Town of Pownal, Maine

MINOR SUBDIVISION
SUBMISSION REQUIREMENTS AND CHECKLIST

Note: A minor subdivision, by definition, is a subdivision containing not more than five lots.

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. 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).

____ A copy of any covenants or deed restrictions Intended to cover all or part of the lots in the subdivision planning.

____ 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 sub-divider is not the owner of the property, evidence of the sub-divider’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.

____ 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 Maine 04069.

____ Non-refundable Fee for subdivision application paid at the 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.
MINOR SUBDIVISION
SUBMISSION REQUIREMENTS AND CHECKLIST

___ 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.”
Town of Pownal, Maine

MINOR SUBDIVISION
SUBMISSION REQUIREMENTS AND CHECKLIST

___ 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.

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).