

Town of Shapleigh
SUBDIVISION APPLICATION – Minor Subdivision (3 or 4 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.

FINAL SUBMISSIONS:

Submissions

A. The final submission plan for a minor subdivision shall consist of one reproducible, stable-based transparent original for the town hall, and three paper copies for the Planning Board. One registered copy shall be returned to the Planning Board within 90 days of final approval, and three copies of one or more maps or drawings drawn to scale of not more than 100 feet to the inch. Plans for subdivision containing more than 75 acres may be drawn at a scale of not more than 200 feet to the inch, provided that all necessary detail can easily be read. 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 lines on the left side for binding and one-inch margin outside the border along the remaining sides. Space shall be provided for endorsement by the Board. In addition, one copy of the final plan, reduced to a size of 8 1/2 inches by 11 inches, and all accompanying information shall be mailed to each Board member, including alternate members, no less than seven days prior to the 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.

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) = \$200

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

Total Number of Proposed Lots _____

Total Final Fee \$ _____

***All Fees are Nonrefundable.**

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 Planning Board meetings the 2nd & 4th Tuesday of every month at 7:00 pm, unless there is a holiday or election. Any public hearing takes place at 6:30 pm. 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
MINOR 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.

Final Plan Review

4.

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

- _____ One Mylar plan, one original recording plan and 3 paper copies of subdivision plan as a minimum.
 - _____ 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; abutters.
 - _____ Lot lines, numbers and sizes; building setback lines.
 - _____ Contour elevation; soil test pit locations.
 - _____ Base flood elevation.

- _____ Supporting documentation:
 - _____ Copy of deed from which survey based; deed restrictions; easements or other encumbrances.
 - _____ Soils report from licensed site evaluator on test pits or statement from local sewer district.
 - _____ Statement of water supply suitability from local water district.
 - _____ Copy of County Soil Survey.
 - _____ Verification of ownership or legal interest.
 - _____ Application fee.
 - _____ Proof that the developer coordinated the mail delivery system per post office specs.

SHAPLEIGH PLANNING BOARD
 SUBDIVISION PLAN REVIEW CHECKLIST
 MINOR SUBDIVISION

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.
 - _____ Written notice to applicant of Board's decision and findings that the development meets or fails to meet the following guidelines:
- | | | | |
|-------|------------|----------------|---|
| _____ | 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. |