

Appendix N

PRELIMINARY PLAN APPLICATION SUBMISSION CHECKLIST

Subdivision Name _____ Date _____

This checklist has been prepared to assist applicants in developing their applications. It should be used as a guide in assembling the information necessary for a complete application. The checklist, however, does not substitute for the requirements of **Article 6** of the Subdivision Regulations (or Ordinance). The Planning Board will also use the checklist to ensure your application is 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, please indicate in the second column. The perimeter survey, subdivision plan and engineering plans may be contained on the same drawing. Detailed engineering drawings such as road profiles, drainage swales and erosion/sedimentation plans, however, may best be presented on a separate sheet or sheets.

Note that this checklist only covers the submission requirements for a *preliminary plan*. There is an additional checklist, Appendix O, for *final plan* submission. Neither checklist addresses the standards that the subdivision plan must meet. For review standards refer to Appendix P, which addresses the performance standards and the design guidelines of Article 10.

SUBDIVISION PLAN SUBMISSION REQUIREMENTS		Submitted by Applicant	Not Applicable	Applicant Requests to be Waived	Received by Planning Board	Waived by Planning Board
6.2.A	_____ # of copies of application plus accompanying information					
6.2.B.	LOCATION MAP					
B.1.	Existing subdivisions in the proximity of proposed subdivision					
B.2.	Locations and names of existing and proposed streets					
B.3.	Zoning boundaries and designations					
B.4.	Outline of proposed subdivision and owner's remaining contiguous land					
6.2.C.	PRELIMINARY PLAN					
C.	_____ # of copies of all maps and/or drawings printed or reproduced on paper					
C.	Scale not smaller than 1" = 100'; for subdivision more than 100 acres, not smaller than 1" = 200'					

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6.2.C.	APPLICATION REQUIREMENTS					
C.1.	Name of subdivision, name of town and assessor's map and lot number(s)					
C.2.	Verification of right, title or interest in property					
C.3.	Standard boundary survey with bearings and distances, certified by P.L.S., all corners located an marked.					
C.3	Standard boundary survey shows entire parcel or tract and all contiguous land in common ownership within the last five years per MRSA Title 30-A section 4401					
C.4.	Copy of most recently recorded deed; all restrictions, easements, rights-of-way and other encumbrances					
C.5.	Deed restrictions on proposed new lots or dwellings					
C.6.a.	Letter of capacity to serve from sewer district					
C.6.b	Map of test pits					
C.6.b.	Test pit analyses by Site Evaluator or Certified Soil Scientist					
C.7.	Type of water supply system(s)					
C.7.	Water Department letter of capacity					
C.8.	Date plan prepared, north point and graphic map scale					
C.9.	Names and addresses of record owner, applicant, plan preparer(s) and adjoining property owners					
C.10.	All wetlands delineated regardless of size					
C.11.	Total acres in subdivision; location of property lines, existing building(s), unusually large specimen trees, vegetative cover type and other essential physical features					
C.12.	All rivers, streams and brooks within and adjacent to subdivision; designation of great pond watershed					
C.13.	Zoning district of proposed subdivision and any zoning boundary lines affecting the subdivision					
C.14.	Location and size of existing and proposed sewers, water mains, culverts and drainage ways on and adjacent to subdivision					
C.15.	Location, name and widths of existing streets and high-ways					
15.	Location, name and widths of existing and proposed easements, building lines, parks and open spaces on or adjacent to subdivision					
C.16.	Location and dimensions of streets, public improvements and open space in subdivision as shown on the Official Map and the Comprehensive Plan					
C.17.	Proposed lot lines, approximate dimensions and lot areas					
C.18.	Parcels of land proposed to be dedicated to public use;					
C.19.	Open space to be preserved; proposed ownership, improvements, management					
C.20.	Area of each lot permitting forest clearing and/or lawn					
C.21.	100-year flood elevations in flood prone areas					
C.22.	Areas within or adjacent to the subdivision identified by the Comprehensive Plan, MDIFW, MNAP, or BWH as areas to be preserved and appropriate preservation measures.					
C.23.	Areas within or adjacent to subdivision listed in the Comprehensive Plan or listed/eligible to be listed on National Register of Historic Places					

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6.2.D.	Required Submissions For Which A Waiver May Be Granted					
D.1.	High Intensity Soil Survey by a Registered Soil Scientist					
D.2.	Topographic contour lines specified by Planning Board in relation to mean sea level					
D.3.a.	Hydrogeologic assessment for subdivision not served by sewer and if any part of subdivision is over a sand and gravel aquifer, or (See D.3.b)					
D.3.b.	Hydrogeologic assessment if average density is more than one dwelling unit per 100,000 sq. ft.					
D.3.	Hydrogeologic assessment if Board determines potential adverse impacts on ground water quality					
D.4.	Vehicular trip generation rates					
D.5.	Traffic impact analysis by a registered P.E. for 28 or more parking spaces or projected to generate more than 140 vehicle trips per day to include expected ADT, peak-hour volumes, access conditions, distribution of traffic, types of vehicles expected, effect on LOS, recommended improvements					
6.2.E.	ADDITIONAL INFORMATION					
6.2.E	Planning Board may require additional information where it is determined necessary by the Board to meet criteria of the State Subdivision Statute Title 30-A M.R.S.A., §4404.					