

**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.

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**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 1/2 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.

*Two registered copies of the signed plan shall be returned to the Planning Board and become part of its permanent records. One registered Mylar copy of the registered signed plan shall be given to the Land Use Secretary for the Tax Assessor. One copy of the registered signed plan shall be forwarded to the Code Enforcement Officer.*

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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 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.**

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*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 2<sup>nd</sup> & 4<sup>th</sup> 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**

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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 **by noon on 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

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.