

Date Received: _____

Application Fee Paid: _____

Application Complete: _____

TOWN OF POWNAL
BACKLOT ORDINANCE
APPLICATION FORM and CHECKLIST

Date: _____

Application Information

Name of Property owner: _____

Address: _____

Telephone: _____ Email: _____

Name of Applicant:

(If applicant is not the owner then a signed Authorized Agent form (or letter) must be attached.)

Name: _____

Address: _____

Telephone: _____ Email: _____

Is applicant a corporation? ____ Check if licensed in Maine: Yes ____ No ____

Person to whom all correspondence regarding application should be sent:

Name: _____

Address: _____

Telephone: _____ Email: _____

Name of land surveyor, engineer, architect or others preparing plan:

Name: _____

Address: _____

Telephone: _____ Email: _____

What legal interest does the applicant have in the property to be developed:

Ownership, option, purchase and sale agreement contract, other? _____

Does the applicant-property owner have any interest in abutting property? Yes ____ No ____

If yes, state how: _____

Land Information

Location of property: Road address: _____

Tax Map Number: _____ Lot: _____

Cumberland County Registry of Deeds: Book _____ Page _____

Total acreage of parcel: _____

Acreage of backlot to be created: _____

Acreage of remaining front lot: _____

Current Zoning District:

Rural Residential A _____ Rural Residential B _____ Village _____

1. Is any portion of the property within a Shoreland Zoning District? _____
2. Is any portion of the property within 250 feet of the high water mark of a pond or river? _____
3. Is any portion of the property within the 100-year floodplain? _____
4. Is any portion of the property within a special flood hazard area identified by the Federal Emergency Management Agency? _____
5. If for a buildable lot, does the proposed backlot meet all the dimensional requirements of the Pownal Zoning Ordinance? _____
6. Does the property include any waterbodies? _____
7. Does the property include any wetlands? _____
8. Does the property include any vernal pools? _____
9. Does the property include any steep slopes over 15%? _____
10. Identify existing use(s) of the land (farmland, woodlot, etc.) _____

Has the land been part of a prior approved subdivision?

If yes, Date: _____ Name _____

Cumberland County Registry of Deeds: Plan Book _____ Page _____

{if so, you are an amended subdivision in Pownal. See Planning Board for an amended subdivision plan}

Has the land been otherwise divided within the last five years? (example: single lot, land to abutter, etc.) _____ Date _____ Name _____

Cumberland County Registry of Deeds: Plan Book _____ Page _____

(NOTE: Only one backlot may be created out of a pre-existing lot with legal street frontage)

Indicate the nature of any restrictive covenants or easement(s) currently on or intended to be placed on the deeds: _____

General Information

Public Infrastructure: Does the proposed backlot require extension of public infrastructure?

Check all that apply: _____ storm drainage (culvert(s)); _____ sidewalk(s); _____ water line(s);
_____ sewer line (communal sewer system); _____ fire protection facilities or equipment;
_____ other (describe) -> _____

Does the applicant propose to build a new separate driveway? _____ (If yes, review will be required by the Codes Enforcement Officer as a condition of approval pursuant to Article 7 - Pownal Driveway and Driveway Entrance Ordinance.)

Waiver Requests: Does the applicant intend to request waivers or variances of any of the requirements of the Backlot or any other pertinent ordinances? _____ If yes, identify the relevant ordinance subsection number and state the reason for the request(s).

To the best of my knowledge all the above information is true and complete:

Signed: _____ Date: _____

Applicant

Signed: _____ Date: _____

Codes Enforcement Officer, Town of Pownal (as applicable)
Planning Board Chair (as applicable)

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**For office use only:**

The above backlot has been classified as:

1. Lot approved for building, with net developable area of: \_\_\_\_\_
2. Lot approved but as a non-buildable lot: \_\_\_\_\_
3. Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of approval: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reasons for Denial: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Planning Review necessary? \_\_\_\_\_

**POWNAI BACKLOT ORDINANCE  
CHECKLIST**

This checklist is a supplement to the Pownal Backlot Ordinance. It is designed to assist applicants in making sure their plans are complete before substantive review by the Codes Enforcement Officer (CEO). Applicants may request a prior review of the checklist with the CEO. Applicants are responsible for reading and becoming familiar with this and other ordinances and regulations that apply to their project.

**FOR PREPARING COMPLETE APPLICATIONS FOR BACKLOTS FOR BUILDING AND FOR BACKLOTS NOT FOR BUILDING.**

- \_\_\_\_\_ A completed and signed Backlot application form.
- \_\_\_\_\_ Submitted evidence of right, title or interest in the property.
- \_\_\_\_\_ An owner signed authorized agent form or letter if applicable.
- \_\_\_\_\_ A paid and recorded application fee.
- \_\_\_\_\_ Scheduled site visit with the CEO.
- \_\_\_\_\_ Certified Notification Letter to all abutters 14 days prior to scheduled site visit.

**Lots Approved for Building**

- \_\_\_\_\_ The residual front lot must not be made nonconforming and must retain all required zoning and other applicable dimensions and net developable area for a conforming buildable lot.
- \_\_\_\_\_ Lot dimensions: Building envelope lines from Zoning Ordinance; Shoreland, Floodplain Management, deeded covenant or driveway easement over front lot or other lines, others.
- \_\_\_\_\_ Surveyed Plan (not more than 100 feet to the inch) for the new backlot and residual front lot signed by a licensed Maine Professional Land Surveyor.
  - \_\_\_\_\_ Sketch map showing location of the backlot and residual front lot in Town.
  - \_\_\_\_\_ Frontage of at least 350 feet on the residual front lot on a publically maintained road.
  - \_\_\_\_\_ Boundary lines of parcel and lots, bearings and distances.
  - \_\_\_\_\_ Zoning classification(s) of the property and location of zoning boundaries if applicable.
  - \_\_\_\_\_ Names and addresses of all abutters on both sides of the street within 500 feet of all property lines of the proposed backlot.
  - \_\_\_\_\_ Tax Map and Lot numbers for new backlot and residual front lot by the Tax Assessor.
  - \_\_\_\_\_ Gross area and developable area of each lot.
  - \_\_\_\_\_ Monuments (pins) set or found at all corners of the lots.
  - \_\_\_\_\_ CEO discretion for adjusting survey requirements for lots larger than 10 acres.

- \_\_\_\_\_ Signature lines for the CEO and any other required federal (EPA etc.), state (DEP, DHHS etc.) or local officials (Planning Board, Road Commissioner, etc.)
- \_\_\_\_\_ Septic systems: HHE 200 Form. If applicable, professional engineered and signed public or communal wastewater facilities.
- \_\_\_\_\_ If applicable, water quality studies: such as plume study pursuant to Maine DHHS (22 MRSA § 42).
- \_\_\_\_\_ Location of all existing buildings on property, easements, wetlands (delineated by a wetlands scientist), streams and open drainage courses on the proposed backlot.
- \_\_\_\_\_ Existing and proposed topography at two foot contours if major changes proposed.
- \_\_\_\_\_ Copies and mapped (if applicable) proposed or existing easements, covenants or deed restrictions.
- \_\_\_\_\_ Access driveway) to backlot meets or exceeds minimum sight distance per Article 7, Driveway and Driveway Entrance Ordinance.
- \_\_\_\_\_ Concurrent review by Article 10, Shoreland Zoning Ordinance if backlot building site is wholly or partially within a Shoreland Zone.
- \_\_\_\_\_ Backlots created under this Ordinance must be 5 acres or larger not including right-of-way over the front lot.
- \_\_\_\_\_ Backlots created this Ordinance allow one single-family dwelling and accessory buildings.
- \_\_\_\_\_ Required 50 foot or more right-of-way (ROW) across the front lot to the backlot controlled by the backlot owner through a deeded easement. (The deeded ROW over the front lot will not detract from the size of the front lot for meeting minimum required lot size).
- \_\_\_\_\_ The front lot line of backlots create under this Ordinance is the line most parallel to road fronting the front lot and must be at least 300 feet long.
- \_\_\_\_\_ If applicable, variance request(s) to the Board of Appeals pursuant to the Zoning Ordinance, Article 3, Section 11.
- \_\_\_\_\_ Waiver request(s) to the CEO concerning the regulations in Sections 10 and 11 of the Backlot Ordinance.
- \_\_\_\_\_ If backlot approved, evidence to the CEO of recording in the Cumberland County Registry of Deeds within 90 days of approval.

**Lots Not Approved for Building**

- \_\_\_\_\_ Surveyed Plan (not more than 100 feet to the inch) for the new backlot and residual front lot signed by a licensed Maine Professional Land Surveyor.
- \_\_\_\_\_ Sketch map showing location in Town of the backlot and residual front lot.
- \_\_\_\_\_ Frontage of at least 350 feet on the residual front lot on a publically maintained road.
- \_\_\_\_\_ Boundary lines of parcel and lots, bearings and distances.

- \_\_\_\_\_ Zoning classification(s) of the property and location of zoning boundaries if applicable.
- \_\_\_\_\_ Names and addresses of all abutters on both sides of the street within 500 feet of all property lines of the proposed backlot.
- \_\_\_\_\_ Tax Map and Lot numbers for new backlot and residual front lot by the Tax Assessor.
- \_\_\_\_\_ Monuments (pins) set or found at all corners of the lots.
- \_\_\_\_\_ CEO discretion for adjusting survey requirements for lots larger than 10 acres.
- \_\_\_\_\_ Signature lines for the CEO and any other required federal (EPA etc.), state (DEP, DHHS etc.) or local officials (Planning Board, Road Commissioner, etc.)
- \_\_\_\_\_ If applicable, variance request(s) to the Board of Appeals pursuant to the Zoning Ordinance, Article 3, Section 11.
- \_\_\_\_\_ Waiver request(s) to the CEO concerning modification of the regulations in Sections 10 or 11 of the Backlot Ordinance may be pursued by the applicant per Section 11.C.2.
- \_\_\_\_\_ If approved, evidence of recording in the Cumberland County Registry of Deeds within 90 days of approval.

**CHANGE IN BACKLOT NOT APPROVED FOR BUILDING TO A BACKLOT APPROVED FOR BUILDING**

- \_\_\_\_\_ By submittal to the CEO of an application for change of status.
- \_\_\_\_\_ Demonstration that the backlot meets all the criteria and standards for a Lot Approved for Building as depicted in the checklist items above