Town of Pownal, Maine

SUBDIVISION CHECKLIST

PROCEDURE FOR FINAL PLAN APPROVAL OF A MINOR SUBDIVISION

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

The submission requirements for a minor subdivision are written in accordance with Article V, 5.2 of the Town of Pownal Subdivision Ordinance.

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

SUBMISSION REQUIREMENTS

_____ An original (usually drawn on mylar and called a "linen") and three 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 a date line; and spaces for endorsements by all appropriate agencies if needed (e.g. Road Commissioner or Fire Chief, etc.), if needed.

_____ A copy of all deeds, deed covenant and/or deed restrictions. Where applicable, the applicant shall submit to the Board a copy of any Homeowners Agreement.

_____ Field survey of boundary lines of tract, bearing and distances, made and certified by a licensed land surveyor.

_____ Soils report on a plot plan (location of test pit on each lot), lot by lot soil suitability determination for Board on an HHE 200 form. A plume study may be required.

_____ If required by the Board, the applicant shall submit hydrology studies relating to the parcel. All on-site sewerage and water supply facilities shall conform to local and State ordinance standards.

_____ Where applicable, the location of the 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 Code Enforcement Officer.

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

_____ Date, north point, graphic map scale, name and address of owner of record and subdivider, and name of abutting property owners within 200 feet of the original parcel, including both sides of the street.

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

_____ 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.

_____ Lot dimensions on the plan. Label or number the lots. Use Tax Map and Lot numbers if possible.

_____ A printed or typed list of names and addresses of all abutters within two hundred feet of the original parcel, including both sides of the street. This should be mailed to the Secretary of the Board at the time of submittal. Stamped, addressed envelopes should also be submitted. Place return address of Town on envelopes.

_____ Where applicable, the location of existing buildings.
Where applicable, the location of any wetlands, Resource Protection Districts or Stream Protection Districts.

Where applicable, the location of the floodplain. If any portion of the parcel is in the floodplain, then 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 Army Corps of Engineers written report(s) or permit(s).

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 S. 420-D) requires a full permit to be obtained from the Maine DEP prior to construction of a project with 1 acre or more of developed area in any stream or wetland watershed. A Maine Construction General Permit is required if the construction will result in 1 acre or more of disturbed area.)

Where applicable, a stormwater drainage plan.

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

Any new road built shall be named and recorded as part of the plan. The following shall be written 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"

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

Where applicable, a soils erosion control plan.

A 'building envelope' should be drawn on the plan to show that all zoning requirements are being met (e.g.: side setbacks, lot width, stream setbacks, wetland setbacks, leachfield/septic system setback, etc.)

Along lot lines fronting any abutting street or private road, show a point or distance along the lot line 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).

Non-refundable Fee for subdivision application paid at time of application.

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 leachfield site(s), wetland boundaries and centerline of proposed new road would also be helpful.
POLICIES ON PROCEDURES FOR PLANNER, SECRETARY AND CHAIR'S REVIEW OF APPLICATIONS TO THE PLANNING BOARD

SUB-DIVISION/ SITE PLAN/ SHORELAND/ AND OTHER LAND USE ORDINANCE APPLICATIONS

PLANNER HOURS
The Planner's normal office hours at Town Hall: 2nd Thursday of month - 9 to 5 pm
Except November and December: 1st Thursday of month - 9 to 5 pm

PRE-SKETCH PLAN or PRE-PRELIMINARY PLAN PHASE
(1) When applicants call or come into Town Hall seeking information on how to get onto a Planning Board agenda, a table in the foyer has copies of all permit application forms for Sub-Division, Site Plan, Shoreland and other Land Use Ordinances administered by the Planning Board. Please do not ask the Secretary or Town Clerk questions about Planning Board applications. During his office hours the Town Planner is authorized to answer questions on Planning Board applications.

(2) On Planner's Office door is posted his office hours and telephone number. Applicants may call the Planner for information on application procedures and to schedule a meeting during the Planner's office hours.

(3) At the regularly scheduled Planner office hours - the Planner can review the Planning Board policies with prospective applicants and the procedures, forms and submittals necessary for making a complete application.

(4) Review applicant's questions on Ordinance regulations.

(5) NOTE: Neither the Planner nor the Planning Board designs the applicant's subdivision, site plan, shoreland or other land use application; just answers questions on relevant Ordinance regulations that may apply. If the Planner does not know an answer, the Planner or applicant may take the question to the Planning Board meeting to seek an answer.

SKETCH PLAN PHASE - ONLY for SUB-DIVISION APPLICATIONS (Sect. 4.2)
(1) Planner at the Planner Office Hours in Town Hall receives the sketch plan from the applicant and reviews it to determine if it is complete enough to go to a Planning Board meeting.

(2) Planner contacts the Planning Board Secretary/ Chair on those sketch plans he sees as complete enough to be placed on the next available Planning Board Agenda.

(3) Planner may do a report to the Planning Board (copy to applicant) on any issues of completeness or compliance on any of the prospective Agenda items.