

Date Received: \_\_\_\_\_  
Application Fee Paid: \_\_\_\_\_  
Application Complete: \_\_\_\_\_

TOWN OF POWNAL  
DRIVEWAY AND DRIVEWAY ENTRANCE ORDINANCE  
Article 7 – Land Use Codes of Town of Pownal  
**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: \_\_\_\_\_

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. Does the proposed lot 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.) \_\_\_\_\_

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

**General Information**

Waiver Requests: Does the applicant intend to request waivers or variances of any of the requirements of the Driveway & Driveway Entrance Ordinance? \_\_\_\_\_ 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:

\_\_\_\_\_  
Applicant  
Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Codes Enforcement Officer (as applicable)  
Planning Board Chair (as applicable)

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**For office use only:**

The above driveway and driveway entrance has been classified as:

- 1. An approved driveway and driveway entrance on a lot approved for building: \_\_\_\_\_
- 2. An approved driveway and driveway entrance on a non-buildable lot: \_\_\_\_\_
- 3. Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of approval:

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

Reasons for Denial:

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

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

**POWNAI SINGLE LOT ORDINANCE  
CHECKLIST**

This checklist is a supplement to the Pownal Driveway and Driveway Entrance Ordinance. . It is designed to assist the applicant in making sure their plans are complete before substantive review by the Codes Enforcement Officer (CEO). Applicants may request a prior review, before submitting an application, of the checklist with the CEO. Applicants are responsible for reading and becoming familiar with this Ordinance (Article 7) and other ordinances (other Articles) and regulations that apply to their projects.

**FOR PREPARING COMPLETE APPLICATIONS FOR A DRIVEWAY AND DRIVEWAY ENTRANCE PERMIT**

- \_\_\_\_\_ A completed and signed Driveway 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.

Sight Distance

- \_\_\_\_\_ All entrances located for vehicles passing or using entrance to have adequate sight distances in both directions.
- \_\_\_\_\_ Sight distance measurements made in accordance with Section 4.3.2.
- \_\_\_\_\_ Driveway placement according to the Table (Section 4.3.3) relating to the minimum sight distance to the posted highway speed of the adjacent road.

Geometry

- \_\_\_\_\_ Roadside drainage not impeded – approved drainage structures at all entrances.
- \_\_\_\_\_ All surface drainage from driveway and surroundings directed away from road.
- \_\_\_\_\_ Where required, an approved drainage culvert by the Road Commissioner.

Construction

- \_\_\_\_\_ Restoration of all construction and disturbed areas within the road right-of-way (ROW).
- \_\_\_\_\_ Construction of driveway within ROW with minimum 15” gravel base course.
- \_\_\_\_\_ Driveway entrance at edge of road be a maximum of -3% slope.

Driveway Standards

- \_\_\_\_\_ Maximum grade of driveway everywhere not to exceed + or - 12% slope.

- \_\_\_\_\_ Driveway constructed with 15 inch bank run gravel.
- \_\_\_\_\_ Driveway crowned a minimum of ¼ inch per one foot width.
- \_\_\_\_\_ Convenient and safe emergency vehicle access to all buildings and structures.
- \_\_\_\_\_ Driveway width a minimum of 12 feet with added allowance for snow removal storage.
- \_\_\_\_\_ Driveways more than 800 feet provided with at least one turn-out for two-way traffic at mid-point.
- \_\_\_\_\_ Minimum centerline radii of curves at 125 feet.
- \_\_\_\_\_ Minimum tangent length between reverse curves at 50 feet.
- \_\_\_\_\_ All drainage culverts be at least of 15 inches diameter.
- \_\_\_\_\_ Driveway side slopes not steeper than 2 horizontal to one (1) vertical.
- \_\_\_\_\_ Fire Chief and CEO approved turning radius from road to driveway.
- \_\_\_\_\_ For safe emergency vehicle passage, removal of vegetation to at least 16 feet above driveway and 3 feet sideways off the shoulders on both sides of the driveway.