

PLANNING BOARD APPLICATION



FINAL MAJOR SUBDIVISION & SITE PLAN APPLICATION

****Please read the entire packet for instructions prior to completing the application****

****Submit pages 1 thru 10, keep pages 11 thru 21 for your records****

For Office Use:	Date Stamp
Date & Time Received: _____ Check# _____ Project# _____	
Application Fee (see pg. 21). : _____	
\$750.00 Minimum Engineering Escrow Paid: _____	
\$750.00 Minimum Legal Escrow Paid: _____	
\$500.00 Minimum Architectural Escrow Paid: _____	
\$150.00 Public Notice Administrative Fee _____	
Public Notice Fee Paid (\$1.00 per notice): _____	
Mylar of Subdivision Plat(s) for Planning Board Endorsement: _____	

The undersigned submits the accompanying Final Subdivision Plan & Site Plan for a property located in the City of South Portland for approval as a Major Subdivision & Site Plan under the requirements of the Subdivision Ordinance and Site Plan Ordinance, contained in Chapter 24 and Chapter 27, governing the subdivision of land in the City of South Portland.

SUBDIVISION APPLICATION

Name of subdivision: _____

Street name and number(s) of subdivision: _____

Name of record owner of land: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell#: _____ Email: _____

Name of subdivider (if different from owner): _____

Address: _____

Telephone #: _____ Fax #: _____

Cell#: _____ Email: _____

Person to contact if there are problems with application:

Name/Company: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell#: _____ Email: _____

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Name of designer/firm(s) (use additional sheets if necessary to list more than one firm):

Contact Person: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell#: _____ Email: _____

After Planning Board approval, the City requires one contact person/agent for correspondence until the project has been completed. Please provide the requested information regarding the contact person/agent.

Contact person: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell # _____ Email: _____

Deed of property recorded in: _____

Book number: _____ Page number: _____

Map and lot number on file in the assessor's office:

Map number: _____ Lot number: _____

Proposed use of property (please be specific):

Proposed number of lots: _____

Estimated cost of the project: _____

Estimated time of start of construction: _____

Estimated time of completion of construction: _____

Is this application an amendment to a previously approved plan?

Yes: _____ No: _____

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If yes, please provide a complete itemized list of the proposed changes to the subdivision (use separate sheet if necessary): _____

Existing Zone of property: _____

_____ Date: _____ Signature of Subdivider (Use of blue ink for signature is required) (If signed by subdivider's agent, documentation that the agent has legal authority to act on behalf of the subdivider is required)

Name of Subdivider or Subdivider's agent (Please print)

Important: please read and carefully follow the attached instructions to ensure speedy processing of your application. Failure to follow these instructions will delay processing and final approval of your application.

The applicant or a duly authorized representative must attend the planning board meeting to discuss the application.

I certify that I have read the above statement indicating the importance of following the attached instructions for application to the planning board.
In addition, I certify that all of the information provided in this application form and accompanying materials is true and accurate.
_____ Date: _____
Signature (Use of blue ink for signature is required)

Print name of signer

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SITE PLAN APPLICATION

(Please provide any relevant information that is Different from the above Subdivision Application)

Name of Applicant/Company: _____

Applicant's mailing address: _____

Telephone#: _____ Fax#: _____

Cell#: _____ E-mail: _____

Name of Project: _____

Street Address: _____

Proposed Use: _____

Amendment to a previously approved site plan? Yes _____ No _____

Special Exception? Yes _____ No _____

The City will correspond with only one contact person/agent for this project. Please provide the requested information regarding the contact person/agent.

Contact Person: _____

Name of the Company and Address: _____

Telephone #: _____ Fax #: _____

Cell: _____ E-Mail: _____

After Planning Board approval, the City requires one contact person/agent for correspondence until the project has been completed. Please provide the requested information regarding the contact person/agent.

Contact Person/Agent: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell #: _____ E-Mail: _____

I certify that all of the information provided in this application form and accompanying materials is true and accurate.

Date: _____

Signature of Applicant **(Use of blue ink for signature is required)**

(If signed by applicant's agent, provide written documentation of authority to act on behalf of applicant.)

Print name and title of signer

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****IMPORTANT****

DATE of PRE-APPLICATION MEETING:

1. PROJECT DESCRIPTION

(Please provide any relevant information that is different from the above Subdivision Application)

A. Describe the overall project objectives and proposed uses of property, including quantity and type of residential units (if any)

B. Project details

1. Name of the project and approval date the subdivision site is in (if any)

Lot numbers (if applicable) _____

2. Tax Map number(s) _____ Lot number(s) _____

3. Existing zone of the site _____

Areas of Special Flood Hazard ___Yes ___No

Shoreland Area ___Yes ___No

4. a. Total land area of site (all contiguous land in same ownership) in sq. feet _____
Total amount of land disturbance _____

b. Total floor area of each proposed building in square feet _____

c. Footprint of each proposed building in square feet _____

d. Height of proposed building(s) _____feet _____stories

e. Total number of proposed parking spaces _____

f. Number of proposed handicap parking spaces _____

C. Existing conditions

1. Existing land use _____

2. Total floor area of each existing building in square feet _____

3. Footprint of each existing building in square feet _____

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Required Exhibits

- D. Attach as **EXHIBIT #1** the appropriate U.S.G.S. topographic map or other map of similar detail such as the Maine Atlas and Gazetteer map (clean photocopies are acceptable). Indicate the location of your project on the map.
- E. Construction sequence
1. Estimated time of start of project _____
Estimated time of completion of project _____
 2. Is this to be a phased project? Yes _____ No _____
 3. Attach as **EXHIBIT #2** a construction schedule outlining the anticipated sequence of construction (beginning and completion) for the major aspects of the proposed project, including roads, erosion control and drainage measures, (See ordinance section 27-1428(a) Time Limitations)

2. RIGHT, TITLE, OR INTEREST

- A. Name and mailing address of record owner of the site

Phone _____ FAX _____ EMAIL _____

- B. Attach as **EXHIBIT #3** evidence of corporate or partnership status, if applicant is not an individual.
- C. Attach as **EXHIBIT #4** evidence of applicant's right, title, or interest in the site. A complete copy of the document must be provided; financial information may be deleted.
- D. Attach as **EXHIBIT #5** a copy of the current owner's existing deed for the site.
- E. Attach as **EXHIBIT #6** summary lists of all existing and all proposed easements or other burdens for this property. Reference each easement to the plan or drawing on which it is shown.

Attach copies of all relevant documents relating to existing and proposed easements and burdens placed on the property, including metes and bounds descriptions or other specific mechanisms to describe proposed easements. Each copy should be numbered to correspond to the lists. Information about existing easements and burdens may be referenced in **Exhibit #5**.

- F. If a condominium, homeowners, or property owners association will be established, attach as **EXHIBIT #7** the articles of incorporation, the Declaration of Covenants and Responsibilities, and the proposed by-laws of the organization.

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3. FINANCIAL CAPACITY

- A. Estimated cost of the project, including development costs and land purchase, (if any) _____
- B. Attach as **EXHIBIT #8** evidence of your financial capacity to complete the proposed development. Submit one or more of the following (please check as appropriate):
- ___ 1. A written statement from the applicant's bank or a certified public accountant who recently has audited the applicant's finances stating that the applicant has cash reserves in the amount of the estimated cost of the project and can devote those reserves to the project.
 - ___ 2. When the applicant will personally finance the development, provide copies of bank statements or other evidence, which will indicate availability of funds, and evidence that the applicant can devote these funds to the project.
 - ___ 3. The most recent corporate annual report indicating availability of sufficient funds to finance the development, together with a statement from the applicant that the funds are available and will be used for the proposed project.
 - ___ 4. Copies of contracts, which will provide the source of funding for the operation and maintenance of the development when, completed.
 - ___ 5. A letter from a financial institution, governmental agency, or other funding agency which indicates a timely commitment to provide a specified amount of funds and the uses for which the funds may be utilized.
 - ___ 6. In cases where outside funding is required, but there can be no commitment of money until regulatory approvals are received, a formal letter of "intent to fund upon approval" from the appropriate funding institution indicating the amount of funds it is prepared to provide and their specified uses and the conditions on which funds will be made available.
 - ___ 7. A letter from a financial institution indicating knowledge of the applicant and a potential interest in providing funding for the project. If this type of letter is submitted as evidence of financial capacity to complete the project, the application may be deemed to be complete but the Planning Board may require as a condition of approval that one of the other six methods provided herein for demonstrating financial capacity be submitted before a building permit may be issued for the project. (Please note: If this option is chosen, the Planning Board will condition the by approval requiring one of the above methods to be provided prior to issuing a Building Permit or holding a preconstruction meeting.)

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4. TECHNICAL CAPABILITY

- A. List all projects completed in the City of South Portland by the applicant within the last five years, beginning with the most recent project:

- B. Have done no prior projects_____

- C. Attach as **EXHIBIT #9** a list of all consultants retained for this proposed project, such as engineers, landscape architects, architects, environmental consultants; and those firms or personnel who will be responsible for constructing, operating and maintaining the project.

5. SOLID WASTE

Attach as **EXHIBIT #10** an explanation of the proposed method of collection, removal, and disposal for anticipated solid waste from this project, including demolition debris.

6. PUBLIC UTILITIES

- A. Attach as **EXHIBIT #11** a written evaluation and demonstration of the adequacy and availability of all public services necessary to serve the proposed project, which shall include power supply, telephone, gas, cable TV, and alarms.
- B. Attach as **EXHIBIT #12** written approval from the Portland Water District of the water supply system proposed for the development.

7. TRAFFIC

- A. Attach as **EXHIBIT #13** a written evaluation and demonstration of the adequacy and availability of adjacent streets to serve the proposed project. For traffic study requirements, see Planning Board Regulation #7.

8. SANITARY SEWERS AND STORM DRAINS

- A. Estimated sewage gallons per day for the completed project: _____
- B. Will this project generate industrial or non-sanitary waste that will enter the public sewer or drains? No_____ Yes _____

If yes, please describe proposed types and amounts:

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- C. Complete Appendix A of the application for review by the Water Resource Protection. Please include a copy of Appendix A with your application.
- D. The applicant shall notify, in writing, the Director of Water Resource Protection if its Stormwater Management Plan discharges runoff to the City's MS4 (Section 27-1536(c)&(d)(2)(e)). Please include a copy of any correspondence in **Exhibit #12**.

9. SURFACE DRAINAGE AND RUNOFF, STORMWATER MANAGEMENT

- A. Attach as **EXHIBIT #14** a description of any problems of drainage or topography, or a representation that, in the opinion of the applicant, there are none.
- B. Attach as **EXHIBIT #15** a complete stormwater management plan, including drainage calculations, a drainage plan, and an assessment of any pollutants in the stormwater runoff, that meets the requirements of Sections 24-43, 27-1426(b), and 27-1536.

10. EROSION AND SEDIMENTATION CONTROL

- A. Attach as **EXHIBIT #16** a written description of erosion and sedimentation control measures to be used during and after construction of the proposed project. Include either a Level I or II signed cover sheet indicating receipt of the Planning Board's Erosion Control Information.
- B. Show on a plan the proposed location, type, and detail of erosion control devices, unless this information is included on the site plan.

11. SOILS

- A. Attach as **EXHIBIT #17** a soils report, including description of soils and interpretation of engineering properties.
- B. Show on a plan the existing soil conditions on the site, unless this information is included on the site plan.

12. GEOGRAPHICAL INFORMATION SYSTEM COORDINATES

- A. Submit as **Exhibit #18** a diskette in G.I.S. or .DWG (AutoCAD) format on the City's Horizontal Datum: Maine Stateplane Coordinate System: Maine West Zone 4101, FIPS Zone 1802, North American Datum 1983; Units: Feet.

The preferable vertical datum is North American Vertical Datum 1988 (NAVD88). However, if only National Geodetic Vertical Datum, 1929 (NGVD29) is possible, that is permissible. The choice of vertical datum must be indicated on the digital submission. The Ellipsoid is GRS 80 (Geodetic Reference System 1980).

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Data should be developed using either Real Time Kinematics (RTK) GPS or survey-grade GPS or traditional methods of occupying known, high precision surveyed monuments. All data should meet or exceed the ALTA/ASCM relative positional accuracy standard of .07 feet and be delivered in US Survey Feet. (See memorandum dated January 12, 2012 from Tex Haeuser, Planning Director).

13. SITE PLAN ORDINANCE REQUIREMENTS / OTHER

- A. Attach as **EXHIBIT #19** a list of approvals needed from other agencies and copies of all necessary reviews, licenses, permits, variances, and approvals from other agencies (see Planning Board Regulation #1)
- B. Attach as **EXHIBIT #20** a copy of your letter to the City Manager requesting amount(s) of required performance guarantee(s).
- C. Attach as **EXHIBIT #21** a written statement that explains how the project complies with the site plan standards and with specific performance standards required in the zoning district, and Shoreland Area, if applicable.
- D. Attach as **EXHIBIT #22** a summary list and a written offer of cession to the City of all proposed streets, utilities and/or open space proposed for dedication.
- E. Attach as **EXHIBIT #23** a written explanation of the proposed maintenance responsibilities for all utilities, facilities, stormwater system, and open space not to be dedicated to the City.
- F. Attach as **EXHIBIT #24** a list of City tax map and lot numbers of all current owners of property within 500 feet of the site. (see the City's G.I.S viewer: www.southportland.org)
- G. Attach as **EXHIBIT #25** all requests for waivers including an explanation of the undue hardship or special design requirements which are the basis for the requests.
- H. Attach as **EXHIBIT #26** a written explanation of all potential nuisances associated with this project and how they will be mitigated, or a representation that, in the opinion of the applicant, there are none.
- I. Attach as **EXHIBIT #27** a plan showing parking, vehicles and pedestrian circulation, and traffic control during construction. The plan will consist of a written explanation and drawings, as appropriate, and will include such items as parking for construction workers, parking for displaced employees or customers, and provisions for deliveries.

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Patrick Cloutier-Director
Water Resource Protection
11 Waterman Drive
207-767-7675

Appendix A (IF REQUIRED)

Article 1. PRETREATMENT PROGRAM
INDUSTRIAL WASTE DISCHARGE QUESTIONNAIRE

1. Legal Name of Business or Industrial Concern:

2. Facility Contact:

(Person who is thoroughly familiar with operation of the facility, with the facts reported in this questionnaire, and who can be contacted, if necessary.)

Name: _____

Title: _____

Business Telephone: _____

3. Facility Mailing Address: _____

Street or P.O. Box: _____

City, State, Zip Code: _____

4. Facility Location: _____

Street, or other identifier: _____

5. Nature of Business: _____

If the Industrial User employs or will be employing processes in any of the business activities or services listed below, please place a check beside those activities or services that apply.

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If yes, please explain, in detail, your facility in terms of the principle products or services that you provide, as well as any discharge to the sewer system.

Estimated gallons per day of nondomestic waste entering the City's sewer collection system.

8. Questionnaire completed by:

Name: _____

Title: _____

Telephone: _____

Date: _____

Please return completed questionnaire to:

City of South Portland
Water Resource Protection
P.O. Box 9422
South Portland, ME 04116-9422
Attn: Compliance Administrator

comply\iwwdq

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****Please keep pages 15 thru 20 for your records****

SITE PLAN APPLICATION

EXHIBIT CHECKLIST

Please mark each exhibit in the application with labeled and tabbed page dividers as follows:

- EXHIBIT 1 Vicinity Map
- EXHIBIT 2 Construction Schedule
- EXHIBIT 3 Corporate or Partnership Status
- EXHIBIT 4 Right, Title, or Interest
- EXHIBIT 5 Existing Deed
- EXHIBIT 6 Easements
- EXHIBIT 7 Condominium, Homeowners, or Property Owners Association
- EXHIBIT 8 Financial Capability
- EXHIBIT 9 Personnel Description
- EXHIBIT 10 Solid Waste
- EXHIBIT 11 Adequacy and Availability of Public Utilities
- EXHIBIT 12 Water Supply
- EXHIBIT 13 Traffic
- EXHIBIT 14 Surface Drainage and Runoff
- EXHIBIT 15 Stormwater Management
- EXHIBIT 16 Erosion and Sedimentation Control
- EXHIBIT 17 Soils Report
- EXHIBIT 18 G.I.S. Coordinates
- EXHIBIT 19 Approvals from Other Agencies
- EXHIBIT 20 Request for Amounts of Performance Guarantees
- EXHIBIT 21 Compliance with Standards
- EXHIBIT 22 Offers of Public Facilities to City
- EXHIBIT 23 Maintenance of Private Utilities, Facilities, Open Space
- EXHIBIT 24 Property Owners within 500 Feet
- EXHIBIT 25 Waiver Requests
- EXHIBIT 26 Nuisances
- EXHIBIT 27 Construction Site Circulation Plan
- EXHIBIT 28 Other: Lighting, Elevations, Floor Plans

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FINAL MAJOR SUBDIVISION & SITE PLAN CHECKLIST

****Important****

Date of Pre-Application Meeting: _____

Applicant
submitted

Dept of P/D
submitted/satisfactory

1. _____ Documentation of title, right, or interest in the property (e.g., deed, option, purchase and sales contract, contract for sale, lease, etc.) _____ / _____

2. _____ Documentation of financial capability as follows: _____ / _____

3. A letter from a bank or independent financial professional clearly indicating:
 - a. applicant's name
 - b. location and description of project
 - c. estimated cost of project (must be greater than or equal to the estimated cost of project indicated on page 2 of this application), and
 - d. that applicant "has or can obtain" the funds necessary to complete the project; or the applicant's most recent financial report indicating adequate cash-on-hand to complete the project (NOTE: Examples provided upon request)

4. _____ Documentation of technical capability as follows: _____ / _____
 - a. list all projects done in South Portland within the last ten (10) years (use additional sheets if necessary)

 - b. list all projects, not necessarily within South Portland, done within the last two (2) years (use additional sheets if necessary)

 - c. has done no prior projects _____

 - d. other _____

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**Applicant
submitted**

**Dept of P/D
submitted/satisfactory**

5. _____ Copy of all proposed and existing covenants, deed restrictions, or easements. The location of all proposed easements or deeds must be precisely defined with a metes and bounds description or some other specific mechanism.(NOTE: Generally, all applicable deeds and easements must be executed prior to final approval. If in a particular case execution of the deed or easement documents is impossible prior to Planning Board approval, the applicant must provide written evidence of the grantor's willingness to sign the documents upon approval by the Planning Board.) _____ / _____
6. _____ Letter to City Manager with copy to the Department of Planning and Development requesting amount of required performance guarantee (NOTE: Examples provided upon request) _____ / _____
7. _____ Written approval from other agencies such as the Department of Environmental Protection, Army Corps of Engineers, City Council, Board of Appeals, etc., if applicable (Planning Board Regulation #1 indicates that a written copy of the approval permit must be submitted prior to the Board's public hearing, if any, and final review of a project) _____ / _____
8. _____ Documentation of receipt of Planning Board's Erosion Control Information
Level One _____
Level Two _____ _____ / _____
9. _____ Erosion Control Plan (Level One only, unless otherwise requested) may be included on plan; otherwise eleven (11) copies are required (See Planning Board Regulation #2) _____ / _____
10. _____ If the project will disturb more than 15,000 sq. ft. of land, drainage calculations to support proposed stormwater control system and a brief summary in lay terms for Planning Board and relevant staff pursuant to Section 27-1536 (c) _____ / _____
11. _____ Soils report including:
a. map of soils series located on property
b. description of soils
c. interpretation of engineering properties, (may be found in Cumberland County Medium Intensity Soil Survey) _____ / _____
12. _____ Written report (can be included on plan) that justifies that the project complies with specific performance standards required in zoning district (e.g., Professional Office District, Residential Use District, Light Industrial District, Suburban Commercial District, etc.), if applicable _____ / _____

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**Applicant
submitted**

**Dept of P/D
submitted/satisfactory**

13. ___ If applicable, _____/_____
 a. condominium or homeowner association by-laws _____/_____
 b. articles of incorporation, including:
 1) a summary of "Maintenance Responsibilities" as the first sheet of the document _____/_____
 2) maintenance responsibilities must include among other items:
 3) minimum annual and as-needed inspection and maintenance of all drainage facilities, _____/_____
 4) private snow and trash removal if any roadway standards are proposed to be waived, and _____/_____
 5) executed documentation of incorporation of the association with the Secretary of State _____/_____
14. ___ Renderings of architecture and signage for projects reviewed under the Residential Use District, Professional Office District, Light Industrial Suburban Commercial District, or other relevant zoning districts. _____/_____
15. ___ Written approval of water supply system proposals by Portland Water District _____/_____
16. ___ Written offers of cession to City of all public facilities and public open space and copies of documents showing how applicant's retained open spaces are to be maintained, if applicable (NOTE: Examples provided upon request) _____/_____
17. ___ Written evidence that Corporation Counsel is satisfied with the legal sufficiency of the documents relating to public facilities and public open space, if applicable _____/_____
18. ___ Submit as Exhibit #18 a diskette in G.I.S. format on the City's Horizontal Datum: Maine Stateplane Coordinate System: Maine West Zone 4101, FIPS Zone 1802, North American Datum 1983; Units: Feet. The preferable vertical datum is North American Vertical Datum 1988 (NAVD88). However, if only National Geodetic Vertical Datum, 1929 (NGVD29) is possible, that is permissible. The choice of vertical datum must be indicated on the digital submission. The Ellipsoid is GRS 80 (Geodetic Reference System 1980). Data should be developed using either Real Time Kinematics (RTK) GPS or survey-grade GPS or traditional methods of occupying known, high precision surveyed monuments. All data should meet or exceed the ALTA/ASCM relative positional accuracy standard January 12, 2012 from the Planning and Development Director, Charles Haeuser _____/_____
19. ___ As part of Subdivision review, the applicant prior to submission for Minor Subdivision must receive assigned house/building street address numbers from the proper authority within the City of South Portland. These address numbers must be assigned to each new lot within the proposed subdivision. _____/_____
20. ___ Location map showing adjoining property within 1000' including: _____/_____
 a. ___ Names of present abutting property owners (including the names of owners of properties separated from the parcel (s) under consideration by public or private roadways, easements, and rights-of-way) _____/_____
 b. ___ Name, location, and width of existing and proposed streets, easements, and building lines in and adjacent to proposed subdivision _____/_____
 c. ___ Boundaries and designations of zoning districts, parks, and other public space _____/_____

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**Dept of P/D
submitted/satisfactory**

21. ___ Outline of proposed subdivision _____/____
22. ___ Location of street system in proposed subdivision, if applicable _____/____
 (NOTE: If the details listed above are included on another plan attached to the packet of plans provided for review, an abbreviated location map showing an outline of the property and significant landmarks such as roads, municipal boundaries, etc., may be included as an inset on that plan)
23. ___ Four copies of subdivision plan(s) at application submission and nine copies for the public hearing reproduced on durable sheet no larger than 24" x 36" and in an electronic format. This sheet size may be varied if necessary to legibly describe the project on a single sheet. The plan(s) should include:
- *a. ___ Identification of plan as a "Minor Subdivision" (or as "Amended Minor Subdivision", if applicable) _____/____
 - *b. ___ Name of Subdivision (If this application is an amended subdivision, use title of previously approved plan. Please note that the subdivision name must be the same as that listed on page 1 of this application.) _____/____
 - *c. ___ Street name and number of subdivision (Please note that the street name and number must be the same as that listed on page 1 of this application) _____/____
 - *d. ___ Name of municipality _____/____
 ___ Date _____/____
 - *f. ___ North arrow _____/____
 - *g. ___ Scale of 1" = 20' to 1" = 40' (This scale may be varied if necessary to legibly describe the project on a single sheet) _____/____
 - *h. ___ Name and address of record owner _____/____
 (Please note that the name and address of record owner must be identical to that listed on page 1 of this application)
 - *i. ___ Name and address of subdivider, if different from owner (Please note that the name and address of subdivider must be identical to that listed on page 1 of this application) _____/____
 - *j. ___ Name and address of designer(s) of plan (Please note that the name and address of designer(s) of plan must be identical to that listed on page 1) _____/____
 - *k. ___ Exact dimensions and acreage of parcel and proposed lots including an actual field survey of location, bearing, and length of lot and boundary lines, made and certified by a registered land surveyor _____/____
 - *l. ___ Names of present adjoining property owners (including the names of owners of properties separated from the parcel under consideration by public or private roadways, easements, or rights-of-way) _____/____
 - *m. ___ Zoning district, district boundaries, and list of applicable zoning provisions including space and bulk regulations detailed in the appropriate zoning district included in Chapter 27. _____/____
 - n. Natural and proposed contour lines at 2' intervals (If site is too flat to provide meaningful information at 2' intervals, spot elevations at all appropriate locations may be substituted) _____/____
 - *o. ___ Location, dimensions, and total square-footage of existing and proposed buildings (Existing buildings should be identified as such) _____/____
 - *p. ___ Locations, names, and widths of proposed and existing streets, highways, alleys, parks, and other public open spaces; locations and dimensions of driveways, parking and loading areas, and access points (Existing improvements should be identified as such) _____/____

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submitted**

**Dept of P/D
submitted/satisfactory**

- q. _____ Locations and dimensions of all of existing and proposed easements and rights-of-way, as well as identification of who has or will receive the easement and for what purpose (Existing easements and rights-of-way be identified as such) _____/_____
- r. _____ Locations, dimensions, and description of type of pedestrian access pedestrian access ways (Existing improvements should be identified as such) _____/_____
- *s. _____ Delineation and square footage of proposed areas to be preserved forever open/not to be developed, if applicable _____/_____
- t. _____ Description of water, sanitary sewer, and storm drainage system including location and size of existing and proposed water and sewer mains, culverts, and storm drains, both on-site and in adjoining public ways, including invert elevations at critical points of gravity utility systems (Existing improvements should be identified as such) _____/_____
- u. _____ Construction plans showing plans, profiles, cross-section, and details appurtenances for street, sanitary sewer, and storm drainage systems _____/_____
- v. _____ Location and sizes of other utility systems (Existing improvements should be identified as such) _____/_____
- w. _____ Location and type of outdoor lighting _____/_____
- *x. _____ Location of natural features such as water-courses, marshes, rock outcroppings, stands of trees, and other essential physical features, if applicable; natural features to be preserved must be identified on plat _____/_____
- y. _____ Landscape plan showing location, types, and sizes of plantings and screenings _____/_____
- z. _____ Location, dimensions, and materials of signs and advertising features, if applicable _____/_____
- aa. _____ Designated fire lanes (NOTE: Applicant should check with Fire Department for location and size of necessary fire lanes) _____/_____
- bb. _____ Description of all finish surface materials (i.e., curbing, paving, lawn, etc.) on site details and relevant plans _____/_____
- cc. _____ Registered professional engineer's name, registration number, seal, and signature if building's ground area exceeds 8,000 square feet or if building plus disturbed area exceed 15,000 square feet (should be included on relevant plans, i.e., drainage, utilities, roadway, details, etc.) _____/_____
- dd. _____ Location and type of proposed erosion control devices _____/_____
- *ee. _____ Number of lots proposed by the subdivision _____/_____
- ff. _____ Location of temporary markers, if applicable _____/_____
- gg. _____ Conditions of dedication of public areas, if applicable _____/_____
- hh. _____ Layout of bridges, if applicable _____/_____
 - i. _____ Designated area on plan for endorsement by Planning Board (should include seven (7) lines for signatures and one (1) line for date) _____/_____
 - jj. _____ Tract corners marked by granite monuments/iron pins _____/_____
- kk. _____ All asterisked (*) items should be included on a plan identified as the subdivision plat to be recorded after Planning Board signature at the Cumberland County Registry of Deeds _____/_____
- ll. _____ All plans should be no larger than 24"x36" and must be bound into sets, stapled, and folded to a size of no larger than 14" x 10" with name of project shown on front face of folded plan _____/_____

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Applicant
submitted

Dept of P/D
submitted/satisfactory

- mm. ____ Any revision(s) to the originally submitted plan(s) must include the date and full description of the revision(s) One copy of each replaced sheet must be left for the Planning Dept. _____/____
- nn. ____ If a full packet of plans is not presented with each revision, it is the responsibility of the applicant to replace the originally submitted sheets with the newly revised pages and rebind the packet of plans records. This is a necessary requirement for project completion. _____/____
- *oo. ____ Note of all requested waivers must be provided on plat _____/____
- pp. ____ If seeking reclassification from major to minor subdivision: _____/____
- i. ____ letter requesting reclassification _____/____
- ii. ____ both completed minor and major preliminary subdivision application forms (and site plan application form if appropriate) _____/____
- iii. ____ fee for minor subdivision (applicant is advised to bring a check for the balance remaining for major preliminary subdivision review to the Planning Board meeting at which reclassification will be determined. This will allow review that evening whether the Planning Board reclassifies the project as a minor subdivision or determines that major review is required) _____/____

PLANNING BOARD APPLICATION



Please note that there must be a public hearing legal notice published in the Portland Press Herald seven days prior to the date of the Planning Board meeting at which your proposed subdivision will be heard. You are responsible for paying the legal notice and must make payment to the newspaper.

The Department of Planning and Development will submit the notice to the newspaper approximately seven in advance the applicant's scheduled Planning Board meeting. The applicant is responsible for pay to the newspaper

If you have any questions about this policy, please contact the Department of Planning and Development at 207-767-7603.

In general, the City of South Portland does not require that the application or plan be prepared by professionals, except where specifically required by City Ordinance. Although professional advice and assistance may not be required, past experience indicates it is helpful in expediting your request.

Remember that incomplete applications will delay processing and approval of your application. If you are new to South Portland's review process of special exception, we advise you to set up an appointment with the Community Planner in the Department of Planning and Development prior to submission of your application.

Please note that there is space next to the numbers on the attached checklist for the applicant to check off each required item submitted with this application form. Please be thorough. A public hearing will be held before the Planning Board on this application.

Prior to submitting an application and the start of the review process, a pre-application meeting is required with a Planner. The meeting is initiated by the applicant and is scheduled with the applicant and a member of the Department of Planning and Development staff to discuss pertinent requirements.

Application fees must accompany the application at the time submittal to the Planning Office. The Final Major Subdivision and Site Plan application is two applications and the fee is a combination of land disturbance and new of lot/unit of the proposal development.

- Site Plan Fee for land disturbance < 2-acres: \$500.00 and \$750.00 Site Plan Fee for disturbance > 2-acres.;
- For Commercial Subdivisions the fee base is \$500.00 plus \$100.00 per 1,000 SF of total gross area;
- For Residential Subdivision the fee is assess at a \$100.00/lot or unit; and,
- For Amended Major Subdivision fee is \$500, if no additional lots created or \$750.00 for the first three additional lot/unit or \$100.00/lot or unit for four or more new lots or units.

Submit three copies of your application well in advance of the date that you must begin your project. One bound with original signature, two loose leaf copies, and four copies of plan sets with the submittal of PDF Files of the application and plan set are acceptable for staff review.