



TOWN OF STANDISH PLANNING DEPARTMENT

175 Northeast Road
Standish, Maine 04084

Phone: (207) 642-3461 • Fax: (207) 642-5181

This **Standish Subdivision Application Form** must be completed and accompany the application material at time of submission to the Standish Planning Board. Incomplete/inaccurate applications will not be accepted.

Subdivision Applicant & Owner Information

1) Name of Applicant: _____
Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Name of applicant's authorized agent: _____
Address: _____

Telephone: () _____ - _____

Name and registration # of Land Surveyor, Engineer, Architect or others preparing plan:

Address: _____

Telephone: () _____ - _____

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

Phone: _____ Fax: _____ E-Mail: _____

2) What legal interest does applicant have in this property? Submit copy of right title or interest.

☐ Ownership ☐ option ☐ purchase and sales contract ☐ other _____

2b) What interest does the applicant have in any abutting property? _____

2c) Name of Property Owner: _____
Address: _____
Phone Number () _____

LAND INFORMATION

3) Location of Property (Street Location) _____
(From County Registry of Deeds): Book _____ Page _____ (from Tax Maps): Map _____ Lot(s) _____

4a) Current zoning of property: _____

Is any portion of the property within 250 feet of a great pond or river? ☐ Yes ☐ No

Is any portion of the property within the direct watershed of great pond? ☐ Yes ☐ No

4b) Total Acreage of Parcel: _____ Acreage to be developed: _____

Has this land been part of a prior approved subdivision? ☐ Yes ☐ No

Or other divisions within the past 5 years? ☐ Yes ☐ No

Does parcel include waterbodies? ☐ Yes ☐ No - Does parcel include any wetlands? ☐ Yes ☐ No

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

GENERAL INFORMATION

4c) Proposed name of development: _____

4d) Number of lots or units: _____

Does this development propose the extension of public infrastructure? ☐ Yes ☐ No

☐ roads ☐ storm drainage ☐ sidewalks ☐ fire protection equipment ☐ other

Estimated cost for infrastructure improvements \$ _____. Complete separate estimate with unit costs.

Power/telephone/cable placement: ☐ Underground ☐ Overhead

Type of structures proposed ☐ single-family residential ☐ duplex ☐ other _____

Type(s) of Waste Disposal: _____

Solid Waste Disposal Method(s): _____

Water supply Source(s): _____

Identify method of fire protection for the proposed development per § 142-10:

☐ Hydrants from public water main ☐ Dry hydrants located on an existing pond or water body

☐ Existing fire pond ☐ other, please state alternative.

5) Does applicant intend to request waivers of any subdivision submission requirements? ☐ Yes ☐ No

If yes, list them and state reasons for the request per code § 181-108. _____

6) Nonconformities present in the proposal, if any: _____

7). List all local, state and federal approvals required: _____

☐ Previously obtained _____ ☐ not yet obtained _____

Information needed per PART 3 Standish subdivision regulations

8) Submitted 12 copies of Subdivision plan with information per §181-78 & §181-80 ☐ yes ☐ no

9) Please provide the following:

- Check list of information to accompany plan
- Development review escrow account established 181-81 B) Amount: \$ _____ Date: ____/____/____

☐ Established at application \$200/lot ☐ not yet established to be determined by Board

- infrastructure improvements Performance Bond estimate included per 181-83 A)
Total Amount: \$ _____ see attached cost estimate spreadsheet form

☐ Spreadsheet estimate submitted w/ unit costs ☐ not yet submitted _____

- Subdivision improvements inspection escrow account (3% of performance bond)
- Impact fees estimates submitted per §181-121:

☐ roads ☐ streetlight ☐ fire protection equipment ☐ other _____

10) Standish town code is available at www.standish.org. Provide adequate information such that the Planning Board is able to make a positive finding of fact for the following sections of town code:

§181-90 Conformance to comprehensive plan thru §181-99 Municipal consultant fees

11) Provide adequate information such that the Planning Board is able to make a positive finding of fact for the following State subdivision law review criteria title 30-A §4404.

1. Pollution thru §4404 review criteria thru 4404 Impact on adjoining municipality .

To the best of my knowledge, all the above stated information submitted in this application is correct.

Signature and Printed name of Applicant

(Date)

APPLICATION GUIDELINES

Application fee is non-refundable.

Submissions shall comply with the provisions of Standish Land Use Code Subdivision Regulations part 3 §181-74 thru §181-99. § 181-82.

A. The subdivider shall, within six months after the preliminary approval of the preliminary plan, file with the Planning Board an application for approval of the final subdivision plan in the form described herein. If the final plan is not submitted to the Planning Board within six months after the approval of the preliminary plan, the Planning Board may refuse without prejudice to act on the final plan and require resubmission of the preliminary plan. All applications for final plan approval for subdivision shall be accompanied by a fee set by the Town of Standish, payable by check to the Town of Standish.

B. If the proposed subdivision in any way is subject to review by the State of Maine, Department of Environmental Protection, then the approval of the State of Maine, Department of Environmental Protection, shall be secured in writing before official submission of the final plan.

Subdivision Application Appendix #1 Preliminary Subdivision Application Checklist

This checklist has been prepared to assist applicants in developing their applications. It should be used as a guide in assembling the information necessary for a complete application. However, the checklist does not substitute for the requirements of the Subdivision Regulations (or Ordinance). The Planning Board also will be using the checklist to make sure that your application is complete. Indicate if the information has been submitted or if it is requested to be waived.

Note that this checklist only covers the submission requirements for a preliminary plan for major subdivision. It does not address the standards that the preliminary plan must meet. There are two other checklists which address the performance standards and the design guidelines which the applicant may find of assistance.

Information to accompany plan - Section 181-80

The preliminary subdivision shall be submitted in 12 copies of one or more maps or drawings which may be printed or reproduced on paper, with all dimensions shown in feet or decimals of a foot, drawn to a scale of 50 feet to the inch, except that if the subdivision includes 20 acres or more, the scale shall be 100 feet to the inch, showing or accompanied by the following information:

Shaded boxes indicate that the action is not recommended to be taken by the Applicant.

SUBDIVISION REGULATIONS		Submitted by Applicant	Not Applicable	Applicant Requests to be Waived	Received by Planning Board	Waived by Planning Board
7.2.A.	Twelve copies of application plus accompanying information					
181-79	LOCATION MAP					
A	Map showing all adjacent properties & owners within (1000 ft.) of proposed subdivision property lines.					
B	Locations and names of existing and proposed streets, easements & building lines both adjacent & within subdivision.					
C	Zoning boundaries, parks, public spaces and designations					
D	Outline of proposed subdivision and owner's remaining contiguous land					
181-80	PRELIMINARY PLAN @ 50'=1" or 1"=100' if over 20 ac					
A	Twelve copies of all maps and/or drawings showing: Name of subdivision, name of town and assessor's Map and Lot Number(s) all dimensions in decimal feet showing subdivision & street names					
B	Name & address record owner, subdivider and designer					
C	Total acres in subdivision , proposed lot lines, gross and net lot areas within each subdivision lot excluding undevelopable areas per 181-92, property lines easements, buildings, watercourses and other essential physical features.					
D.	Names of adjacent subdivisions and names of owners of record of adjacent acreage.					
E.	Zoning district boundaries and provisions of applicable zoning ordinance.					
F.	Location and size of sewers and water mains, culverts & drains.					
G.	Location, names and widths of existing and proposed streets, easements, building lines, alleys, parks and other public open spaces.					
H.	Location of any streets within area to be subdivided and the width, location, grades and street profiles of all streets or other public ways proposed.					
I	Contour lines at intervals of five feet or at such intervals as the Planning Board may require, based on United States Geological Survey datum.					
J	Soils report identifying ; all wetlands, soils boundaries and names in the proposed development with the soils info. superimposed upon plot plan in accord with USDA -SCS National Cooperative Soil Classification. For Cluster subdivisions a High intensity soil survey by Soil Scientist					

Subdivision Application Appendix #1

SUBDIVISION REGULATIONS		Submitted by Applicant	Not Applicable	Applicant Requests to be Waived	Received by Planning Board	Waived by Planning Board
K	Typical cross sections of the proposed grading for roadways and sidewalks.					
L	Date plan prepared and date of any revision, true North point and graphic scale.					
M	Deed description and map of survey of tract boundary made and certified by a registered land surveyor, tied into Standish GIS parcel base map.					
N	Connection with the existing water supply or an alternative means of providing water supply to the proposed subdivision. Water Company letter of capacity					
O	Location and results of tests to ascertain subsurface soil and groundwater conditions for sewage disposal systems.					
P	Provisions for collecting and discharging storm drainage, in the form of a drainage plan.					
Q	Preliminary designs of required culverts.					
R	Proposed lot lines with dimensions and suggested locations of buildings.					
S	Location of temporary markers adequate to enable the Board to locate readily and appraise the basic layout in the field. Copies of the plans and drawings on 8.5" x 11" or 11" x 17" sheets					
T	All parcels of land proposed to be dedicated to public use and the conditions of such dedication					
U	Location of all natural features or site elements to be preserved.					
V	A grading plan as may be required for any or all lots as determined by the Planning Board.					
W	The preliminary layout of any bridges required.					
X	Full extent of floodplain(s) as shown on the most current version of the FEMA maps. 100-year flood elevations					
Y	Any areas within the proposed subdivision that may be used for a stump dump or for gravel or fill removal. The size of these areas and the expected extent of time these areas will be utilized shall be included with the application.					
	Planning Board may require additional information where it is determined necessary by the Board to meet criteria of the State Subdivision Statute Title 30-A M.R.S.A., §4404.					
181	ADDITIONAL INFORMATION					
	Legal review information including Agent authorization form, Deed restrictions on proposed new lots or dwellings, homeowners association documents and incorporation.					
	Verification of right, title or interest in property, Copy of most recently recorded deed; all restrictions, easements, rights-of-way and other encumbrances					
181-81	Professional review fees (peer review escrow account)					

Subdivision Application Appendix #2

Final Subdivision Application Checklist Information to accompany plan.

The final plan shall consist of 12 copies of one or more maps or drawings which shall be printed or reproduced in the same manner as the preliminary plan. Space shall be reserved for endorsement by all appropriate agencies. The final plan shall be stamped by responsible professional and show:

Refer to Section § 181-85, 86 and 87 of the Land Use Code for the Town of Standish for additional information. Final Plan INFORMATION

Code Section	SUBDIVISION REGULATIONS	Submitted by Applicant	Not Applicable	Applicant Requests to be Waived	Received by Planning Board	Waived by Planning Board
181-83	Deed restrictions on proposed new lots or dwellings					
181-83	Inspection escrow account established					
181-84						
1	All information presented on the preliminary plan and location map and any amendments thereto suggested or required by the Board.					
2	The name, registration number and seal of the land surveyor, architect or planning consultant who prepared the plan.					
3	Street names and lines, pedestrian ways, lanes, easements and areas to be reserved for or dedicated to public use.					
4	An actual field survey of boundary lines of tract, giving complete descriptive data by bearings and distances, made and certified by a licensed land surveyor. Corners of tract shall be located on the ground and marked by monuments as herein required and shall be referenced as shown on plan.					
5	Sufficient data to determine readily the location, bearing and length of every lot line and boundary line and to reproduce such lines upon the ground. Where practical, these should be tied to reference points previously established.					
6	The survey of the outside boundaries of the tract and the computation of the lot lines, to be performed to an accuracy of one foot in 5,000 feet. If requested by the Planning Board, the surveyor shall furnish copies of outside boundaries showing: (a) Sketch of traverse lines. (b) Closures. (c) Adjustments. (d) Coordinates. (e) Computation of outside boundaries.					
7	Contour lines at intervals of five feet or at such intervals as the Planning Board may require, based on United States Geological Survey datum.					
8	Granite monuments, set at all outside corners of proposed subdivision tract. All monuments shall be four feet long and six inches above ground except in lawns, drives and parking lots where they shall be flush. If subsurface is ledge between one and three feet deep, a two-foot diameter concrete encasement based on ledge shall be required. If ledge is less than one foot deep, a one-inch steel rod shall be grouted into ledge.					
9	By proper designation, all public open space for which offers of cession are made by the subdivider and those spaces to which title is reserved by him.					
10	Lots and blocks within the subdivision numbered in accordance with local practice.					

Subdivision Application Appendix #2

	There shall be submitted to Board with final plan:					
1	Written offers of cession to the municipality of all public open space shown on the plan, and copies of agreements or other documents showing the manner in which spaces, title to which is reserved by the subdivider, are to be maintained.					
2	Written evidence that the municipal officers are satisfied with the legal sufficiency of the documents referred to in Subsection A above. Such written evidence shall not constitute an acceptance by the municipality of any public open space referred to in Subsection A above.					
3	A performance bond to secure completion of all improvements required by the Board and written evidence that the municipal officers are satisfied with the sufficiency of such bond.					
	General Standards					
181-89	Planning Board to consider requirements. In reviewing applications for the subdivision of land, the Board shall consider the following general requirements. In all instances the burden of proof shall be upon the person proposing the subdivision.					
181-90	Conformance to Comprehensive Plan.					
181-91	Preservation of natural and historic features.					
181-92	Land not suitable for development.					
181-93	Lots.					
181-94	Easements for natural drainage ways					
181-95	Utilities					
181-96	Street trees, esplanades and open spaces					
181-97	Required improvements Interior roads.					
181-98	Separate sewage disposal sites					
181-99	Municipal consultant fees					
181-123	Road impact fee analysis with vehicular trip generation rates					
	ADDITIONAL INFORMATION					
	Planning Board may require additional information where it is determined necessary by the Board to meet criteria of the State Subdivision Statute Title 30-A M.R.S.A., §4404.					

Subdivision Application Appendix #3
PLANNING BOARD AGENT AUTHORIZATION

If you are the acting agent for the property owner, we need written documentation granting you the authority to do so. Please have the Property Owner fill out the following form.

PLANNING BOARD AGENT AUTHORIZATION FORM

Dear Standish Planning Board Members:

I / We being the undersigned owners of property described by Standish tax map _____ and lot # _____

located at _____ do hereby appoint and empower to act _____
(Street address development site) (Firm or Individual)

as an agent on my / our behalf as the owner(s) of the proposed subdivision / land development plan referred to as

_____. The agent for the above plan is empowered to make all decisions about the
(Name of development / project / plan)

plan, including but not limited to: authorizing incurring costs for professional services as the billing of plan review and inspection fees by the Town or its representative, requesting extensions of time for review, and accepting conditions of approval imposed or requested by the Board of in considering the approval of the plan. Agent's decisions and actions are binding upon the owner(s) or the proposed subdivision / land development plan.

Sincerely,

Property Owner #1: _____ - _____ - _____
(Please print name) (Property owners signature) (date)

Property Owner #2: _____ - _____ - _____
(Please print name) (Property owners signature) (date)

Property Owner's Address: _____
(Home Street address – City, State, zip)

Property owner's Telephone: _____ work: _____
(Home phone number) (Work phone number)

Authorized agent: _____ - _____ - _____
(Print name agent) (Signature of authorized agent) (Month, day, and year)

Agent address: _____ - Agent Phone #: _____
(Business Street address – City, State, zip) (Work phone number)

Witness printed name: _____ - _____ - _____
(Print name Witness) (Signature of Witness) (Month, day, and year)

Witness information: _____ - _____
(Phone # witness) (address witness)

STANDISH SUBDIVISION APPLICATION APPENDIX #3 Agent Authorization

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Subdivision Application Appendix #4
Cluster Subdivision only NET RESIDENTIAL AREA CALCULATION WORKSHEET

Property owner _____ Subdivision Name _____

Location: _____ Tax map: _____ Lot: _____ Use separate sheet for bonus lot calculations if any.

LAND USE DEVELOPMENT CODE

§ 181-27 (6) Calculation of the maximum number of lots/units. A developer shall be allowed to reduce the lot area requirement in any residential development in accordance with the following procedures:

(a) The maximum number of lots or units to be permitted within any cluster residential development shall be determined by reducing the total area of the proposed development by 15%, for street rights-of way, and by those areas deemed "land not suitable for development" as defined in § 181-92 of the Town's Subdivision Regulations, as may be amended from time to time. Unsuitable land includes such areas as rock outcrops, nonreclaimed gravel pits, wooded and freshwater wetlands, or due to configuration steepness of slope, subsurface conditions or other existing natural impediments. The remaining area shall be divided by the minimum lot area or maximum number of lots/units permitted. Any land area not considered a part of the 15% for street rights-of-way, "land not suitable for development" as defined in § 181-92 of the Town's Subdivision Regulations or part of a lot/unit shall be considered net residential acreage reserved as common area except that the net residential acreage reserved as common area may then be reduced pursuant Subsection D(6)(b) below.

§ 181-92. Land not suitable for development.

A. The Board shall not approve such portions of any proposed subdivision that:

(1) Are situated below sea level.

(2) Are located within the one-hundred-year frequency floodplain as identified by an authorized federal or state agency or, when such identification is not available, are located on floodplain soils identified and described in the National Cooperative Standard Soil Survey.

(3) Are located on land which must be filled or drained or on land created by diverting a watercourse, except that the Board may grant approval if a central sewage collection and treatment system is provided.

(4) Are determined to be freshwater wetlands, wetlands associated with great ponds or rivers, or forested wetlands.

B. In no instance shall the Board approve any part of a subdivision located on filled wetlands or filled or drained great ponds (natural body of water 10 acres or more in size).

SUBMIT THIS WORKSHEET WITH SEPARATE PLAN SHOWING & QUANTIFYING ALL ITEMIZED AREAS LISTED BELOW. Show calculations on all subdivision preliminary and final plans.

Total property Area: _____ Acres _____ Sq. Ft.

Item#	Description	Area acres	Area Sq. Ft.
1	15% Reduction	_____ Acres	_____ Sq. Ft.
2	Additional R.O.W. not part of #1	_____ Acres	_____ Sq. Ft.
3	Flood plain	_____ Acres	_____ Sq. Ft.
4	Wetlands	_____ Acres	_____ Sq. Ft.
5	Rock outcrops & Stream channels	_____ Acres	_____ Sq. Ft.
6	Slopes 20% or greater	_____ Acres	_____ Sq. Ft.
7	Non-reclaimed borrow pits	_____ Acres	_____ Sq. Ft.
8	Inaccessible Areas	_____ Acres	_____ Sq. Ft.
9	Other Subjective Planning Board Call	_____ Acres	_____ Sq. Ft.
10	TOTAL NET RESIDENTIAL AREA	_____ Acres	_____ Sq. Ft.

11) Lots = Total net residential area (SF) / Min. lot size per zoning district (SF) = _____ / _____ = _____ Lots

Signature _____ C.S.S. # _____

Date _____

Note: Standish code defines an acre as a builder's acre of 40,000 SF

STANDISH SUBDIVISION APPLICATION APPENDIX #4

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Subdivision Application Appendix #4

BONUS LOT CALCULATIONS:

Any land area not considered a part of the 15% for street rights-of-way, "land not suitable for development" as defined in § 181-92 of the Town's Subdivision Regulations or part of a lot/unit shall be considered net residential acreage reserved as common area except that the net residential acreage reserved as common area may then be reduced pursuant Subsection D(6)(b) below.

§ 181-27.EN Cluster development. (b) Bonus for water main extensions: When a water main is extended into a development to serve the entire development, the developer will receive a bonus of one lot/unit above that number determined from Subsection D(6)(a) above for each 7 acres of net residential area reserved as common area, as determined from Subsection D(6)(a) above, as follows:

Item #	Description	Area Builders Acres	Area Sq. Ft.
11	Net residential area from D6a (above worksheet line 10)	____-(B. acres)	____ (Sq. Ft.)
12	Area contained within lots <u>from D6a above</u>	____ (B. acres)	____ (Sq. Ft.)
13	Net Residential Area reserved as common area Note the actual area reserved as common area on the final plan will not necessarily be the same as that shown on line 13 because bonus lots may then further reduce the common area.	____ (B. acres)	____ (Sq. Ft.)

14) BONUS LOTS = Net residential area reserved as common area (Builders acre) / (7) = ____ **LOTS**

15) TOTAL LOTS = Lots (Net residential area calculations worksheet line 11)+ Bonus lots (line 14)

16) TOTAL LOTS = ____ - + ____ = ____ **LOTS** - Total lots = ____ **lots**

Note: Fractional components of lots from the above worksheets may be carried forward to this last step, however the total lots from above equation (line 16) must be rounded down to next whole number.

Subdivision Application Appendix #5

Subdivision Approval Process

Approval process for **complete** applications takes a minimum of 3 months

