

## Appendix P

# SUBDIVISION PLAN REVIEW CHECKLIST

## ARTICLE 10 – PERFORMANCE & DESIGN STANDARDS

**SUBDIVISION NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

This checklist has been prepared to assist applicants in developing their applications. It should be used as a guide. The checklist does not substitute for the statutory criteria or the requirements of Article 10 and of the Subdivision Regulations (or Ordinance). The Planning Board also will be using the checklist to make sure that 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 application need not contain separate plans as implied below. The perimeter survey, subdivision plan and engineering plans may be contained on the same drawing. However, detailed engineering drawings such as road profiles, drainage swales and erosion/sedimentation plans may best be presented on a separate sheet or sheets.

SUBDIVISION REGULATIONS		Submitted by Applicant	Not Applicable	Applicant Requests to be Waived	Received by Planning Board	Waived by Planning Board
<b>10.1</b>	<b>BASIC SUBDIVISION LAYOUT</b>					
A.	BLOCKS ó In excess of 1000any easements needed					
B.	LOTS					
B.1	Lot lines perpendicular					
B.2	Provision or preclusion of future subdivision					
B.3	Lots divided by streams					
B.4	Flag and other unusually shaped lots					
B.5	Lot numbering					
C.	UTILITIES - Underground					
D.	MONUMENTS					
D.1	Stone or precast concrete monuments at all street intersections and points of curvature, but no further than 750 feet apart along street lines					
D.2	Stone or precast concrete monuments at all corners and angle points of the subdivision boundaries where the interior angle of the subdivision boundaries is 135° or less.					
D.3	Stone or concrete monuments a minimum of four inches square at the top and three feet in length, and set in the ground at final grade level. After they are set, drill hole 1/2 inch deep shall locate the point or points described above.					
D.4	All other subdivision boundary corners and angle points, as well as all lot boundary corners and angle points marked by suitable monumentation, as required by the Maine Board of Registration of Land Surveyors.					

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<b>10.2.</b>	<b>SUFFICIENT WATER</b>					
A.	<b>WATER SUPPLY</b>					
A.1.	Provide for future connections in public water supply service area					
A.2.	Public water system components approved by water company and fire chief					
A.3.a.	Siting and construction of individual wells to prevent surface and ground water infiltration					
A.3.a.1.	Dug wells prohibited on lots one acre and smaller					
A.3.a.2.	Wells at least 100 from a street or 50 feet if uphill					
A.3.b.	Lot configuration to allow for proper siting of well, on-site septic disposal area and reserve area					
A.3.c.	Location and protection of the source and operation of a central water supply system					
A.3.d.1.	Water storage for fire fighting capacity: pond with dry hydrant, underground storage reservoir or other method acceptable to the fire chief.					
A.3.d.2.	Storage of 10,000 gallons if not on public water plus 2,000 gallons per lot or principal building					
A.3.d.3.	Ponds proposed for water storage calculation based on the lowest water level less an equivalent of three feet of ice and access and maintenance easement of dry hydrants or reservoirs					
A.3.d.4.	Hydrants to the specifications of the fire department and easements for access to hydrants					
B.	<b>WATER QUALITY</b> 6 Meets primary drinking water standards					
<b>10.3.</b>	<b>EROSION AND SEDIMENTATION AND IMPACT ON WATER BODIES</b>					
A.	Prevention of soil erosion from entering water bodies					
B.	Erosion and sedimentation control plan					
C.	Plan for Cutting or removal of vegetation along shoreline					
D.	Topsoil removal and reapplication plan					
<b>10.4</b>	<b>SEWAGE DISPOSAL</b>					
A.	<b>PUBLIC SYSTEM</b>					
A.1.	Comprehensive Plan sewage designation					
A.2.	Complete collection system required					
A.3.	Sewer District capacity certification					
A.4.	Sewer District approval of collection system					
B.	<b>PRIVATE SYSTEMS</b>					
B.2.	Evidence of site suitability for subsurface sewage disposal prepared by a Maine Licensed Site Evaluator					
B.2.a.	LSE certified all test pits large enough meet the Disposal Rules.					
B.2.b.	Reserve wastewater disposal area where soils are less than 24" to limiting factor					
<b>10.5</b>	<b>SOLID WASTE</b> - Approved capacity of Town solid waste system					
<b>10.6</b>	<b>IMPACT ON NATURAL BEAUTY ETC.</b>					
A.1.	Notes on the plan limiting the clearing of trees in areas designated on the plan					
A.2.	Screening of buildings from existing public roads in designated non-growth areas					
A.3.	Landscape plan preserving large specimen trees, preservation of vegetation and contours					
A.4.	Preservation of open fields and/or the planting of street trees along new roads in designated non-growth areas					

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A.5.	Notes on the plan and covenants in the deed protecting ridge line identified in Comprehensive Plan					
B.1.	Reserved open space per Comprehensive Plan					
B.2.	Preservation of designated critical natural areas					
B.3.	Protection of historic or prehistoric resources					
B.4.	Reservation of open space for recreation					
B.5.	Subdivisions with an average density of more than 3du/ac has no less than fifty percent of the open space as usable open space					
B.6.	Suitability of reserved open space					
B.7.	Open space to be dedicated to the town					
B.8.	Payment in lieu of dedication of open space					
C.	Preservation of wildlife habitat					
C.1-3.	Letter from MDIFW					
C.1-3	Any Comprehensive Plan designations					
C.1-3	Report by a wildlife biologist (Board may require)					
C.1-3	Mitigation plan for avoidance of adverse impacts on designated significant wildlife habitat					
D.1.	Protection of existing public accesses to shorelines					
D.2.	Notes on the plan and in the deeds for required buffer strips and maintenance in shoreland zones					
D.3	250 feet from the normal high water line of a water body or upland edge of a wetland, cleared openings do not exceed 25% of the lot area or 10,000 square feet					
E.1.	Ownership of open space, common land and facilities					
E.2.	Limitations on common land; conservation easements					
E.3.	Final Plan notation for common land					
E.4.	Lot owner association rules and by-laws					
E.5.	Lot owner association duties and responsibilities					
<b>10.7</b>	<b>CONFORMANCE WITH ZONING ORDINANCE AND OTHER LAND USE ORDINANCES.</b>					
	Zoning Ordinance					
	Site Plan					
	Other					
<b>10.8.</b>	<b>FINANCIAL AND TECHNICAL CAPACITY</b>					
A.	Financial capacity to construct the total development					
B.	Technical ability to complete the subdivision					
<b>10.9.</b>	<b>IMPACTS ON GROUND WATER</b>					
A.	GROUNDWATER QUALITY					
A.1.	Hydrogeologic assessment per 10.9.A.1.a-f					
A.2.	Ground water quality projections					
A.3.	Contaminant concentrations in ground water					
A.4.	Ground water treatment for improvement to drinking standards					
A.5.	Control of high contaminant concentrations in ground water					
A.6.	Notes on final plan and in deeds regarding construction standards recommended in assessment to reduce contamination					
B.	GROUNDWATER QUANTITY					
B.1.	Maintenance of ground water table level					
B.2.	Maintenance of infiltration of precipitation					
<b>10.10.</b>	<b>FLOODPLAIN MANAGEMENT</b>					
A.	Public utilities located to avoid flood damage					

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B.	Elevation of buildings above the flood level					
C.	Drainage to reduce flood hazards					
<b>10.11.</b>	<b>IDENTIFICATION OF FRESHWATER WETLANDS</b> - Identified using Federal Manual for Identifying and Delineating Jurisdictional Wetlands					
<b>10.12.</b>	<b>STORM WATER MANAGEMENT</b>					
A.	Storm water management plan for DEP Site Location of Development Act permit (SLDA)					
B.	Storm water management plan for DEP Chapter 500 Storm-water Permit					
C.	Storm water management plan which incorporates Low Impact Development techniques when SLDA or DEP Storm-water Law permits are not required					
D.	Storm water management plan for subdivisions within the watershed of a Great Pond which incorporates Phosphorus Design Manual, BMP, 2006					
E.	Hydrologic analysis for sites prone to flooding (Board may require)					
<b>10.13.</b>	<b>CLUSTER DEVELOPMENTS</b>					
B.	<b>BASIC STANDARDS FOR CLUSTER DEVELOPMENTS</b>					
B.2.	Plan depicts placement of structures, roads, paths, etc.					
B.3.	Reduction in lot size in return for common space					
B.4.	No buildings on slopes steeper than 25%, within 100ft to any water body or wetland, or on soil classified as very poorly drained					
B.5.	Net residential acreage calculations					
B.6.	Minimum lot size of 20,000 s.f. with individual on-site sewage disposal.					
B.7.	Size and calculation of reserved open space					
B.8.	Reduced lots within 1,000 of open space					
B.9.	Buildings separated by at least 20 feet					
B.10.	No individual lot access onto existing streets					
B.11.	Maintain required minimum shoreland zoning frontage					
B.12.	Open space/access includes shore frontage					
B.13-14.	Ownership of common space					
<b>10.14</b>	<b>COMPLIANCE WITH TIMBER HARVESTING RULES</b> – Complies with Title 12, M.R.S.A section 8869					
<b>10.15.</b>	<b>TRAFFIC CONDITIONS AND STREETS</b>					
A.	<b>GENERAL STANDARDS</b>					
A.1.	Design standards that safeguard against hazards to vehicles, pedestrians, and bicyclists					
A.2.	Design standards that avoid congestion					
A.3.	Design standards that provide safe and convenient circulation					
A.4.	Design standards compatible with AADT, land use and density of the street					
A.5.	Design standards that relate to the natural setting					
B.	<b>GENERAL ACCESS STANDARDS</b>					
B.1	Accesses to state or state-aid highways meets MDOT rules					
B.2.	MDOT Traffic Movement Permit for accesses expected to carry more than 100 peak hour passenger vehicle equivalent trips					
B.3.	Level of Service(LOS) greater than E					
B.3.a-f.	Rationale and documentation for LOS below D					

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B.4.	Analysis of accesses for non-residential and multifamily projects and the possible need for left-turn storage lane.					
C.	<b>GENERAL INTERNAL SUBDIVISION STREET STANDARDS</b>					
C.1	Designed to coordinate with existing, proposed, and planned streets. Where applicable, street stubs for future connections to abutting land with appropriate turn around or cul de sac					
C.2.	Where necessary: -Turning lanes -Traffic directional islands -Frontage roads -Sidewalks -Bicycle ways -Transportation demand management techniques -Traffic controls					
C.3.	Street names, signs, and lighting					
C.4.	Proposed clearing of right-of-way and indication of plan for removal and disposal of stumps and other debris					
<b>10.15.1.</b>	<b>SPECIFIC ACCESS AND STREET DESIGN STANDARDS</b>					
A.	<b>ACCESS CONTROL</b>					
A.1.	Subdivision accesses perpendicular to external street					
A.2.	Note on plan and in deed that no lot to have vehicular access directly on to arterial street					
A.3.	Note on plan and in deed requiring double frontage lots to have access onto street with less traffic and hazards					
A.4.	Shared access for lots with frontage onto state and state-aid highways. Maximum of two accesses					
A.5.	Subdivision access is paved					
A.6.	Sight distances (Table 10.15-1)					
A.7.	Traffic volume estimates expected for internal street					
A.8.	Basic design standards for low and medium volume accesses (Table 10.15-2)					
A.9.a-d.	Additional requirements for medium volume accesses					
A.10.	MDOT Traffic Movement Permit for high volume accesses					
B.	<b>STREET DESIGN AND CONSTRUCTION STANDARDS</b>					
B.1	<b>General Requirements</b>					
B.1.a.	Street designs are in conformance with all local ordinances					
B.1.b.	Detailed construction drawings showing plan view, profile, and cross-section at 16 = no more than 50ø 1. Date, scale, north point, magnetic or true 2. Intersections with existing streets 3. Roadway and r.o.w. limits 4. Drainage structures 5. Horizontal and vertical curve data 6. Turning radii at all intersections 7. Centerline gradients 8. Vertical clearance					
B.1.c.	Copy of public street plans to municipal officers, road commissioner, municipal engineer for review					
B.1.d	Written approval by road commissioner and/or MDOT for improvements within existing public streets					
B.1.e.	Private Roads					
B.1.e.1.	Designation and signage indicating a private road					

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B.1.e.3.	Request for a reduction in r.o.w. (minimum 30ø) in areas designated as Rural 10 per 10.15.1.B.2.f.					
B.1.e.4.	Adequate access for emergency vehicles					
B.1.e.5.	Provisions for drainage and stormwater runoff per 10.12.					
B.1.e.6.	Note on the recorded plan per 10.15.1.B.e.6					
B.1.e.7.	Road maintenance plan					
B.2.	Street Design Standards					
B.2.b.	Reserve strips prohibited					
B.2.c.	Right-of-way width for commercial zoning districts					
B.2.d.	Land reserved for required widening of existing street					
B.2.e.	Two accesses to when 200 or more trips per day					
B.2.f.	Land use density pattern of the internal subdivision street					
B.2.g.	Road design standards of Table 10.15-3					
B.2.h.	On street parking for lots between 100 and 40ø wide					
B.2.i.	Curbs					
B.2.j.	Shoulders					
B.2.k.	Road centerline					
B.2.l.	Dead end streets					
B.2.m.	Sidewalks					
B.3.	Street Construction Standards					
B.3.a.	Minimum pavement material thickness (Table 10.15-4)					
B.3.b.1-5	Preparation notes on street plan					
B.3.c.1.	Bases and sub-base (Table 10.15-5)					
B.3.c.2.	Pavement joints					
B.3.c.3.	Pavements per MDOT specifications					
B.3.c.4.	Surface gravel					