

# TOWN OF WINDHAM MINOR SUBDIVISION APPLICATION

## **Final 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.
- 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 Final 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	<a href="mailto:jcurtis@windhammaine.us">jcurtis@windhammaine.us</a>
Amanda Lessard, Planning Director	<a href="mailto:allessard@windhammaine.us">allessard@windhammaine.us</a>

**Final Plan - Minor Subdivision**

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**Project Name:** \_\_\_\_\_

**Tax Map:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**Number of lots/dwelling units:** \_\_\_\_\_ **Estimated road length:**  
\_\_\_\_\_

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

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**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: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Final Plan - Minor Subdivision: Submission Requirements**

<b>A. Mandatory Written Information</b>		<b>Applicant</b>	<b>Staff</b>
1	A fully executed application form, signed by person with right, title, or interest in the property		
2	Evidence of payment of the application and escrow fees		
3	Name, registration number and seal of the Maine Licensed Professional Land Surveyor who conducted the survey		
4	Name, registration number and seal of the licensed professional who prepared the plan (if applicable)		
5	Description of how solid waste generated at the site is to be collected and disposed of.		
6	Statement from the Maine Inland Fisheries & Wildlife that no significant wildlife habitat exists on the site		
7	Copies of existing or proposed deed restrictions or covenants.		
8	Copies of existing or proposed easements over the property		
9	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		
10	Financial Capacity. Estimated costs of development, and itemization of major costs	X	X
	i. Estimated costs of development, and itemization of major costs		
	ii. Financing - provide one of the following:	X	X
	a. Letter of commitment to fund from financial institution, governmental agency, or other funding agency		
	b. Annual corporate report with explanatory material showing availability of liquid assets to finance development		
	c. Bank statement showing availability of funds if personally financing development		
	d. Cash equity commitment		
	e. Financial plan for remaining financing		
	f. Letter from financial institution indicating an intention to finance		
	iii. If a corporation, Certificate of Good Standing from the Secretary of State		
11	Technical Capacity	X	X
	i. A statement of the applicant's experience and training related to the nature of the development, including developments receiving permits from the Town.		
	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.		
12	Name and contact information for the road association who's private way or road is used to access the subdivision (if applicable)		

<b>B. Mandatory Plan Information</b>		<b>Applicant</b>	<b>Staff</b>
1	Name of subdivision, date and scale		
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		
3	Stamp with date and signature of the Maine Licensed Professional Engineer that prepared the plans.		
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		
5	Location map showing the subdivision within the municipality		
6	Vicinity plan showing the area within 250 feet, to include:		
	i. approximate location of all property lines and acreage of parcels		
	ii. locations, widths, and names of existing, filed, or proposed streets, easements or building footprints		
	iii. location and designations of any public spaces		
	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.		
7	Standard boundary survey of parcel, including all contiguous land in common ownership within the last 5 years		
8	Existing and proposed street names, pedestrian ways, lot easements, and areas to be reserved or dedicated to public use		
9	All lots within the subdivision, including numbers for each lot, and map and lot number assigned by the Windham Assessing Department		
10	Location of all monuments as required by ordinance		
11	Location of any important or unique natural and site features including, but not limited to wetlands, water bodies, streams, scenic areas, sand and gravel aquifers, significant wildlife habitats, significant fisheries, treelines, historic and/or archaeological resources.		
12	Location of all yard setback lines.		
13	Medium intensity soils map for the area to be subdivided. The Planning Board may require submission of a high intensity soils map in instances where poor soils are evident.		
14	Location and results of test pits performed by a Maine Licensed Site Evaluator or Certified Soil Scientist if subsurface wastewater disposal systems (septic) are proposed.		
15	Written offers of cessation to the Town of all public open space shown on the plan.		
16	All conditions of approval and/or waivers required or granted by the Planning Board, with the exception of waivers from the submission requirements.		
17	Boundaries of any flood hazard areas and the 100-year flood elevation as depicted on the Town's Flood Insurance Rate Map		
18	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.

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<b>C. Submission information for which a waiver may be granted.</b>		<b>Applicant</b>	<b>Staff</b>
1	Contour lines at intervals of 5 feet, or at lesser intervals as the Planning Board may require		
2	Description of how stumps and demolition debris will be disposed of		
3	A surface drainage plan or stormwater management plan with profiles and cross-sections showing the design of all facilities and conveyances necessary to meet the stormwater management standards set forth in Section 900.		
4	A soil erosion and sediment control plan prepared by a Maine Licensed Professional Engineer or a Certified Professional in Erosion and Sediment Control (CPESC).		
5	If subsurface wastewater disposal systems (septic) are proposed, a hydrogeologic assessment prepared by a Maine Licensed Site Evaluator or Certified Geologist.		
6	Show location of driveways		

<b>Electronic Submission</b>		
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