

TOWN OF WINDHAM MAJOR 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	jcurtis@windhammaine.us
Amanda Lessard, Planner	allessard@windhammaine.us

Final 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: _____ E-mail: _____

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

Applicant Staff

Final Plan - Major Subdivision: Submission Requirements

A. Mandatory Written Information

1	A fully executed application form		
2	Evidence that the escrow account balance is greater than 25% of the initial Preliminary Plan deposit		
3	If public open space is to be provided, written offers of cession to the Town of Windham shall be provided		
4	If the subdivider reserves title to spaces within the subdivision, provide copies of agreements or other documents.		
5	Copies of any outside agency approvals		
6	Statement from the Maine Inland Fisheries & Wildlife that no significant wildlife habitat exists on the site		
7	Digital transfer of subdivision plan data (GIS format)		

B. Mandatory Plan Information

1	All information presented on the Preliminary Plan, and any amendments suggested or required by the Board.		
2	Map and lot numbers for all lots as assigned by the Town of Windham Assessing Department		
3	Seal of the Maine Licensed Professional who prepared the plan		
4	All public open space for which offers of cession are made by the subdivider and those spaces to which title is reserved by the subdivider		
5	Location of all permanent monuments		

Electronic Submission

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