

# *Town of SHAPLEIGH*

## Application for the Construction of a Private Way

This application MUST BE Completed AND Signed by Applicant & Owner and have all applicable information attached. *Review the completed application with the Code Enforcement Officer prior to submission.* The completed application must be returned to the Town Hall Office and given to the Land Use Secretary **by noon on the Wednesday prior to the scheduled Planning Board meeting you wish to attend in order to be added to that agenda, as well as mailing a copy to all board members 7 days prior to the meeting (see page 4).** **If received after the deadline, or if not mailed to board members, no action will be taken until the next regularly scheduled Planning Board meeting.** The Planning Board meets on the 2nd and 4th Tuesday of every month, unless otherwise posted.

1. Applicants Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

**Mailing** Address: \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

**Email** Address: \_\_\_\_\_

2. Property Owner (if other than Applicant):

Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

**Mailing** Address: \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

**Email** Address: \_\_\_\_\_

3. **Address or location of property** (describe or indicate on a map) \_\_\_\_\_

\_\_\_\_\_  
Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Zone \_\_\_\_\_

4. Existing use of Property: \_\_\_\_\_

5. Currently is there more than one use of this property? \_\_\_\_\_

6. Is Property part of a Subdivision? Yes \_\_\_\_\_ No \_\_\_\_\_

7. Lot Width: \_\_\_\_\_ Lot Depth: \_\_\_\_\_

8. Please provide information as to what is being amended on the plan per this application:

\_\_\_\_\_  
\_\_\_\_\_

9. Estimated Construction Cost \$ \_\_\_\_\_

**Include the following ATTACHMENTS:**

1. Private Way Application Fee: **\$100**
  
2. **SITE PLAN: Submit a detailed construction drawing showing a plan view, profile and typical cross-section of the proposed private way prepared by a surveyor, or engineer, showing what is being amended.** The plans shall include the following information:
  - a) Date, scale and magnetic or true North point.
  - b) Intersections of the proposed private way with existing streets.
  - c) Roadway and right-of-way limits, including edge of shoulder.
  - d) Kind, size, location, material, profile and cross-section of all existing and proposed drainage structures and their location with respect to the existing natural waterways and proposed drainageways.
  - e) Complete curve data for all horizontal and vertical curves.
  - f) Turning radii at all intersections and turnarounds.
  - g) Centerline gradients.
  - h) Locations of all existing and proposed overhead and underground utilities, to include but not limited to water, sewer, electricity, telephone, lighting and cable television.
  
3. **Maintenance agreement if access is to be provided for two (2) or more lots.** This agreement shall be registered at the York County Registry of Deeds per Shapleigh Zoning Ordinance 105-60-1.D.
  
4. **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.)
  
5. **List of property abutters.** Attach on a separate sheet of paper, a list of all abutters to your property within 500 feet, including Map and Lot number. (This information can be obtained at the town hall during regular office hours, or go to [www.Shapleigh.net](http://www.Shapleigh.net), front page – Property Info, next go to GIS Maps on Line, search by name or property information.)
  
6. If anyone other than the property owner will be presenting the application and plans to the board, **you must provide a letter or email from the property owner stating you have permission to act on his/her behalf at the meeting.** The board will not review your application without this information.

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 Please make an appointment with the Code Enforcement Officer prior to Planning Board review. The CEO will go over what the Zoning requirements are for your permit, and he will answer questions you may have. He can be reached at 207-636-2844, x3 or his cell at 207-432-1023.  
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Note: The Planning Board meeting is held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month unless otherwise posted. Your application will take a minimum of two meetings to review and process.

Hours: Planning Board Meets at 7:00 p.m. for Regular Meeting; Public Hearings are held at 6:30 pm.

*The undersigned applies for the review of the plans for the construction of a Private Way in accordance with Shapleigh Zoning Ordinance 105-60-1; said permit to be issued based on the information contained within this application. The applicant hereby certifies that all information and attachments to this application are true and correct.*

I \_\_\_\_\_ hereby attest that all information submitted on this  
**(Please print)**

application is true and correct.

**Applicant(s) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner(s) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_

**§ 105-60.1 Private ways.**

The Planning Board shall approve the use of a fifty-foot wide private right-of-way to provide frontage and access to individual lots of land in accordance with the following provisions:

- A. A plan showing the private way shall be prepared by a registered land surveyor or licensed engineer. The plan shall be labeled “Plan of Private Way” and shall provide an approval block for the signatures of the Planning Board members. The plan shall delineate the proposed way and each of the lots to be served by the private way.
- B. A street plan, cross section, and drainage plan shall be submitted for each private way.
- C. The plan shall bear notes that the Town of Shapleigh will not be responsible for the maintenance, repair, or plowing of the private way and that further lot divisions utilizing the private way are prohibited without prior approval of the Shapleigh Planning Board.
- D. If the private way is to provide access to two (2) or more lots, a maintenance agreement shall be required by the Planning Board and recorded in the York County Registry of Deeds. The maintenance agreement shall specify the rights and responsibilities of each lot owner with respect to the maintenance, repair and plowing of the private way.
- E. The construction of private ways shall meet the following minimum standards:

<b>Standard</b>	<b>Number of Lots Served</b>	
	<b>1</b>	<b>2 or more</b>
Minimum roadway width (feet)	12	16
Minimum subbase (heavy road gravel, maximum size 4 inches) (inches)	12	15
Wearing surface (crushed gravel) (inches)	2	2
Maximum length of dead end (feet)	1,500	1,500
Maximum grade	10%	8%
Minimum grade	0.5%	0.5%
Turnaround at dead end	Hammerhead or T	Hammerhead or T

- (1) One turnout to provide space for 2 vehicles to pass shall be provided for every 500 feet of private way.
- (2) The Hammerhead or T shall have a useable surface area that is a minimum of 24 feet deep and 24 feet wide.

- F. The plan shall be recorded in the York County Registry of Deeds within ninety (90) days of the date of the Planning Board approval. If the plan is not recorded within this time period, the approval of the Planning Board shall be null and void.
- G. When the private way permit has been secured under the provisions of this chapter by vote of the Planning Board, the applicant has one year to begin the project and two years to complete the private way, otherwise the permit becomes null and void.
- H. After a private way has been approved by the Planning Board to provide access to a lot or lots, no further lots shall be created which are to be provided access by means of the private way without the prior approval of the use of the private way for access to such lots by the Planning Board.
- I. The applicant shall pay a Private Way Application fee of \$100, payable to the Town of Shapleigh, prior to review of the Private Way Application by the Planning Board.

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**

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| 1. Steve Foglio – <i>Chairman</i> 207.432.0718<br>296 Emery Mills Road<br>Shapleigh, ME 04076 |  |
| 2. Madge Baker<br>59 Cross Road<br>Shapleigh, ME 04076  | 3. Roland Legere<br>P.O. Box 336<br>Shapleigh, ME 04076                              |
| 4. Margaret Moody<br>P.O. Box 271<br>Springvale, ME 04083                                     | 5. Ann Harris<br>Ann Harris Insurance Agency<br>925 Main Street, Waterboro, ME 04087 |
| 6. Norman Baker<br>15 Directors Lane<br>Shapleigh, ME 04076                                   | 7. Thomas Clement<br>38 Back Road<br>Shapleigh, ME 04076                             |

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 C/o Town of Shapleigh P.O. Box 26 Shapleigh, ME 04076 <a href="mailto:planningboard@shapleigh.net">planningboard@shapleigh.net</a>	636-2839, x4  (22 Back Road)
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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**

Darren Rogers (North)      207-793-8416 P.O. Box 185 Shapleigh, ME 04076	Jeffrey Goodwin (South) 207-432-0566 102 Walnut Hill Road Shapleigh, ME 04076
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**Fire Chief – Shapleigh Fire Dept.**

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