

Town of Shapleigh

AMENDMENT to a **SUBDIVISION** Application

Subdivision Name: _____

APPLICANT INFORMATION

1. Name of Property Owner: _____

Mailing Address: _____

Telephone Number: _____ **Email Address:** _____

2. Name of Applicant: _____

Mailing Address: _____

Telephone Number: _____ **Email Address:** _____

3. Name of land Surveyor, Engineer, Architect or others preparing plan: _____

Mailing Address: _____

_____ **Email Address:** _____

Telephone Number: _____ Registration # _____

4. Person and Address to which all correspondence regarding this application should be sent:

LAND INFORMATION

5. Location of Property: (from County Registry of Deeds): **Book** _____ **Page** _____

(from Tax Maps): **Map** _____ **Lot(s)** _____

6. Current Zoning of Property: _____

7. Is any portion of the property within 250 feet of the high-water mark of a pond, river or salt-water body? _____ Yes _____ No

8. Acreage to be developed: _____

9. List current Deed / Subdivision restrictions, easements, homeowners association by-laws, or other encumbrances, if any:

10. Does the parcel include any waterbodies? Yes _____ No _____

11. Is any portion of the property within a special flood hazard area as identified by the Federal Emergency Management Agency? Yes _____ No _____

12. List below (or on an additional piece of paper if necessary) the names and mailing addresses of abutting property owners and owners across the street that are **within 500 feet of the property(s) boundaries:**

Name:	Address:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

GENERAL INFORMATION

13. Current Number of Lots or Units in the Subdivision: _____

14. Does this development currently have any of the following (check all that apply):

_____ road	_____ storm drainage	_____ other
_____ sidewalks	_____ waterlines	
_____ sewer lines	_____ fire protection equipment	

15. Identify method of water supply within the subdivision:

_____ individual wells
 _____ central well with distribution lines
 _____ connection to public water system
 _____ other, please state alternative _____

16. Identify method of sewage disposal within the subdivision:

- _____ individual septic tanks
- _____ central on-site disposal with distribution lines
- _____ connection to public sewer system
- _____ other, please state alternative _____

17. Identify method of fire protection within the subdivision:

- _____ hydrants connected to the public water system
- _____ dry hydrants located on an existing pond or water body
- _____ existing fire pond
- _____ other, please state alternative _____

18. INCLUDE THE FOLLOWING ATTACHMENTS:

1. **PRELIMINARY SITE PLAN:** Attach a copy of the original *approved* subdivision plan and **depict on plan the proposed new division.**
2. **Attach a copy of the Deed** for the property; verification of ownership or legal interest.
3. **Attach a copy of any official decisions** (or note pending applications) of other Federal, State, or local agencies regarding the use of this property. (Site location permit, DEP permit - including Permit by Rule, Maine DOT entrance permit for a new business or new lot on a State road, minimum lot size waiver, subdivision approval, etc.)
4. Attach on a separate sheet of paper, any other supplemental information, or explain any points you feel need clarification.
5. **FINAL SUBDIVISION PLAN:**

Submissions

A. The final plan shall consist of one or more maps or drawings drawn to a scale of not more than 100 feet to the inch. Plans for subdivisions containing more than 75 acres may be drawn at a scale of not more than 200 feet to the inch. Plans shall be no larger than 24 inches by 36 inches in size, and shall have a margin of two inches outside of the border line on the left side for binding and a one-inch margin outside the border along remaining sides. Space shall be reserved thereon for endorsement by the Board. One reproducible, stable based transparent original to be filed at the municipal office, and three paper copies of the plan shall be submitted. In addition, one copy of the final plan, reduced to a size of 8 ½ inches by 11 inches, and all accompanying information shall be mailed to each Board member no less than seven days prior to the final review meeting. *One registered copy shall be returned to the Planning Board within 90 days of final approval, or the application shall be null and void.*

Please make an appointment with the Code Enforcement Officer prior to Planning Board review. The CEO will go over what the Subdivision and Zoning Requirements are for your permit, and he will answer questions you may have. He can be reached at 207-636-2839, x3, or you may call his cell phone at 207-432-1023.

The applicant and owner hereby certifies that all information and attachments to this application are true and correct.

(Signature of Applicant) (Date)

(Signature of Applicant) (Date)

(Signature of Owner) (Date)

(Signature of Owner) (Date)

All Fees Payable to the Town of Shapleigh

*MINOR Subdivision - Application Fee – *Preliminary Plan* (Due Upon Submission) = **\$125**

*Application Fee – *Final Plan* (Due Upon Submission of Final Plan) = **\$50 for additional lot**

***All Fees are Nonrefundable.**



MAJOR Subdivision - Application Fee – *Preliminary Plan* (Due Upon Submission) = **\$125

Application Fee – *Final Plan* (Due Upon Submission of Final Plan) = **\$200 per each additional lot

Total Proposed Lot(s) _____ Total Final Fee \$ _____

****All Fees are Nonrefundable. The fees are not all inclusive. Additional fees may apply if deemed necessary by the Planning Board after review of the preliminary plans. See Shapleigh’s Subdivision of Land, Article VII, Preliminary Plan for Major Subdivision, §89-16.B and § 89-18.B**

The Planning Board meets the 2nd & 4th Tuesday of every month at 7:00 pm, excluding holidays or elections. Any public hearing shall begin at 6:30 pm, prior to the regularly scheduled meeting. Please go to Shapleigh.net for a copy of the agenda.

Please mail a copy of your application and all supplemental material to **each Planning Board member and Code Enforcement Officer (7) seven days prior to the scheduled planning board meeting**; otherwise, your application will not be reviewed until the next scheduled meeting. Thank you.

Shapleigh Planning Board Members

- | | | |
|----------------------------------------|--------------|---------------------|
| 1. Roger Allaire – Chairman | 324-7079 (H) | |
| 1579 Walnut Hill Road | 651-9600 (C) | |
| Shapleigh, ME 04076 | | |
| 2. Stephen Foglio, Jr. – Vice Chairman | | 3. Madge Baker |
| 296 Emery Mills Road | | 59 Cross Road |
| Shapleigh, ME 04076 | | Shapleigh, ME 04076 |
| 4. Margaret Moody | | 5. Roland Legere |
| P.O. Box 271 | | P.O. Box 336 |
| Springvale, ME 04083 | | Shapleigh, ME 04076 |
| 6. Ann Harris | | 7. Norman Baker |
| Ann Harris Insurance Agency | | 15 Directors Lane |
| 925 Main Street | | Shapleigh, ME 04076 |
| Waterboro, ME 04087 | | |

Mail a copy of application and supplemental materials for the Code Enforcement Officer to:

Code Enforcement Office
Town of Shapleigh
P.O. Box 26
Shapleigh, ME 04076

Original Application with Attachments Along with Application Fee go to:

*These can be mailed or brought to the Town Hall. They need to be received by the Land Use Secretary the **Wednesday** before the meeting you wish to attend.*

Barbara Felong – Land Use Secretary	636-2839, x4
C/o Town of Shapleigh	
P.O. Box 26	(22 Back Road)
Shapleigh, ME 04076	
planningboard@shapleigh.net	

Road Commissioners

John Burnell (North)	793-4353 (H)	Jeffrey Goodwin (South)	207-432-0566
P.O. Box 402	432-1757 (C)	102 Walnut Hill Road	
Shapleigh, ME 04076		Shapleigh, ME 04076	

Fire Chief – Shapleigh Fire Dept.

Steve Guillemette 207-432-4388
44 Marc Drive
Sanford, ME 04073

SHAPLEIGH PLANNING BOARD
SUBDIVISION PLAN REVIEW CHECKLIST
MAJOR or MINOR SUBDIVISION
(Not all apply for both – see Code Enforcement prior to submission)

Subdivision Name _____

Preapplication Review

1.

- _____ Sketch Plan submission.
- _____ Sketch Plan (recommended drawn on copy of Tax Map)
- _____ Lot and street layout.
- _____ Significant natural features: ponds, streams, wetlands, etc.

- _____ Supporting data:
 - _____ Application form completed.
 - _____ Copy of U.S.G.S. Topographical Map indicating development area.

- _____ Planning Board comments:
 - _____ Assign file number to application.
 - _____ Conformity with Zoning and Comprehensive Plan.
 - _____ General observations.

2.

- _____ Site inspection.

3.

- _____ Subdivision classification and contour determination:
 - _____ Planning Board classifies plan as major or minor subdivision.
 - _____ Planning Board determines contour elevation intervals to be used.

Preliminary Plan Review

4.

- _____ Plan submission: 3 blue-line copies of each sheet at a scale of no more than 1 inch = 100 feet and 7 copies at a reduced scale on a sheet size of 8 ½ x 11 inches.
 - _____ Subdivision name; municipality; Tax Map and Lot numbers.
 - _____ Perimeter survey; monumentation; bearings and distances; surveyor's or engineer's seal.
 - _____ Scale: written and graphic; date, North point.
 - _____ Owner and applicants names and addresses; name and address of individual who prepared plan; abutters.
 - _____ Lot lines, numbers and sizes; building setback lines.
 - _____ Contour elevation; number of acres in subdivision; soil test pit locations.
 - _____ Base flood elevation.
 - _____ Limits of existing vegetation and type; physical features of special interest (bedrock outcrops, historic sites, large trees, etc.)
 - _____ Existing water bodies, watercourses and wetlands; public and private right-of-ways and easements.
 - _____ Zoning boundaries.
 - _____ Location of proposed sewers and water lines; location and width of proposed and existing streets.
 - _____ Location of parking, open space, conservation and/or recreation areas.
 - _____ Storm drainage plan indicating surface swales and/or subsurface lines, catch basins, inverts, outfalls and culverts.
 - _____ Erosion/sedimentation control plan indicating grade changes, plantings, cut and fill stabilization materials.
 - _____ County soils survey portion.

SHAPLEIGH PLANNING BOARD
SUBDIVISION PLAN REVIEW CHECKLIST
MAJOR or MINOR SUBDIVISION
(Not all apply for both – see Code Enforcement prior to submission)

_____ Supporting documentation:

_____ Location map showing:

_____ Neighboring subdivisions.

_____ Existing and proposed streets.

_____ Zoning boundaries.

_____ Outline of property.

_____ Copy of deed for property; verification of ownership or legal interest.

_____ Existing and proposed deed restrictions, easements or other encumbrances;
proposed homeowners' association bylaws.

_____ Soils report from licensed site evaluator on test pits or statement from local sewer
district.

_____ Statement of water supply suitability from local water district.

_____ Letter from S.C.S. on soil erosion and control plan.

_____ Approximately flag centerline of all streets and soils test pits at the site.

_____ Application fee.

_____ Written request for waivers or variances.

_____ Additional information requested by the Planning Board.

5.

_____ Planning Board review:

_____ Dated receipt issued to applicant.

_____ Determination whether submission complete.

_____ Notification to applicant of completeness of submission.

_____ Public hearing scheduled within 30 days of complete submission.

_____ Planning Board acts on plan to approve, modify, table for additional information
or deny application.

_____ Plan complies with subdivision standards.

_____ Plan complies with proposed and/or local zoning requirements.

_____ Written notice to applicant of Board's action.

6.

_____ State permits: When applicable, D.E.P., D.M.R., Army Corps of Engineers permits shall
be obtained prior to final submission.

FINAL PLAN REVIEW

7.

_____ Final plan and documents (submitted 7 days prior to the meeting)

_____ Two original recording plans and 3 paper copies of subdivision plan.

_____ Subdivision name; municipality; Tax Map and lot numbers.

_____ Scale: written and graphic; date; North point; abutter's.

_____ Lot lines, numbers, bearings and distances; monumentation; building setback lines;
surveyor's or engineer's seal.

_____ Area of subdivision.

_____ Existing water bodies, watercourses and wetlands; public and private rights-of-way and
easements.

_____ Owner and applicants' name and address; name and addresses of person preparing plan.

_____ Zoning boundaries; location of sewers, water lines, culverts, drainageways.

_____ Locations, dimensions, profiles of underground utilities; typical cross sections and
profile of streets, width of pavement.

_____ Base Flood elevation.

_____ Signature block for Planning Board.

SHAPLEIGH PLANNING BOARD
 SUBDIVISION PLAN REVIEW CHECKLIST
 MAJOR or MINOR SUBDIVISION
 (Not all apply for both – see Code Enforcement prior to submission)

- _____ Supporting documentation:
 - _____ Approval by local water district or Maine Department of Human Services or registered civil engineer.
 - _____ Approval by local sewer district or Maine Department of Human Services or Maine Department of Environmental Protection.
 - _____ Conditions of dedication of public facilities or open space.
 - _____ List of construction items; cost estimates.
 - _____ Financial report and construction schedule.
 - _____ Performance guaranty.
 - _____ Application fee.
 - _____ Proof that the developer coordinated the mail delivery system per post office specifications.

8.

- _____ Planning Board final review:
 - _____ Dated receipt issued to applicant.
 - _____ Determination whether submission complete.
 - _____ Notification to applicant of completeness of submission.
 - _____ Public hearing scheduled within 30 days of complete submission.
 - _____ Notification of Road Commissioner, School Superintendent, Police and Fire Chiefs; request for comments.
 - _____ Written notice to applicant of Board’s decision and findings that the development meets or fails to meet the following guidelines as well as the standards in the Board’s regulations:
 - _____ Will _____ Will not result in undue water or air pollution.
 - _____ Will _____ Will not have sufficient water available for the foreseeable needs of the subdivision.
 - _____ Will _____ Will not cause an unreasonable burden on the existing water supply.
 - _____ Will _____ Will not cause unreasonable soil erosion or reduction in the capacity of land to hold water so that a dangerous or unhealthy conditions result.
 - _____ Will _____ Will not cause unreasonable traffic congestion or result in unsafe conditions on existing or proposed roads.
 - _____ Will _____ Will not provide adequate sewage waste disposal.
 - _____ Will _____ Will not cause an unreasonable burden on municipal solid waste disposal.
 - _____ Will _____ Will not have an adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites or rare and irreplaceable natural areas.
 - _____ Will _____ Will not conform to local regulations, ordinances, development plan and comprehensive plan.
 - _____ Will _____ Will not adversely affect the quality of surface water or shoreline of ponds, rivers, or streams.
 - _____ Will _____ Will not alone or in conjunction with existing activities, adversely affect groundwater quality or quantity.
 - _____ Will _____ Will not demonstrate adequate technical and financial capacity to meet the above.
 - _____ Will _____ Will not have all buildings one foot above the base flood elevations.
 - _____ Will _____ Will not have freshwater wetlands identified on maps.
 - _____ Will _____ Will not have rivers, streams and brooks identified on maps.
 - _____ Will _____ Will not provide for adequate stormwater management.
 - _____ Will _____ Will not have spaghetti lots.
 - _____ Will _____ Will not unreasonably increase a great pond’s phosphorous concentration.