Note: A major subdivision, by definition, is a subdivision containing six or more lots.

The requirements for final plan application, submitted within six months after preliminary plan approval, are found in Article 6, Sections 6.A & B of the Pownal Subdivision Ordinance.

This checklist is designed to assist applicants in making sure their plans are complete before coming before the Planning Board for review.

SUBMISSION REQUIREMENTS

___ An original (on PDF, disc or thumb drive), one mylar (if plan is dated before January 1, 2020). Plans dated on or after January 1, 2020 must be submitted on white paper with a minimum weight of 20 pounds and three paper copies of each map or drawing at a scale of not more than 100 feet to the inch. Include at least one State Plumbing Code compliant leachfield test site per proposed house lot, plume study(s) if required, building envelopes and bond or other legal instrument if new road is to be built. The plan shall have five signature lines and date line; and spaces for endorsements by all appropriate agencies if needed (e.g. Road Commissioner or Fire Chief; or state and federal agencies, etc.). In order to facilitate the review of building plans and inspection in the field (if warranted), all plan sheets shall be the standard size of 36 x 24.

___ A copy of all deeds, deed covenants and/or easements or deed restrictions. Where applicable, the applicant shall submit to the Board a copy of any existing Homeowners Agreement(s).

___ Copy of all deed restrictions on the proposed new lots for Town to review as to legality under local, State or federal law.

___ A copy of all covenants or deed restrictions intended to cover all or part of the lots in the subdivision planning.

___ Written evidence that the Selectmen are satisfied with the above submitted legal documents; can include the written approval of new road(s) name(s).

___ All written waiver requests for the Board to consider and vote upon.

___ Name of subdivision and Town of Pownal in the identifying title. If there is no actual name of the subdivision, the applicant shall use her or his last name to identify the subdivision.

___ Date, north point, graphic scale of map, name and address of owner of record and subdivider, and name of abutting property owners within 500 feet of all external boundary lines of the original parcel, including both sides of the street.

___ If the subdivider is not the owner of the property, evidence of the subdivider’s right, title or interest to the property. Verification of right, title, or interest in the property, which shall include the names and address of all interested persons. If interested persons includes a firm, association, partnership, etc., the names and addresses of all individuals involved and their respective positions or interest shall be submitted.

Adopted July 15, 2020
A printed or typed list of names and addresses of all abutters within 500 feet of the original parcel, including both sides of the street. Submit list to the Board’s Secretary at the time of initial preliminary plan review, or before. Stamped, addressed envelopes must also be submitted with list. The return address will be the Town of Pownal: 429 Hallowell Road, Pownal ME 04069

**Non-refundable Fee** for subdivision application paid at time of preliminary plan review by the Board. See Town Clerk for amount of fee (based on number of new lots).

The name, address, signature, registration number and seal (embossed, sealed or both) of the state licensed land surveyor, architect, engineer or planning consultant who prepared the plan.

Evidence submitted that CCRD was filed/recorded within 90 days of planning board approval and signatures.

Total size (acreage) of parcel to be subdivided and land retained.

Lot dimensions on the plan. Label or number the lots. Use Tax Map and Lot numbers. See Town Clerk to determine new Tax Map/Lot number(s).

Where Applicable, the location of existing buildings.

All Parcels of land proposed to dedicated to public use and the conditions of such dedication.

The location of any open space to be preserved and a description of proposed improvements and its management.

Field survey of boundary lines of tract, bearings and distances, made and certified by a licensed land surveyor. (For parcels of over 40 acres, the Board may waive external boundary surveying of portions of the parcel not part of the proposed subdivision.)

A ‘building envelope’ drawn on the plan to show all zoning requirements being met (e.g. front, side, rear setbacks, lot width, stream and wetland setbacks, leachfield/septic system setback, etc.) with at least the minimum lot size (90,000 sq. ft.) remaining as ‘buildable land’.

**Select Board must approve any new road name.** Submit name to the Select Board and receive written approval before submitting Final Plan proposal. New private roads shall be named as part of the final plan. Submit written approval from the Select Board for the name of any new road(s). Submitted plan must have the following notation on the Plan (Source: 3-27-02 Planning Board Minutes): “*(Road name) is not a town road and the Town of Pownal has no responsibility for maintenance or any other aspect of this road.*” If two or more new lots have frontage on the new road, a new homeowners’ agreement may be required on maintenance of the road.

Road frontage measurements. The parcel that is to be subdivided shall have road frontage surveyed while the land that is to be retained may have approximate road frontage. The Board may require the road frontage of the entire parcel be surveyed.

Where applicable, the location of culverts on the plan, including culverts needed for driveways. Culverts under driveways, plus driveway entrances, are handled under the Town’s Driveway permit administered by the Codes Enforcement Officer.
Along lot lines fronting any abutting street or private road, show a point or distance along the lot where a curb-cut for a driveway would meet the required minimum sight distance proscribed by the ‘Driveway & Driveway Entrance Ordinance’, Section 4.3, or, as applicable, the ‘Site Plan Review Ordinance’, Section V(A)(4)(b).

Where applicable, the location of the 100-year flood plain. IF any portion of the parcel is in the flood plain, the following must be written on the plan per State Statute: “This approval is granted subject to the following condition(s). If this plan shows the subdivision or any portion of it to be within a flood hazard area, all principal structures hereafter constructed or placed therein shall be so located that their lowest floor, including basement, is at least one foot above the 100-year flood elevation.”

Where applicable, the location of the 100-year flood plain. IF any portion of the parcel is in the flood plain, the following must be written on the plan per State Statute: “This approval is granted subject to the following condition(s). If this plan shows the subdivision or any portion of it to be within a flood hazard area, all principal structures hereafter constructed or placed therein shall be so located that their lowest floor, including basement, is at least one foot above the 100-year flood elevation.”

Where applicable, any Maine DEP written report(s) or permit(s); or other State or Federal reports or permits. (Note: The stormwater Management Law [38 MRSA §420-D] requires a full permit to be obtained from the Maine DEP prior to construction with one (1) acre or more of developed area in any stream or wetland watershed. A Maine Construction General Permit is required if any construction will result in one (1) acre or more of disturbed area, or if the subdivision entails 20 acres or more.

Where applicable, the location of any wetlands, Resource Protection or Stream Protection Districts, or sustained areas of steep slopes of over 20% slope - not to be counted toward ‘buildable area’.

Where applicable, the location of any Wellhead Protection District(s).

Where applicable, a stormwater drainage plan.

Where applicable, any Army Corps of Engineers written report(s) or permit(s), US EPA or Maine DEP written report(s) including, but not limited to, Site Law, NRPA (Natural Resources Protection Act) and/or stormwater reports/permits, or other State or federal reports or permits.

Soils report on a plot plan by location of at least one complying test pit per each proposed house lot (HHE 200 forms are not required for house lots until a building permit application is sought.) A plume study may be required.

A Note on the plan for following a Soils Erosion & Control Plan during construction (Cumberland County Soil Erosion Control Plan is regarded as BMP [Best Management Practices]).

Where applicable, the location of underground sand & gravel aquifers if hydrology study required.

If required by the Board, the applicant shall submit hydrology studies relating to the parcel. All on-site sewerage and water supply shall conform to local and State ordinance standards. (Location of potable water wells are not required until building permits are sought, but must be at least 100 feet from any wastewater facilities.)

Vegetative cover type, and other essential existing physical features

Prior to the Board conducting a site walk of the parcel, all corners of the subdivided lot or lots shall be staked with iron pins. Flagging to the extent possible of proposed leachfields, wetland and stream resource protection, 100-year floodplain(s) boundaries and centerline of proposed new road is requested.
Note: The Board may choose to hold additional public hearing(s) and/or site visit(s) during the final plan review phase.

Final Review Major Subdivision

____ All information presented on the Preliminary Plan and Location Map and any amendments thereto suggested or required by the Board.

____ Any new written waiver requests in addition to any already approved during preliminary plan phase.

____ Written offers by the sub-divider of cession to the Town of Pownal of all public open space(s) shown on the plan. Copies of the agreements or other documents (e.g. homeowners Agreement) on how the sub-divider is to maintain those spaces for which the sub-divider or eventual subdivision lot owners are to retain title.

____ Homeowners' Agreement document for maintenance of private road(s) and/or other communally owned features including, but not limited to, open space(s), stormwater and firefighting facilities or easements, sidewalks or other communal pathways or easements, electrical or other power facilities.

____ Permanent reference monuments located and referenced on the plan to be located and constructed on the ground in accordance with specifications in the Subdivision ordinance.

____ Designation of all public or communal open space(s) for which offers of cession to the Town are made by the sub-divider and those spaces for which title is to be reserved by the sub-divider.

____ For each street, the length of all straight lines, the deflection angles, radii length of curves and central angles of all curves, tangent distances and tangent bearings, for each street.

____ Street names, land lines (e.g. surveyed lines of boundaries, roadway(s) with 50-foot tic marks for identifying new street addresses per new lots, pedestrian ways, lots, easements and areas to be reserved for or dedicated to public or communal use.

____ Sufficient data acceptable to the Municipal Engineer, Road Commissioner and Codes Enforcement Officer to identify on the ground the location, bearing and length of every street line, lot line, boundary line and easement. Where practical, these should be tied to reference points previously established.

____ A performance bond, letter of credit or other legal instrument approved by the select board and or Town Attorney, for all public or communal improvements approved by the Planning Board.

The Board may require proof that the sub-divider has the adequate financial and/or technical capacity to meet the standards of the Purposes of the Pownal Subdivision Ordinance (Article 6, Section 1.A.11).