

## Town of Pownal, Maine

### CONSERVATION SUBDIVISION SUBMISSION REQUIREMENTS AND CHECKLIST September 2024

**Note:** A conservation subdivision, by definition, is a subdivision containing five (5) or more lots, or any subdivision requiring any new public street extension, or the extension of municipal facilities.

The requirements for conceptual plan, preliminary plan, and final plan are found in Sections 905-907 of the Pownal Land Use Ordinance.

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

#### Conceptual Plan Review Conservation Subdivision

\_\_\_\_\_ Briefing with Town Planner on ordinance clarifications, procedures, timelines and applicability

\_\_\_\_\_ Application fee \_\_\_\_\_ Conceptual Plan \_\_\_\_\_ Preliminary Plan \_\_\_\_\_ Final Plan

\_\_\_\_\_ A site context map at a scale of 1 inch=400 feet.

\_\_\_\_\_ An outline of the subject parcel along with abutting properties from a tax map and current uses on those properties.

\_\_\_\_\_ Existing and proposed subdivisions within 500 feet of the subject parcel.

\_\_\_\_\_ An outline of the subject parcel on a USGS topographic map.

\_\_\_\_\_ Zoning district.

\_\_\_\_\_ Tax map and lot number.

\_\_\_\_\_ Location of the subdivision within the following three watersheds: Chandler Brook, East Branch Chandler Brook, and Cousins River.

\_\_\_\_\_ Location and names of existing streets.

\_\_\_\_\_ Location of circle showing features within half mile of subject parcel on Beginning with Habitat High Value Habitats map.

\_\_\_\_\_ Existing features map at a scale of 1 inch= 100 feet.

\_\_\_\_\_ The proposed name of the subdivision, north arrow, date, and scale.

\_\_\_\_\_ The boundaries of the subject parcel based upon a standard boundary survey.

- \_\_\_\_\_ A contour map based at least upon topographic maps published by the U.S. Geological Survey with an outline of the perimeter of the subject property.
- \_\_\_\_\_ The location and delineation of existing buildings and unbuildable areas.
- \_\_\_\_\_ Identification of scenic views into and out from the property with accompanying photos.
- \_\_\_\_\_ Identification and location of vegetative cover on the property.
- \_\_\_\_\_ List of any anticipated waivers with justification(s) initially to be discussed with the Town Planner.
- \_\_\_\_\_ Abutting or nearby lots where linkage with nearby open space, conservation land, State parks or public lands.
- \_\_\_\_\_ Location and delineating of unbuildable areas that include steep slopes, hydric soils, wetlands, surface waters and streams.
- \_\_\_\_\_ The location and delineation of significant features including open fields, stone walls, scenic views, high value natural areas, essential wildlife habitat, prime agricultural soils and historic properties and resources.
- \_\_\_\_\_ The location and delineation of Significant Wildlife Habitat on the subject parcel or within 250 feet of the subdivision.
- \_\_\_\_\_ The location, percentage and delineation of Open Space to be preserved.
- \_\_\_\_\_ Lot Density Map showing the number of lots that could be built using density and frontage requirements applicable to Minor Subdivisions pursuant Section 908(C)(2) of Pownal's Land Use Ordinance.

### **Preliminary Plan Review Conservation Subdivision**

- \_\_\_\_\_ Preliminary Subdivision Plan (Four paper copies plus a digital copy) drawn to a scale of 1 inch=100 feet.
- \_\_\_\_\_ Proposed Subdivision Name
- \_\_\_\_\_ Name, email address, postal address and telephone number of record owner, subdivider, engineer, soil scientist and land planner/designer.
- \_\_\_\_\_ Number of acres within the proposed subdivision, location or property lines, existing easements, buildings, watercourses and other essential existing physical features.
- \_\_\_\_\_ The names of all subdivisions immediately adjacent and owners of record.
- \_\_\_\_\_ Zoning district boundaries.
- \_\_\_\_\_ The location and size of any existing sewers and water mains, culverts and drains.

- \_\_\_\_\_ Location, names and present width of existing and proposed streets, highways, easements, building lines, parks and other public open spaces.
- \_\_\_\_\_ Contours at intervals not more than five (5) feet.
- \_\_\_\_\_ Soils report identifying the soils boundaries and names in the proposed development.
- \_\_\_\_\_ Cross sections of the proposed grading for roadways and sidewalks.
- \_\_\_\_\_ Date, true north point and graphic scale.
- \_\_\_\_\_ Deed description and map of survey of tract boundary made and certified by a registered land surveyor, tied into established reference points.
- \_\_\_\_\_ Means of providing water supply to the proposed subdivision (GPM and water quality reports from an on-site investigatory test well).
- \_\_\_\_\_ Means of treatment and disposal to different segments of the proposed subdivision. (Test pit locations are demarcated and soil analysis investigations for individual or clustered subsurface systems). Connection with existing sanitary sewerage system or alternative means of treatment and disposal proposed.
- \_\_\_\_\_ Drainage plan.
- \_\_\_\_\_ Preliminary design of any bridges and culverts.
- \_\_\_\_\_ Proposed lot lines with approximate dimensions and suggested locations of buildings.
- \_\_\_\_\_ Should the design layout include condominium ownership, a full disclosure and copy of the HOA (Home Owners Association) bylaws shall be submitted to the Town Planner and Planning Board.
- \_\_\_\_\_ Location of temporary markers and flagging as designated by the Town Planner to enable the Planning Board to locate readily and appraise the basic layout in the field.
- \_\_\_\_\_ Location map drawn at a scale of not more than 1 inch=400 feet to show the relation of the proposed subdivision to the adjacent properties and the general surrounding area.
- \_\_\_\_\_ The boundaries and designations of zoning districts and/or any designated open spaces, trail linkages and/or wildlife areas.
- \_\_\_\_\_ Locations, widths and names of existing, filed or proposed streets, easements, and building lines pertaining to the proposed subdivision and to the adjacent properties.
- \_\_\_\_\_ Project narrative.

\_\_\_\_\_ A draft Homeowners' Association declaration or letter of intent from a Land Trust for open space ownership.

### **Final Review Conservation Subdivision**

\_\_\_\_\_ All information presented on the Conceptual Plan and Preliminary Plan and any amendments thereto suggested or required by the Board.

\_\_\_\_\_ Any applicable outside agency approvals.

\_\_\_\_\_ The name, registration number and seal of the land surveyor, architect, engineer or planning consultant who prepared the plan.

\_\_\_\_\_ Street names, land lines pedestrian ways, lots, easements and areas to be reserved for or dedicated to public use.

\_\_\_\_\_ Sufficient data acceptable to any engineering peer review (if needed), 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.

\_\_\_\_\_ The length of all straight lines, deflection angles, radii, length of curves and central angles of all curves tangent distances and tangent bearings for each streets.

\_\_\_\_\_ All final agreements, memorandum(s) of understanding, and other documents regarding the disposition of public and/or homeowner association-owned open space(s) that are to be preserved and maintained.

\_\_\_\_\_ Lots and blocks.

\_\_\_\_\_ Permanent reference monuments (determination made for either iron rods, granite, or combination).

\_\_\_\_\_ A performance bond to secure completion of all improvements required by the Planning Board and written evidence that the Select Board is satisfied with the sufficiency of the bond.

### **Post-Approval and Plan Filing**

\_\_\_\_\_ One complete digital file and two paper copies as approved and signed by the Planning Board.

\_\_\_\_\_ Written offers of cession to the Municipality of all public Open Space shown on the Plan, and digital copies of agreements or other documents showing the manner in which Open Spaces are to be owned, preserved and maintained.

\_\_\_\_\_ Written evidence that the Municipal Officers are satisfied with the legal sufficiency of the documents above.