



Office of Planning & Codes

WISCASSET PLANNING BOARD SUBDIVISION PRELIMINARY AND FINAL PLAN APPLICATION

I. APPLICANT & OWNER INFORMATION

1. Applicant Name: _____
Address: _____
Phone: _____ Fax: _____ E-Mail: _____

2. Name of Applicant's Agent: _____
Address: _____
Phone: _____ Fax: _____ E-Mail: _____

3. Technical Consultant Contact Information:

Name: _____ Title: _____
Address: _____
Phone: _____ Fax: _____ E-Mail: _____

Name: _____ Title: _____
Address: _____
Phone: _____ Fax: _____ E-Mail: _____

Name: _____ Title: _____
Address: _____
Phone: _____ Fax: _____ E-Mail: _____

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

Name: _____
Address: _____
Phone: _____ Fax: _____ E-Mail: _____

5. Property Owner Name: _____
Address: _____
Phone: _____ Fax: _____ E-Mail: _____

6. What legal interest (e.g., option, land purchase contract, record ownership) does the applicant have in this property? Submit copies of right, title or interest: _____

7. If Applicant is a corporation, state whether the corporation is licensed to do business in Maine (yes or no):_____ and attach a copy of the Secretary of State Registration.

II. LAND INFORMATION

1. Street Address of Property to be Subdivided:_____
2. Registry of Deeds: Book:_____ Page:_____
3. Town Assessor: Map:_____ Lot:_____
4. Present Land Use:_____ Proposed Land Use:_____
8. Zoning District(s):_____
7. Total Acreage of Property:_____ Acreage to be Subdivided:_____
8. Has this land been part of a prior subdivision? Yes: No:
9. Has this land been part of any divisions within the past 5 years? Yes: No:
10. Does the parcel include any waterbodies or wetlands? Yes: No:
11. Is the parcel adjacent to any waterbodies or wetlands? Yes: No:

III. INFORMATION ABOUT THE SUBDIVISION

1. Major: Minor: Cluster:
2. Gross Acreage to be Subdivided:_____ Net Acreage to be Subdivided:_____
3. Number of lots, dwelling units or non-residential buildings proposed:_____
4. Type of structures proposed: Single-Family: Multi-Family: Other:
5. Type of Sewage Waste Disposal:_____
6. Type of Water Supply Source:_____
7. Solid Waste Disposal Method:_____
8. Does the subdivision propose the extension of public infrastructure? Yes: No:
Roads*: Sewer: Water: Storm Drainage: Sidewalks:
*Acceptance of public roads may only be approved by Town vote
9. Method of fire protection:_____
10. List all local, state and federal permits and approvals associated with the subdivision and include permit status:_____

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11. When the preliminary plan is submitted to the Planning Board, include a fee of \$25.00 per lot or dwelling unit up to 5 lots or dwelling units or \$50.00 per lot or dwelling unit for more than 5 lots or dwelling units.

IV. PRELIMINARY PLAN REQUIREMENTS: The preliminary plan shall include the following (see Subdivision Ordinance Article VII, Section B.2 for complete description):

1. Location Map. (Article VII, Section B.2.a);
 - (1) All existing subdivisions
 - (2) All existing property lines and adjacent properties.
 - (3) The locations and designations of parks and other public spaces within 1,000 feet of the subdivision.
2. Preliminary Subdivision Plan.
 - (1) All existing information provided as part of the Sketch Plan, as amended.
 - (2) Name and address of the property owner and developer, if different.
 - (3) The name, registration number and seal of the appropriate professional(s) who prepared the plan(s) and reports.
 - (4) Number of acres within the proposed subdivision.
 - (5) Municipal zone boundaries.
 - (6) Proposed lot lines with dimensions, lot numbers, lot areas and suggested locations of buildings and setbacks.
 - (7) Sufficient data to determine readily the location, bearing and length of every street line, lot line and boundary line, and to reproduce such lines upon the ground. Approximate property lines between adjacent abutters shall be shown.
 - (8) Existing and proposed easements, forested areas, perennial and intermittent watercourses and wetlands. The boundaries of any wetlands depicted on the plans shall be delineated by an appropriate qualified professional.
 - (9) Contour lines at intervals of not more than five (5) feet for all portions of the property proposed to be developed. USGS contours may be acceptable if approved by the Board.
 - (10) Location and size of any existing sewer and water mains and culverts on or off the property that will serve the subdivision.
 - (11) Proposed connection with an existing water supply or a letter from a well driller or other suitable professional attesting to the availability of water for the

subdivision, if alternative means of providing water to the subdivision is proposed.

- (12) Proposed connection with an existing sanitary sewerage system or alternative means of treatment and disposal for the proposed subdivision.
- (13) The location and results of tests to ascertain subsurface soil conditions and depths to maximum ground water level must be submitted if a private sewage disposal system is proposed. A completed HHE 200 form must be submitted with the preliminary application for multi-family subdivisions.
- (14) Typical erosion control procedures to be applied to each lot.
- (15) Preliminary designs of any utilities, bridges or culverts. State approval of such facilities may also be required.
- (16) A current boundary survey plan of the property to be developed prepared by a licensed land surveyor and the location of temporary markers adequate to enable the Board to locate readily and appraise the basic layout in the field.
- (17) All parcels of land proposed to be dedicated to public use and the conditions of such dedication.
- (18) The location of all natural features or site elements to be preserved.
- (19) Certifications by the appropriate professionals that all survey and supporting information accurately reflects the true conditions existing on the proposed subdivision.
- (20) The boundaries of flood hazard areas and the 100-year flood elevation, as depicted on the FEMA Flood Insurance Rate Map, and delineated on the plan.
- (21) The location of significant resources including important wildlife wintering areas, alewives spawning areas and other important plant or wildlife habitat as identified and mapped by the Department of Inland Fisheries and Wildlife and areas with visual significance as identified in the comprehensive plan.
- (22) The location of any trail, trail system or greenbelt that crosses the property.
- (23) Copy of the letter sent to the State Historic Preservation Office.
- (24) A phosphorous control plan for any portion of the subdivision within the watershed of a great pond prepared in conformance with the provisions of Article VII, Section 5.A(15).
- (25) Right, title or interest of the applicant in the property to be subdivided
- (26) Any conditions of approval required by the Board
- (27) A note on the plan regarding amendments to approved plan shall require Planning Board approval.

- (28) Demonstration of adequate financial and technical capacity as well as cost estimate for the construction of required improvements. (Article VII, Section 5.A.17).

3. Additional Submissions for Major Subdivisions:

- (a) Location Map. The Location Map shall show the following additional information:
 - (1) An outline of the proposed subdivision together with its street system
 - (2) An indication of the future probable street system of the remaining portion of the tract if the Preliminary Plan submitted covers only part of the subdivider's entire holding.
- (b) Preliminary Subdivision Plan. In addition to the information listed in Section 11.3.B(1)(b), the following additional information shall be provided for major Subdivisions
 - (1) Cross-sections of the proposed grading for roadways, sidewalks, etc.,
 - (2) Hydrogeologic Assessment [Article VII, Section 5.A(14)]
 - (3) The locations of all natural features or site elements to be preserved.
 - (4) Storm water management plan;
 - (5) An erosion and sediment control plan;
 - (6) A landscaping plan.
 - (7) Adequate on-site water supply for fire suppression plan.
 - (8) An estimate of the amount and type of vehicular traffic to be generated on a daily basis and at peak hours and the sight distances for each driveway that intersects an existing or proposed public or private road in accordance with the provisions of Article IX Section 8.2.
 - (9) Groundwater impact assessment [Article VII, section 5.A(16)];
 - (10) Road maintenance plan.

V. GENERAL REQUIREMENTS AND STANDARDS.

The following requirements and standards shall apply to all subdivisions unless the Planning Board determines that, due to the specific nature of a subdivision proposal, one or more such requirements and standards are not applicable.

A. General Requirements

- (1) Compliance with General Requirements.

- (2) Conformity with Comprehensive Plan.
- (3) Relationship to Community Services.
- (4) Retention of Proposed Public Sites and Open Spaces
- (5) Preservation of Natural and Historic Features.
- (6) Traffic Sight Distance.
- (7) Conformance to Shoreland Zoning.
- (8) Easements for Natural Drainage Ways.
- (9) Net Residential Density.
- (10) Lots.
- (11) Utilities
- (12) Additional Requirements (Article VII, Section 5.12 a-c)
- (13) Required Improvements. The following are required improvements: (monuments, street signs, streets, landscaping, water supply, sewage disposal and storm drainage)
- (14) Impact on Ground Water Quality.
- (15) Phosphorous Control.
- (16) Impact on Groundwater Quantity.
- (17) Adequate financial and technical capacity.

B. Design Standards

- (1) Monuments
- (2) Street Signs
- (3) Streets
- (4) Driveway Construction.
- (5) Pedestrian Facilities.
- (6) Water Supply
- (7) Sewage Disposal.
- (8) Surface Drainage
- (9) Certification of Road Construction.
- (10) Performance Guarantees.

VI. FINAL PLAN COMPLIANCE:

The Final Plan shall be submitted with the mylar original, three reproducible copies and ten (10) copies, of each map or drawing, together with ten (10) copies of any attachments required for approval. All maps and drawings shall be printed or reproduced in the same manner as the Preliminary Plan. The Final Plan application shall also include one 11" x 17" copy of each plan. Space shall be reserved thereon for endorsement by all appropriate agencies. No modifications to the final plan(s) at a planning board meeting will be allowed.

The final subdivision plan shall also be submitted on an electronic medium, such as a CD or DVD, acceptable to the Town Planner or the designated agent of the planner. The medium will be clearly and neatly labeled with the subdivision name and date. The medium will contain the following:

- (a) a copy of the subdivision plan in PDF form.
- (b) a copy of the subdivision plan in a graphic format such as JPEG
- (c) a copy of the subdivision plan in an AutoCad ® format. The external perimeter of the subdivision shall be a polygon on a separate layer titled "perimeter boundary". The lots in the subdivision shall also be polygons on a separate layer labeled "lot perimeters".

The Final Plan shall show:

- (a) All of the information presented on the Preliminary Plan, Location Map and any amendments thereto required by the Board.
- (b) The length of all straight lines, the deflection angles, radii, length of curves and central angles of all curves, tangent distances and tangent bearing for each street.
- (c) Lots within the subdivision numbered as prescribed by the Board, who shall seek the input of the tax assessor.
- (d) The Final Plan shall indicate the proposed landscaping program of the subdivider.
- (e) Any conditions of approval required by the Board
- (f) A statement indicating that any change or modification to any aspect of the approved plan shall be considered an amendment to the plan and shall require approval of the Board.
- (g) Written offers of cession to the Town of Wiscasset of all public open space shown on the Plan that is to be transferred to the Town and for open space, which is reserved by the developer, copies of agreements or other documents showing the manner in which it is to be maintained.

VII. STATE SUBDIVISION LAW REVIEW CRITERIA: In order to comply with Wiscasset Subdivision Review, you must include responses to State Subdivision Review Criteria (Title 30-A, Section 4044). Provide adequate information such that the Planning Board is able to make a positive finding of fact for the review criteria listed below. Please reference Title 30-A, Section 4044 when responding to the review criteria. You may find that your answers to the Wiscasset subdivision standards will adequately address the State's review criteria; therefore, may be repeated.

1. Pollution.
2. Sufficient water.
3. Municipal water supply.
4. Erosion.
5. Traffic.
6. Sewage disposal.
7. Municipal solid waste disposal.
8. Municipal & governmental services.
9. Aesthetic, cultural and natural values.
10. Conformity with local ordinances and plans.
11. Financial and technical capacity.
12. Surface waters; outstanding river segments.
13. Ground water.
14. Flood Areas.

15. Freshwater wetlands.
16. River, stream or brook.
17. Storm water.
18. Spaghetti-lots prohibited.
19. Lake phosphorus concentration.
20. Impact on adjoining municipality.
21. Lands subject to liquidation harvesting.
22. Farmland.
23. Access to direct sunlight.

VIII. WISCASSET ORDINANCE STANDARDS: The following ordinance standards may be applicable when preparing your subdivision application. It is important that you review the entire ordinance, and pay specific attention to the sections listed below, in order to insure your application is in compliance with applicable ordinance standards. Review the specific ordinance article and section (referenced in parenthesis) when preparing your application.

1. Building Permits (II, 1.1 & 1.2).
2. Additional Regulations (II, 1.3).
3. Lot Size And Setback Requirements (II, 2.1-2.12).
4. Hook-Up Requirement In The Commercial District (II, 2.13).
5. Hotels And Motels (II, 2.14).
6. Requirements For Building Exteriors (II, 3).
7. Requirements For Building Construction (II, 5).
8. Requirements For Stove, Vent Flues, And Boilers (II, 6).
9. Additional Requirements (II, 7).
10. Signs (III, in its entirety).
11. Solid Waste (V, in its entirety).
12. Applicability Of Shoreland Zoning (VI, 2.5).
13. Districts And Zoning Map (VI, 4).
14. Nonconforming Uses Outside The Shoreland Zoning Districts (VI, 5).
15. Nonconformance In The Shoreland District (VI, 6).
16. Buffer Strip Application (VI, 8).
17. Summary Of Permitted Uses (VI).
18. Site Plan Review (VIII).
19. Street Excavation Ordinance (IX, 8).
20. Regulations For Individual Mobile Homes (X, 2).
21. Flood Plains Ordinance (X, 4).
22. Sewer Use (X, 5).

IX. APPLICATION SCHEDULING: The following information represents important time and date sensitive submission, meeting and scheduling requirements.

1. The Wiscasset Planning Board meets on the 2nd and 4th Monday of every month.
2. Agendas are posted the Monday before the next scheduled Planning Board meeting. If you wish to be placed on the agenda, contact the Town Planner (882-8200, ext. 106). Agenda placement is on a first come first served basis and the agenda is limited to five items.
3. All submissions for Planning Board consideration must be 10 days before the next scheduled Planning Board meeting.
4. The typical Planning Board review procedure is pre-application, preliminary plan, public hearing, and final plan.

5. If after the initial pre-application the applicant takes no action during a 6-month period towards obtaining final approval, the application shall be considered null (VII, 3.B.1).
6. An on-site inspection (site walk) shall be conducted by the Planning Board.
7. The Planning Board shall hold a public hearing on the application within 30 days of notification to the applicant that the application is complete (VII, 3.B.1.f).
8. The applicant shall notify all property owners within 250 feet of the property boundary lines of the original tract or parcel of land, prior to the first dividing, at least 10 days prior to the public hearing (VII, 3.B.1.f).
9. The Planning Board shall, within 30 days of public hearing, or within a mutually agreed time limit, issue an order denying or granting approval of the proposed subdivision (VII, 3.B.1.f).
10. Upon receiving approval of the preliminary plan and the application, the applicant shall submit to the Planning Board a final plan within 6 months (VII, 3.C.1.a).
11. If the final plan does not deviate from the preliminary plan as approved, a majority of the Planning Board shall within 30 days from receipt of the plan, indicate its approval by signing the plan on its face and issuing a written order approving said plan with or without conditions.

To the best of my knowledge, all information submitted on and with this application is true and correct.

Signed Name: _____, **Applicant**

Printed Name: _____, **Applicant**

Date: _____