

Town of Shapleigh
SUBDIVISION APPLICATION – Major Subdivision (5 or more Lots)

Subdivision Name: _____ Application Number: _____
(Planning Board Assigns Number)

APPLICANT INFORMATION:

1. Name of Property Owner: _____

Mailing Address: _____

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

2. Name of Applicant: _____

Mailing Address: _____

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

3. If applicant is a corporation, check if licensed in Maine _____ Yes _____ No
and attach a copy of State's Registration.

4. Name of applicant's authorized agent: _____

Mailing Address: _____

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

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

Address: _____

_____ Email Address: _____

Telephone Number: _____ Registration # _____

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

7. What legal interest does the applicant have in the property to be developed (ownership, options, purchase and sales contract, etc.)?

8. What interest does the applicant have in any abutting property?

LAND INFORMATION

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

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

10. Current Zoning of Property: _____

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

12. Acreage to be developed: _____

13. Indicate the nature of any restrictive covenants to be placed in the deeds. Use additional pages if needed.

14. Has this land been part of a prior approved subdivision? _____ Yes _____ No
Or other divisions within the past 5 years? _____ Yes _____ No

15. Identify existing use(s) of land. (Farmland, woodlot, etc.)

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

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

18. 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

19. Proposed Name of Development: _____

20. Number of Lots or Units: _____

21. Anticipated Date of Construction: _____

22. Anticipated Date of Completion: _____

23. Does this development require extension of public infrastructure? _____ Yes _____ No

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

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

25. Estimated cost for infrastructure improvements: \$ _____

26. Identify method of water supply to the proposed development:

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

27. Identify method of sewage disposal to the proposed development:

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

28. Identify method of fire protection for the proposed development:

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

29. Does the applicant propose to dedicate to the public any streets, recreation areas or common lands? If any:

Street(s) _____ Yes _____ No Estimate Length _____
Recreation Area(s) _____ Yes _____ No Estimated Acreage _____
Common Land(s) _____ Yes _____ No Estimated Acreage _____

30. Does the applicant intend to request waivers of any of the subdivision submission requirements? If yes, list them and state reasons for request.

Four horizontal lines for providing answers to question 30.

FINAL SUBMISSIONS AND APPROVAL:

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 meeting.

Final approval and filing.

A. No plan shall be approved by the Planning Board as long as the subdivider is in default on a previously approved plan.

B. Upon findings of fact and determination that all standards in 30-A M.R.S.A. §4404 and these regulations have been met and upon voting to approve the subdivision, the Board shall sign the final plan(s). The Board shall specify, in writing, its findings of fact and reasons for any condition or denial. There shall be a total of four copies of the final plan presented to the Board for signature, one of which shall be reproducible, stable-based transparent originals. The signed plan(s) shall be recorded at the Registry of Deeds within 90 days of the date upon which the plan is approved and signed by the Board and three copies, one being a transparent stable-based transparent original, returned to the Town Hall within those 90 days or the plan shall become null and void. One registered copy of the signed plan shall be returned to the Planning Board and become part of its permanent records. One copy of the registered signed plan shall be forwarded to the Tax Assessor. One copy of the registered signed plan shall be forwarded to the Code Enforcement Officer.

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

*Application Fee – **Preliminary Plan** (Due upon Submission) = **\$50 per lot**

Total Proposed Lot(s) _____

Total Preliminary Fee \$ _____

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

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 hard 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. **!! Hard copies of all material are required to be mailed, electronic copies are not accepted.**
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:

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	

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

The following do not need a copy mailed, but this is contact information should info from these departments be required.

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 SUBDIVISION

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 SUBDIVISION

_____ 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 SUBDIVISION

- _____ 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.