated on a daily basis and at peak hours		
5	Traffic Impact Analysis for subdivisions involving 28 or more parking spaces or projected to generate more than 140 vehicle trips per day.		
6	If any portion of the subdivision is in the direct watershed of a great pond,	X	X
	i) phosphorous impact analysis and control plan		
	ii) long term maintenance plan for all phosphorous control measures		
	iii) contour lines at an interval of 2 feet		
	iv) delineate areas with sustained slopes greater than 25% covering more than one acre		
Electronic Submission			