

MAJOR SUBDIVISION - PRELIMINARY AND FINAL PLAN APPLICATION CHECKLIST

Subdivision Name and Lot Identification _____ **Date** _____

This checklist has been prepared to assist applicants in developing their applications. The checklist does not substitute for any of the requirements of Subdivision Regulations for Maine Planning Boards as revised and adopted by the Sweden Planning Board in 2008. The Planning Board also will be using the checklist to make sure that applications are complete. Indicate if the information has been submitted or if a waiver is requested. If you feel that information is not applicable to your project, indicate this in the second column.

	Reference and Requirement	Completed by Applicant	Not Applicable	Applicant Requests Waiver	Planning Board Action	Waived	
PREAPPLICATION	5.1.A	Contact Planning Board Chair at least 14 days prior to regularly-scheduled meeting					
	5.1.B	Notify abutters (at least 14 days prior to Board meeting)					
	5.1.C	Present and submit sketch plan					
	5.1.D	Discuss preapplication/ Q&A					
	5.2	Preapplication sketch plan must include:					
			– Layout of streets, lots, and other features				
			– General information to describe existing conditions and proposed development				
			– Copy of Assessor's Map showing location				
	5.3	Board actions:					
			– Specify contour interval				
		– Request other interested parties attend on-site inspection					
		– Perform on-site inspection					
PRELIMINARY PLAN - PROCEDURES	7.1.A	Contact Planning Board Chair and submit application for approval of Preliminary Plan at least 14 days prior to Board meeting (within 6 months of inspection)					
		Provide copies of the Preliminary Plan to CEO and each member of the Board at least 14 days prior to Board meeting					
		Preliminary Plan reflects layout shown on Preapplication Sketch Plan and addresses changes or additions recommended by the Board.					
	7.1.B	Prepare list of abutting property owners					
	7.1.C	Notify abutters by certified mail at least 14 days prior to Planning Board meeting at which Preliminary Plan is presented and discussed.					
		Submit application fee					
		Submit additional fees if required					
7.1.D	Applicant or representative attends Board meeting to discuss Plan						

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PRELIMINARY PLAN - PROCEDURES	7.1.E	Notify applicant, in writing, that application is complete or incomplete (within 30 days of meeting to discuss Preliminary Plan)				
	7.1.F	Determine need for Public Hearing on Preliminary Plan				Date: _____ Time: _____ Loc: _____
		Publish 2 Public Hearing advertisements in local newspaper —the first to be published at least 7 days before hearing				1: _____ 2: _____
		Post notice of hearing in a conspicuous public place at least 7 days before hearing				
		Hold Public Hearing within 30 days (or at next regularly-scheduled meeting) after the issuance of receipt of complete application				
	7.1.G	Make Findings of Fact on Preliminary Plan and deny or approve (within 30 days of Public Hearing or within 60 days of receipt of application if no hearing held)				
	7.1.H	Provide statement of specific changes required for preparation of Final Plan				
		Provide statement of waivers that have been granted				
		Provide statement of improvements or performance guarantees required for approval of Final Plan				
	PRELIMINARY PLAN - SUBMISSIONS	7.2.A	Provide a location map of adequate scale to show relationship of property to adjacent properties.			
Map shall also show the following:						
7.2.A.1		– Existing subdivisions in proximity				
7.2.A.2		– Locations and names of existing and proposed streets				
7.2.A.3		– Boundaries and designations of zoning districts				
7.2.A.4		– Delineation of wetlands (accompanied by high-intensity soil survey if wetlands are present)				
7.2.A.5		– Habitats identified in DIFW project				
7.2.A.6		– Outline of proposed subdivision and any remaining portion of owner's property				
7.2.B		Submit three copies of preliminary plan of one or more maps or drawings:				
		– Shown in dimensions of feet or decimals of a foot				
	– Drawn to scale of not more than 100 ft/in (if ≤75 acres) or 200 ft/in (if >75 acres and if readable)					

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PRELIMINARY PLAN - SUBMISSIONS	7.2.B	Mail one copy of preliminary plan (8.5" x 11") to each Board member and CEO at least 14 days prior to meeting				
		Preliminary Plan shall show the following:				
	7.2.B.1	– Proposed name of subdivision, municipality, Tax Assessor's Map and Lot numbers				
	7.2.B.2	– Date Plan prepared; magnetic and true north point; geographic scale; names and addresses of the owner, applicant, and preparer of Plan				
	7.2.B.3	– Names and addresses of owners of adjacent property including any property located directly across the street of the subdivision				
	7.2.B.4	– Results of field survey of boundary lines of the property prepared by licensed and registered surveyor. Field survey shall also provide:				
		○ Complete descriptive data by bearings and distances				
		○ Location of corners of the property marked by monuments				
		○ Type of monument located at each lot corner				
	7.2.B.5	– Contour lines at intervals specified by Board of _____ (shown in relation to MSL)				
	7.2.B.6	– Features of proposed subdivision including:				
		○ Number of acres				
		○ Location of property lines, existing buildings, watercourses, vegetative cover type, and other and existing physical features				
		○ Location of any trees larger than 24" diameter at chest height				
7.2.B.7	– Copy of the deed on which survey was based including:					
	○ Copies of all covenants or deed restrictions, easements, ROW, or other encumbrances currently affecting property					
7.2.B.8	– Copy of covenants or deed restrictions, ROW, or other encumbrances intended to cover all or part of subdivision lots (all to be noted on the Plan)					
7.2.B.9	– Location of any zoning boundaries affecting the subdivision					
7.2.B.10	– Location and size of existing and proposed culverts and drainage ways on, or adjacent to, subdivision					
7.2.B.11	– Location, names, and widths of existing and proposed streets, highways, easements, building lines, parks, and other open spaces on, or adjacent to, subdivision					

Reference and Requirement		Completed by Applicant	Not Applicable	Applicant Requests Waiver	Planning Board Action	Waived	
PRELIMINARY PLAN - SUBMISSIONS	7.2.B.12	– Width and location of streets or public improvements shown on Official Map and Comprehensive Plan, if any					
	7.2.B.13	– Proposed lot lines with approximate dimensions including lot areas					
	7.2.B.14	– All parcels of land proposed to be dedicated to public use including the conditions of such dedication					
	7.2.B.15	– Location of any open space and plans for improvement and management of this space					
	7.2.B.16	– Soil erosion and sedimentation control plan endorsed by County Soil and Water Conservation District					
	7.2.B.17	– Indication of type of sewage disposal to be used in subdivision.					
		o If sewage disposal is accomplished by subsurface waste water disposal systems, include the following:					
		o Results of test pit analyses prepared by Licensed Site Evaluator or Certified Soil Scientist					
		o Map showing location of all test pits on the site					
	7.2.B.18	– Indication of type of water supply system(s) to be used in subdivision					
	7.2.B.19	– Plan for disposal of surface drainage waters, prepared by Registered PE					
7.2.B.20	– Hydrogeological assessment prepared by Certified Geologist or Registered PE, when subdivision is not served by public sewer and any part of subdivision is located over a sand and gravel aquifer or has an average density of more than one dwelling unit per 100,000 sq ft						
7.2.B.21	– Copy of applicable portion of county Soil Survey covering the subdivision (if required, include report by Registered Soil Scientist indicating suitability of soil conditions for proposed use)						
	– Consideration of Articles I, X, and XI						
FINAL PLAN - PROCEDURES	8.1.A	Contact Planning Board Chair and submit application for approval of Final Plan at least 14 days prior to Board meeting (within 6 months of inspection)					
		Provide copies of the Final Plan to CEO and each member of the Board at least 14 days prior to Board meeting					
		Final Plan reflects layout shown on Preliminary Plan including changes recommended by the Board					

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FINAL PLAN - PROCEDURES	8.1.B	Prior to submittal of application, obtain approvals of the following:					
	8.1.B.1	– Maine DEP under the Site Location of Development Act, Alteration of Coastal Wetlands Act, Great Ponds Act, Alteration of Streams and Rivers Act					
	8.1.B.2	– Maine DEP under the Natural Resources Protection Act					
	8.1.B.3	– Maine DHS, if the applicant proposes to provide a central water supply system					
	8.1.B.4	– Maine DHS, if a centralized or shared subsurface sewage disposal system is to be utilized					
	8.1.C	Submit application fee					
		Submit additional fees as necessary					
	8.1.D	Applicant or representative attend meeting of the Board to discuss the Final Plan					
	8.1.E	Notify applicant, in writing, that application is complete or incomplete (within 30 days of meeting to discuss Final Plan)					
	8.1.F	Determine need for Public Hearing on Final Plan					
		Publish 2 Public Hearing advertisements in local newspaper —the first to be published at least 7 days prior to hearing				1: _____ 2: _____	
		Post notice of hearing in a conspicuous public place at least 7 days prior to hearing					
		Hold Public Hearing within 30 days (or at next regularly-scheduled meeting) after the issuance of receipt of complete application				Date: _____ Time: _____ Loc: _____	
	8.1.G	Notify Clerk and Planning Board of adjacent municipality if subdivision is located within 500 ft of a municipal boundary and a Public Hearing is to be held. Notify at least 10 days prior to the hearing					
8.1.H	Meet performance guarantee requirements in Article XII						
8.1.I	Hold joint meeting with Planning Board of adjacent municipality to discuss Plan if the subdivision is located in more than one municipality						
8.1.J	Make findings of fact and deny or approve the Final Plan within 30 days of Public Hearing or within 60 days of receipt of application if no hearing held						

Reference and Requirement		Completed by Applicant	Not Applicable	Applicant Requests Waiver	Planning Board Action	Waived	
FINAL PLAN - SUBMISSIONS	8.2.A	Submit three copies of Final Plan for a Major Subdivision consisting of one or more maps or drawings:					
		– Drawn to scale of not more than 100 ft/in (if ≤75 acres) or 200 ft/in (if >75 acres and if readable)					
		– No larger than 24" x 36" in size					
		– Margin of 2" on one side for binding, margin of 1" on other sides					
		– Space reserved for Board endorsement					
		Mail one copy of Final Plan (reduced to 8 ½ x 11" or 11"x17") and all accompanying information to each Board member and CEO at least 14 days prior to meeting					
	8.2.B.	Final Plan shall include, or be accompanied by the following:					
	8.2.B.1	– Name of subdivision, municipality and Assessor's Map and Lot numbers					
	8.2.B.2	– Date Plan prepared, north points, geographic map scale, and names and addresses of the owner, applicant, and preparer of Plan					
	8.2.B.3	– Results of field survey of boundary lines of the property prepared by licensed and registered surveyor. Field survey shall also provide:					
		○ Complete descriptive data by bearings and distances					
		○ Location of corners of the property marked by monuments					
		○ Type of monument located at each lot corner					
	8.2.B.4	– Features of proposed subdivision including:					
		○ Number of acres					
		○ Location of property lines, existing buildings, watercourses, vegetative cover type, and other and existing physical features					
		○ Location of any trees larger than 24 inches in diameter at chest height					
8.2.B.5	– Copy of any deed restrictions intended to cover all or part of the subdivision (if different than those submitted with Preliminary Plan)						
8.2.B.6	– Location of any zoning boundaries affecting the subdivision						
8.2.B.7	– Indication of type of sewage disposal to be used in subdivision						
8.2.B.8	– Indication of type of water supply system to be used in subdivision						
8.2.B.8.a	– Written statement from Fire Chief approving hydrant locations or other fire protection measures to be taken						

Reference and Requirement		Completed by Applicant	Not Applicable	Applicant Requests Waiver	Planning Board Action	Waived
FINAL PLAN - SUBMISSIONS	8.2.B.8.b	– Written statement providing evidence of adequate groundwater supply and quality if private wells are to be used				
	8.2.B.9	– Location and size of existing culverts and drainage ways on, or adjacent to, subdivision				
	8.2.B.10	– Location, names, and present widths of existing and proposed streets, highways, easements, building lines, parks and other spaces on, or adjacent to, the property				
		– Adequate information to reproduce street, lot, and boundary lines on the ground				
	8.2.B.11	Description of land proposed to be dedicated to public use and conditions of such dedication				
		Written offers of cession to the municipality of all public ways and open spaces including copies of agreements				
		Written evidence that Municipal Officers are satisfied with the written offer of cession, if applicable				
	8.2.B.12	List of construction items to be completed by developer prior to sale of lots				
		List of construction and maintenance items to be borne by the municipality				
		Cost estimates for items to be borne by the municipality and expected tax revenue of the subdivision, if required by Board				
	8.2.B.13	Summary of impact on existing town facilities and services, need for expansion of such services, and all potential costs to the town				
		Consideration of Articles I, X, and XI				
	FINAL APPROVAL AND FILING	8.3.A	Subdivider is not in default on previously-approved Plan			
8.3.B		Provide list of all conditions of approval (including waivers) on Plan, not as a separate document				
8.3.C		Board signs Plan				
		Board retains one copy of signed Plan				
		Forward one mylar and one copy of the signed Plan to the Selectmen: mylar retained and copy filed with the Tax Assessor				
	Forward one copy of signed Plan to CEO					

Reference and Requirement		Completed by Applicant	Not Applicable	Applicant Requests Waiver	Planning Board Action	Waived
FINAL APPROVAL AND FILING	8.3.C	Record subdivision in the Registry of Deeds within 90 days of approval – forward receipt to Planning Board for permanent record.				
	8.3.D	Plan to be divided into two or more sections if deemed necessary and permitted by Board				
	8.3.E	No changes, erasures, modification, or revisions to approved Final Plan unless Board approves such modifications				
		Board institutes proceedings to strike Plan from records if modifications made without Board approval				
	8.3.F	Include appropriate notes on Final Plan that approval of Plan does not constitute acceptance of dedication of any street, easement, recreation area, or other open space by the municipality				
		Written agreement between subdivider and Municipal Officers covering conditions of dedicated areas, if required by Board				
INSPECTION	9.1.B	Deposit check for 2% of the estimated costs of construction and improvements with the Municipal Officers at least 5 days prior to construction				