



# TOWN OF STANDISH PLANNING OFFICE

175 Northeast Road  
Standish, Maine 04084  
Phone: (207) 642-3461 • Fax: (207) 642-5181

## APPLICATION FOR PRIVATE WAY

<b>PROPERTY OWNER'S INFORMATION</b>	<b>Name</b>		<b>Mailing Address</b>	
	<b>Phone</b>			
	<b>Email</b>			
	<b>Fax</b>			
<b>APPLICANT'S INFORMATION IF DIFFERENT FROM OWNER</b>	<b>Name</b>		<b>Mailing Address</b>	
	<b>Phone</b>			
	<b>Email</b>			
	<b>Fax</b>			
<b>APPLICANT'S AGENT INFORMATION</b>	<b>Name</b>		<b>Name of Business</b>	
	<b>Phone</b>		<b>Mailing Address</b>	
	<b>Fax</b>			
	<b>Email</b>			

PLEASE RESPOND TO ALL QUESTIONS.

This application and all accompanying submissions shall conform to the applicable provisions of the Land Use and Development Code of the Town of Standish land use code § 181-14. Lots -C back lots. This form must be accompanied by the required application fee and twelve (12) copies of the plan and supporting materials. For (24" x 36") plans, eight of the twelve plan set may be reproduced as half scale reductions on 12" x 18" paper. The included applications for "Agent Authorization" and "Proposed Street Name" may be required.

1. Street location/address of property: \_\_\_\_\_

Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Zoning District: \_\_\_\_\_

2. Right, title or interest in the property: \_\_\_\_\_

(attach copy of most current deed) \_\_\_\_\_

Contract to purchase, option to lease (attach copy and delete confidential information) \_\_\_\_\_

3. Does the owner hold any interest in abutting or contiguous property? \_\_\_\_\_

If so, describe: \_\_\_\_\_

4. Identify any and all easements on property: \_\_\_\_\_

(Attach copies of easement deeds.)

5. Size of property (sq. ft. or acres): \_\_\_\_\_
6. Number of lots served: \_\_\_\_\_
7. Number of dwelling units to be served: \_\_\_\_\_
8. Length of private way: \_\_\_\_\_
9. Fee interest in the private way shall be held by: \_\_\_\_\_
10. Proposed name of private way: \_\_\_\_\_
- Application for street name                      Approved \_\_\_\_\_                      Unapproved \_\_\_\_\_
11. List any state or federal approvals required: \_\_\_\_\_
- \_\_\_\_\_ DEP              Type of permit: \_\_\_\_\_
- \_\_\_\_\_ Army Corps of Engineers              Type of permit: \_\_\_\_\_
12. Attach copy of private way maintenance agreement to become part of the deeds and be recorded at the registry of deeds."
13. Attach a copy of the impact fee analysis if the application is subject to impact fees as outlined in code section 181-121.
14. Attach "PLAN OF PRIVATE WAY", profile, cross-section and copy of culvert sizing calculations.
15. Is a variance from the Zoning Board of Appeals required? \_\_\_\_\_ If so, describe: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
16. Proposed schedule of improvements:
- Estimated cost: \_\_\_\_\_
- Beginning date: \_\_\_\_\_
- Completion Date: \_\_\_\_\_
- The undersigned hereby makes application to the Town of Standish for approval of the attached plans and declares the foregoing to be true and accurate to the best of his/her knowledge.
- \_\_\_\_\_  
Applicant
- \_\_\_\_\_  
Date

## **Private Way Plan Notes**

- 1) The original plan of the private way shall be recorded in the Cumberland County Registry of Deeds within thirty (30) days of approval by the Planning Board.
- 2) The private way shall be given a name after receiving recommendation of the Fire Chief and approval of the Town Council. The private way shall be marked with a Town approved sign identifying the private way.
- 3) The house(s) shall be properly numbered and the number(s) shall be visible from the private way year-round.
- 4) All construction and site alterations shall be done in accordance with the erosion prevention provisions outlined in the "Maine Erosion and Sedimentation Control Handbook for Construction: Best Management Practices," Cumberland County Soil and Water Conservation District, Department of Environmental Protection, latest revision.
- 5) The private way shall be designed and constructed to conform to the standards for private ways as presented in the *Land Use and Development Code, Town of Standish*, Section 181-14 Subsection C.
- 6) The Town of Standish shall not be responsible for the maintenance, repair, plowing, or similar services for the private way shown on this plan. A private way maintenance agreement shall become part of the deeds and be recorded at the registry of deeds."
- 7) The private way shown on this plan shall not be accepted as a public street by the Town of Standish unless the way complies with the standards for public streets (including width of right-of-way existing at the time acceptance is requested).
- 8) The private way shall be maintained for emergency vehicles year-round.
- 9) The applicant shall be responsible for demonstrating that the construction of the private way(s) meets the standards § 181-14. C. The private way(s) shall be inspected by a registered professional engineer hired by the Town at the applicant's expense. Prior to the issuance of any certificates of occupancy for lots served by a private way(s), the engineer shall certify to the Code Enforcement Officer that the private way(s) has been constructed in accordance with this section.
- 10) The approval of this plan is for a Private Way only. The lots (if any) shown on this plan are for illustration only and have not been reviewed and approved under the "Land Use and Development Code Town of Standish, Maine" for compliance with the Part I, "Zoning Regulations," Part III, "Subdivision."

## **REVIEW CHECKLIST**

### **Application and Plan**

- \_\_\_\_\_ Fee
- \_\_\_\_\_ Title Block
- \_\_\_\_\_ Right, Title, or Interest
- \_\_\_\_\_ Signature Block
- \_\_\_\_\_ Plan
- \_\_\_\_\_ Road Profile
- \_\_\_\_\_ Cross Section
- \_\_\_\_\_ Length
- \_\_\_\_\_ Grades
- \_\_\_\_\_ Lane Width
- \_\_\_\_\_ Sub base Construction
- \_\_\_\_\_ Paved Apron ( construction detail)
- \_\_\_\_\_ Lot Frontages/Lot Areas
- \_\_\_\_\_ Sight Distances

### **Plan Notes**

- \_\_\_\_\_ Record Owner's Name and Address
- \_\_\_\_\_ Applicant's Name and Address
- \_\_\_\_\_ Zoning District
- \_\_\_\_\_ Standard Private Way Plan Notes
- \_\_\_\_\_ Town Disclaimer
- \_\_\_\_\_ Maintenance Agreement
- \_\_\_\_\_ Fee Ownership

§ 181-14. Lots.

C. *Back lots. Back lots used solely for single-family purposes shall be permitted, subject to the following: [Amended 6-2-1998 by Order No. 49-98; 3-9-2005 by Order No. 169-04]*

(1) *Access.*

(a) *A fifty-foot-wide access shall be provided for back lots.*

(b) *Said access shall be owned either in fee or permanent easement and maintained by the back lot users.*

(c) *Record of said accessway shall be recorded as part of the deed of each lot user on file with the county register of deeds.*

(d) *Accessway entrance to a street shall require a street opening permit and conform to standards of Part 3 of this chapter, Subdivision Regulations, and Chapter 252, Streets and Sidewalks, and shall be approved by the Public Works Director.*

(e) *Creation of a subdivision requires compliance with the provisions of Part 3 of this chapter, Subdivision Regulations. The use of a private way(s) within a subdivision is prohibited pursuant to § 181-97.1C.*

(2) *Frontage. Frontage equal to the street frontage required for the zoning district shall be required along the accessway.*

(3) *Lot size.*

(a) *Any back lot shall be equal to or greater than the minimum lot size dimensions required for the zoning district. Computation of minimum lot size area shall not include any portion of the area devoted to an accessway.*

(b) *The side lot nearest and generally parallel to the road to which the back lot access way leads shall be equal to the street frontage required for the zoning district.*

(4) *Construction of private way.*

(a) *The construction of private ways shall meet the standards specified below:*

Feature	Number of Residences Served by Way		
	1	2	3 or More
Roadway width	12 feet	16 feet	Town subdivision std
Min subbase road gravel	12 inches	15 inches	Town subdivision std
Wearing surface fine gravel	2 inches	2 inches	Town subdivision std
Maximum length	None	None	Town subdivision std
Maximum grade	10%	8%	Town subdivision std
Minimum grade	0.5%	0.5%	Town subdivision std
Turnaround	Hammerhead	Hammerhead	Town sub std
Stormwater drainage	Approval of Public Works Director		Town sub-div std

(b) *The issuance of a building permit for a single-family dwelling on a back lot shall in no way be construed to imply the acceptance of any accessway for the purpose of maintenance, improvements or snow removal by the Town of Standish.*

(c) *A lot which currently meets minimum road frontage requirements shall not count as a lot for the purpose of this section, unless the accessway services such lot.*

(d) *This section is not intended to prohibit the Appeals Board from granting a variance if the variance requirements are met.*

(5) *Private way approval procedures.*

(a) *A private way serving one residence shall be approved by the Code Enforcement Officer and the Public Works Director.*

(b) *A private way serving two residences shall be approved by the Code Enforcement Officer and Public Works Director with review and inspection of a consulting engineer at the applicant's expense. A private way maintenance agreement shall become part of the deeds and be recorded at the Registry of Deeds.*

(c) *A private way serving three or more residences shall be approved by the Planning Board.*

[1] *Application procedure for a private way serving three or more residences. The owner shall submit a formal application for review and approval of a private way to the Planning Board. The application shall consist of:*

[a] *A fully executed and signed copy of the application for private way review (provided by the Town).*

[b] *A review fee in such amount as the Town Council may from time to time establish by Town Council order.*

[c] *Twelve copies of written materials plus 12 sets of the plan, maps, or drawings containing the information listed below. The written materials shall be contained in a single report. The plan, maps, or drawings shall be at a scale sufficient to allow review of the items listed under approval criteria, but in no case shall be more than 50 feet to the inch.*

[d] *Plan information.*

[i] *A plan showing the private way shall be prepared in permanent ink on permanent transparency material.*

- [ii] The plan shall be signed and sealed by a registered professional land surveyor for property line boundaries and shall also have the roadway and drainage design signed and sealed by a registered professional engineer.
- [iii] The plan shall be labeled "Plan of a Private Way" and shall provide an approval block for the signatures of a legal majority of the Planning Board, the date of approval and the words, "Private Way, Approved by the Town of Standish Planning Board."
- [iv] The plan shall show information sufficient to establish on the ground the exact location, direction, width and length of the private way.
- [v] A street plan profile and cross section shall be submitted for each private way.
- [vi] Required plan notes:
- [A] "The Town of Standish shall not be responsible for the maintenance, repair, plowing, or similar services for the private way shown on this plan. A private way maintenance agreement shall become part of the deeds and be recorded at the registry of deeds."
- [B] "The private way shown on this plan shall not be accepted as a public street by the Town of Standish unless the way complies with the standards for public streets (including width of right-of-way existing at the time acceptance is requested)."
- [2] Review Procedures. The Planning Board shall consider if the application complies with the standards of § 181-14C. If the Board finds that the application conforms to these requirements, the Board shall vote to approve the application. The applicant shall be notified in writing of the Board's action.
- [3] Recording of the approved plan. The original plan(s) shall be recorded in the Cumberland County Registry of Deeds within 30 days of approval by the Planning Board and prior to the issuance of building permits on any lots served by the private way. If the plan is not recorded within this period, the approval of the Planning Board shall be void.
- [4] Inspection.
- [a] The applicant shall be responsible for demonstrating that the construction of the private way(s) meets the standards of this section.
- [b] The private way(s) shall be inspected by a registered professional engineer hired by the Town at the applicant's expense.
- [c] An inspection escrow account shall be established to cover the costs associated with the Town hiring of a professional engineer for associated inspection. Once the project is completed, any unexpended funds shall be returned to the applicant.
- [d] Prior to the issuance of any building permit for lots served by a private way(s), either the private way(s) shall be constructed and approved by the inspection engineer or a performance guarantee for the cost of the required construction shall be established in the form of a passbook account held by the Town. The cost estimate shall be provided by the applicant, reviewed by the inspection engineer and accepted by the Planning Board Administrator.
- [e] Prior to the issuance of any certificates of occupancy for lots served by a private way(s), the engineer shall certify to the Code Enforcement Officer that the private way(s) has been constructed in accordance with this section.
- D. Notwithstanding any provisions to the contrary in this Land Use Code or in the Shoreland Zoning OrdinanceEN of the Town of Standish, a single lot of record which lacks adequate road frontage and does not have public or private motor vehicle access may be built upon and used for any use allowed in the zoning district if such lot is located on an island, has water frontage which equals or exceeds the road frontage requirement in the zoning district and is accessible by watercraft.

#### Part 4, Assessment of Capital Impact Fees

##### ARTICLE XXI, Impact Fees

###### § 181-121. Purpose.

C. It shall be the policy of the Town to calculate and assess all capital impact fees and required improvement in a fair manner which reasonably correlates incremental capital cost to the beneficiary of the same.

##### ARTICLE XXII, Administration

###### § 181-122. Administration.

Planning Board to administer. The Planning Board, in conjunction with the Finance Director, shall be responsible for administration of this Part 4 of Chapter 181.

##### ARTICLE XXIII, Applicability

###### § 181-123. Applicability.

A. Residential and nonresidential impact on existing road inventory. If the Planning Board determines that proposed residential or nonresidential development will have a capital expenditure impact on any existing road within Standish, the Planning Board shall assess an impact fee, prior to granting final approval of a given application, for the related improvement of that road. Such Planning Board determination shall be supported by factual findings and testimony from Town department heads, the applicant and any other relevant source in assessing these fees and/or requiring related capital improvements. Any applicable fees required under Part 4 shall be paid to the Town prior to the issuance of any building permit or performance of any work on site for the approved work, whichever comes first. Any development to occur on roads

classified as "D" or "E" as described in Appendix A (existing road inventory) of this Part 4, EN shall be improved to standards as described in Article XIX, Design Standards, of Part 3 of this chapter.

B. In order to develop a fair and accurate impact fee amount, the applicant shall provide the Planning Board with a detailed estimate of total likely Town way improvement costs, including but not limited to legal fees, survey costs, engineering costs, grubbing, disposal, subbase and base work, drainage, surfacing and/or resurfacing, vegetation, signage and real estate acquisition costs (including estimated cost of condemnation). Subject to reliable data previously collected by the Town, the applicant shall also provide the Planning Board with professionally certified current traffic count data and a professional estimate of total traffic anticipated upon completion of development proposed in the application.

(1) The Planning Board shall calculate an impact fee for the improvement of existing Town ways as follows:

$$\frac{(\text{Total Traffic Estimate}) - (\text{Current Traffic Count})}{(\text{Total Traffic Estimate})} \times (\text{Total Improvement Cost}) = \text{Impact Fee}$$

(2) Requirements described in Subsection A and B(1) of this section shall be waived by the Planning Board, if the applicant agrees to improve to the required standard, at the applicant's expense, the affected existing Town ways described in Subsection A and posts a performance guaranty for the full value of the improvements to be made. The applicant shall have two years from the date of final approval to complete necessary improvements. At all times during improvements the Town shall retain full authority to maintain and operate the Town way in a safe, efficient manner.

C. Streetlights.

(1) All proposed subdivision plans submitted to the Planning Board for review shall contain acceptable provisions for adequate, wellplaced street lighting, both within proposed rights-of-way and affected intersections of proposed rights-of-way and existing ways. The applicant may choose to install streetlights at the applicant's expense at time of construction or to pay the Town of Standish an amount equal to the full cost of installation of all proposed streetlights in accordance with Subsection C(2). In the event that the applicant chooses to install streetlights, the Planning Board shall be provided with documented proof that all costs of equipment and installation have been paid in full.

(2) In the event that the applicant chooses to pay streetlight installation costs to the Town, the Town shall hold these funds in accordance with Article XXIV of this Part 4. The Town Council shall retain full authority to utilize these funds for their intended purpose at any time within the next ten-year period.



## TOWN OF STANDISH PLANNING DEPARTMENT

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Standish, Maine 04084  
Phone: (207) 642-3461 • Fax: (207) 642-5181

This form must be completed and accompany the application material at time of submission to the Standish Planning Board.

AGENT AUTHORIZATION					
<b>PROPERTY DESCRIPTION</b>	<b>Physical Address</b>			<b>Tax Map</b>	
				<b>Lot</b>	
<b>OWNERS INFORMATION</b>	<b>Name</b>		<b>Name of Business</b>		
	<b>Phone</b>		<b>Mailing Address</b>		
	<b>Fax</b>				
	<b>Email</b>				
<b>APPLICANT'S AGENT INFORMATION</b>	<b>Name</b>		<b>Name of Business</b>		
	<b>Phone</b>		<b>Mailing Address</b>		
	<b>Fax</b>				
	<b>Email</b>				
<p>Said agent(s) may represent me/us before Standish Town officers and the Standish Planning Board to expedite and complete the approval of the proposed development for this parcel.</p>					
<b>SIGNED BY:</b>	<b>SIGNATURE</b>		<b>DATE</b>		
<b>APPLICANT</b>					
<b>CO-APPLICANT</b>					
<b>APPLICANT'S AGENT</b>					

PLEASE INCLUDE COPY OF CURRENT DEED.



# TOWN OF STANDISH

## Planning Department

175 Northeast Road  
Standish Maine 04084

Phone: (207) 642-3461

Fax (207) 642-5181

### APPLICATION FOR: STREET NAME APPROVAL

PROPERTY OWNER'S INFORMATION	Name		Mailing Address	
	Phone			
	Email			
	Fax			
APPLICANT'S INFORMATION IF DIFFERENT FROM OWNER	Name		Mailing Address	
	Phone			
	Email			
	Fax			
APPLICANT'S AGENT INFORMATION	Name		Name of Business	
	Phone		Mailing Address	
	Fax			
	Email			

### PROVIDE A COPY OF THE APPROVED SUBDIVISION PLAN OR A PLAN SHOWING THE STREETS TO BE NAMED.

PROVIDE A SUGGESTED STREET NAME. YOU MAY CHOOSE TO PROVIDE AN ALTERNATE NAME IN THE EVENT YOUR FIRST CHOICE DOES NOT MEET 911 REQUIREMENTS.	STREET NAME	PROPOSED:	
		ALTERNATE:	
	STREET NAME	PROPOSED:	
		ALTERNATE:	
	STREET NAME	PROPOSED:	
		ALTERNATE:	
	STREET NAME	PROPOSED:	
		ALTERNATE:	

All street name signs must conform to the Town of Standish requirements for street signage with regards to name, size, color, mounting and materials.

Prior to the installation and or placement of street signs the location of the sign and the sign must be approved by the Director of Public Works.

Public Works reserves the right to install all street signs.



## INSTRUCTION FOR SUBMITTING A COMPLETE STREET NAME APPLICATION

The following information must be provided:

- A copy of the tax map indicating the location of the proposed private drive or right-of-way.
- A specific written description of where the private drive or right-of-way is located. (i.e. "off Northeast Road after # 205 between Shaws Mill Road and Marge Lane.)

### **ALL APPLICANTS – PLEASE READ THE FOLLOWING:**

- Due to emergency (911) services, similar sounding names will not be acceptable (i.e. Maple Lane, Naple Lane, William Drive and Williams Drive, etc.).
- Streets which join or are in alignment with streets of abutting or neighboring properties will bear the same name. (i.e. More than one street name on a continuous street is not acceptable.).
- Subsequent to the approval of a street name, the Assessor / Addressing Officer will assign new house numbers. Any costs incurred due to an address change are the responsibility of the individual lot owner(s).
- Subsequent to approval of a street name, the applicant(s) must notify the Director of Public Works (Tel: 207 642-5416) regarding ordering of and installation of street signs. Again, the applicant(s) are responsible for costs incurred for street signs.

### **THIS SECTION FOR OFFICE USE ONLY:**

DEPARTMENT	APPROVED	SIGNATURE	COMMENTS
	Yes or NO		
FIRE DEPARTMENT			
POLICE DEPARTMENT			
PUBLIC WORKS			
ASSESSING DEPT.			
PLANNING			

## **Standish Town Code**

§ 252-23. Naming and numbering of streets and roads. [Amended 7-9-1996 by Order No. 38-96]

A. Purpose. The purpose of this section is to facilitate rapid location of properties for delivery of emergency public safety services as well as mail and parcel delivery within Standish.

B. Authority. This section is adopted pursuant to and consistent with the Municipal Home Rule Powers as provided for in Article VIII, Part 2, Section 1 of the Constitution of the State of Maine and Title 30-A M.R.S.A., Section 3001.

C. Definitions. For the purpose of this section only, the following definitions shall apply. A "street" is any highway, road, street, avenue, lane, private way, or similar paved, gravel or dirt way within a city, Town or plantation. An "improved property" refers to any property on which a more or less permanent structure has been erected or placed.

D. Official Map. The map(s) entitled "Property Number Map(s) of the Town of Standish, Maine," dated May 1996, are hereby adopted as official maps by which streets are named and property numbers assigned. The map shall be held in the custody of the Town through its tax assessor. Assignment of numbers to properties, both on existing and proposed streets, shall be the responsibility of the assessor or designee. The assessor, in coordination with the Town dispatch department, shall be responsible for maintaining the following official records of the numbering system:

(1) The property number maps of Standish.

(2) An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers.

(3) An alphabetical list of all streets with property owners listed in order of their assigned numbers.

E. Numbering and naming system.

(1) Each resident and business property shall have a number indicating its position on the street on which it is located. Every street, regardless of public/private status or extent of development, shall have a name. The Standish Town Council shall be the final authority in assigning or accepting names for such ways. A street name assigned by the Town shall not constitute or imply acceptance of the street as a public way. Street names shall generally conform to United States Postal Service guidelines, however, the Town retains final authority in assigning all street names and numbers. In general, one whole number shall be assigned for every 50 feet of street frontage, whether the property is improved or vacant. In general, numbers shall begin at the end of the street closest to the Town's datum point which is hereby designated as the intersection of Routes 25 and 35, Standish Corner. Based on this datum point, even numbers shall appear on the left side of the street and odd numbers shall appear on the right side of the street.

(2) Renaming of streets and ways shall require approval of the Town Council. Property owners may petition the Council at any time for a name change. However, the Council is not bound to act on any such petition.

(3) Renaming streets and ways may be accomplished at any time by the Town Council if, in the judgment of the Council, the name of a street or way duplicates or bears phonetic resemblance to another existing street or way.

F. Property owners encouraged to post numbers.

(1) All property owners of an improved property, on or before the effective date of this section, are encouraged but specifically not required to display and maintain in a conspicuous place on said property the number assigned.

(2) Numbering and maintaining of boxes utilized by the United States Postal Service is expressly outside the jurisdiction of the Town of Standish.

G. Proposed streets and proposed structures. Proposed streets shall be named and numbered in accordance with the provisions of Subsection E of this section. A street shall not be assigned a name that is already in use in the Town nor shall a street be assigned a name that is similar to a street name already in use in the judgment of the Planning Board. Final approved subdivision plans shall bear an assigned street name as approved by the Planning Board, however, the Town Council shall be the final authority in all street name assignments.

H. Street signs. The Town of Standish shall assume responsibility for installation and maintenance of all street signs on all streets, public and private, with the express exception of approved mobile home parks. The Town retains final authority in all sign selection and placement. In any situation where one or more private property owners along a given street objects to Town placement of a street sign and an alternate solution cannot be reached, then the Town Manager shall provide a written report of the same to the Town Council and this report shall be permanently filed with the Town Clerk. The Town shall then be absolved of future responsibility and liability related to nonplacement of related street sign(s).

[Amended 1-10-2006 by Order No. 188-05]

I. Effective date. This section shall become effective as of July 15, 1996. It shall be the duty of the Town to notify by mail each owner and the Post Office of the new address within 30 days of this date.