



*Town of Pownal
Pownal, Maine 04069*

Updated November 2024

TOWN OF POWNAL SUBDIVISION APPLICATION

Applicant -

The Town of Pownal Planning Board is a volunteer board composed of members of the Pownal community.

The Planning Board in reviewing applications for development within the town, shall make decisions by applying the Town of Pownal Land Use Ordinance, applicable State of Maine Statutes as well as ensuring the development meets the spirit and intent of the Town's Comprehensive Plan.

Applicants can expect efficient, fair, thoughtful, impartial decisions and respectful treatment by all members of the Board.

Please see the Current Planning Board Submission Deadlines and Meeting Dates Schedule, Planning Board Procedures and the Town of Pownal fee schedule. All can be found on the Town's Website under Planning Board. Applications received or submitted after the applicable deadline date will be placed on the next available month's agenda. A preapplication meeting held with the Town Planner is required before a formal application is submitted. Application requirements are detailed in checklists for Minor and Conservation Subdivision checklists found on the Town's website.

The Planning Board may require an expert consultant or consultants to study and report as to compliance or non-compliance of standards. The consultants shall be fully qualified to provide the required information.
Costs shall be borne by you.

The Planning Board may also ask for one or more of the following:

- A letter from a financial institution indicating you have adequate financial capacity.
- Certified check or an Irrevocable Letter of Credit from a financial institution.
- Documentation of Technical capacity.

Town of Pownal, Maine

SUBDIVISION APPLICATION FORM

Note to Applicant: Please complete all questions on this form and return it to the Pownal Town Office. An incomplete or unsigned application form may delay processing and/or approval of your application. **A complete subdivision application consists of all required plans, forms and submission requirements and payment of the application fee.**

APPLICATION INFORMATION

Date of first Planning Board Review: _____

All correspondence regarding this application should be sent to:

Owner Applicant Authorized Agent Land Surveyor, Engineer, Architect etc.

Property Owner's Contact Information

Name: _____
Mailing Address: _____
Email Address: _____
Phone#: Office: _____ Cell: _____ Fax: _____

Applicant's Contact Information

Name: _____
Mailing Address: _____
Email Address: _____
Phone#: Office: _____ Cell: _____ Fax: _____

- If applicant is a corporation, attach a copy of the State's Registration
 - Licensed in the state of Maine Yes No - State _____

- Applicant's Authorized Agent:
Name: _____
Mailing Address: _____
Email Address: _____
Phone#: Office: _____ Cell: _____ Fax: _____

- What legal interest does the applicant have in the property to be developed:
 Ownership Purchase Option Purchase and sales contract Other _____

Please attach documentation of legal interest (i.e., deed, purchase agreement, etc.)

- What interest does applicant have in any abutting properties?

**Applicant's Architect, Landscape Architect, Engineer, Planner or Land Surveyor
contact information.**

Name: _____

Mailing Address: _____

Email Address: _____

Phone#: Office: _____ Cell: _____ Fax: _____

Registration/Professional License # _____

Name: _____

Mailing Address: _____

Email Address: _____

Phone#: Office: _____ Cell: _____ Fax: _____

Registration/Professional License # _____

Name: _____

Mailing Address: _____

Email Address: _____

Phone#: Office: _____ Cell: _____ Fax: _____

Registration/Professional License # _____

Name: _____

Mailing Address: _____

Email Address: _____

Phone#: Office: _____ Cell: _____ Fax: _____

Registration/Professional License # _____

Property Information

Location of Property:

- Road Address: _____
- Cumberland County Registry of Deeds (CCRD): Book # _____ Page # _____
 - ❖ Town Tax Maps # _____ Lot(s) # _____

Total acreage of parcel: _____ Acreage to be developed: _____ Acreage remaining: _____

Current Zoning District(s) of the Property:

Village District (V) Rural District (RA) Rural District (RB)

1. Is any portion of the property in the FEMA Special Flood Hazard Area (100-year floodplain)? Yes No
2. Is any portion of the property within a special flood hazard area as identified by (FEMA) Federal Emergency Management Agency? Yes No
3. Is any portion of the property within 250 feet of the high-water mark of a pond or river? Yes No
4. Is any portion of the property within the direct watershed of a great pond?
If yes, which great pond (s)? _____
 Yes No
5. Does the property include any waterbodies? Yes No
6. Does the property include any wetlands? Yes No
7. Does the property include any vernal pools? Yes No
8. Is any portion of the property within a Shoreland Zoning District(s):
If yes, Which Shoreland District(s)? _____
 Yes No

9. Identify existing use(s) of the land (farmland, woodlot, etc.)

10. Indicate the nature of any restrictive covenants or easements in the existing deeds:

11. Has the land ever been part of a prior approved subdivision since 9-23-1971? Yes No
If yes, Date: _____ Subdivision Name _____
Cumberland County Registry of Deeds: Plan Book _____ Page _____
(if so, you are an amended subdivision in Pownal).
12. Has the land ever been part of other divisions(s) within the past 5 years?
(example: single lot, land to abutter etc.) Yes No
If yes, Date: _____ Subdivision Name _____
Cumberland County Registry of Deeds: Plan Book _____ Page _____

PROJECT INFORMATION

Check the subdivision you are requesting

Minor Subdivision _____
(Up to 4 lots)

Conservation Subdivision _____
(Five or more lots)

Proposed Subdivision Name: _____

Anticipated date for construction: _____

Anticipated date of completion: _____

Proposed Acreage to be developed: _____

Proposed number of:

Lots or units: _____ Buildings _____ Dwellings: _____

Indicate the nature of any restrictive covenants or easements to be placed in the deeds:

Is the proposed subdivision in keeping with the Town's Comprehensive Plan? Yes No

Identify method of water supply to the proposed subdivision:

- individual wells
- central well with distribution lines
- other, please state alternative _____

Identify method of sewage disposal to the proposed subdivision:

- individual septic tanks
- central on-site disposal with distribution lines
- other, please state alternative _____

Identify method of fire protection for the proposed subdivision:

- dry hydrants located on an existing pond or water body
- existing fire pond; location _____
- construct new fire pond
- other, please state alternative _____

Does the applicant propose to dedicate to the Town use of their private road, recreation or common lands?

Check all that apply:

Private road(s) Yes ___ No ___ Estimated Length ___ feet

Recreation area(s) Yes ___ No ___ Estimated Acreage _____

Common land(s) Yes ___ No ___ Estimated Acreage _____

Does this development propose the extension of public infrastructure? Yes No - Check all that apply

- Roads
- Storm drainage/culvert(s)
- Sidewalk(s) _____ f
- Fire protection facilities or equipment
- Other (describe)

Estimated cost for infrastructure improvements \$ _____

Type of Performance Guarantee proposed:

_____ Performance Bond _____ Letter of Credit _____ Conditional Agreement _____ N/A

Does the applicant intend to request waivers of any of the subdivision submission requirements? Yes No

If yes, list them by Section number of the Subdivision Ordinance and state reason for request.

(use a separate sheet for additional reasons and attach to application).

Application Fees

Has the application been paid? Yes \$ _____ No

If a public hearing is held, notices will be published in a newspaper, and an additional fee will be collected equal to the costs of advertising.

This application form and all accompanying materials must be submitted to the Town of Pownal at least 28 calendar days prior to the meeting at which it is to be considered by the planning board.

The undersigned, being the applicant, owner or legally authorized representative, states to the best of their knowledge, all the above information submitted in this application is true and correct and hereby submits the information for review by the Town and in accordance with applicable ordinances statutes and regulations of the Town, state and federal government. If the applicant is not the property owner and the property owner has not signed the application, the appropriate documentation must be submitted to substantiate that the applicant has authority from the property owner to submit this application. If the applicant's agent is the signatory, authorization by the owner must be provided.

By signature of this application, the following town officials are given permission to enter the property at will for the purpose of reviewing this application: Town Planner, Planning Board, Code Enforcement Officer, Fire Chief, Public Works Director, Assessors' Agent, and the Town Administrator.

Signature of Applicant/Owner/Representative **Date**

For Planning Board use only:

Conditions of approval: _____

Reasons for Denial: _____

Comments: _____
