

PLANNING BOARD APPLICATION



AMENDED SUBDIVISION APPLICATION

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

****Submit pages 3 thru 3****

For Office Use:	Date Stamp
Date & Time Received: _____ Check# _____ Project# _____	
Application Fee (see pg. 8) : _____	
\$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 for a property located in the City of South Portland for approval as a Major Subdivision 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.

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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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1. . 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 _____ / _____
2. 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. _____ / _____
3. Written approval of water supply system proposals by Portland Water District /
4. 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) /
- 5.
6. Written evidence that Corporation Counsel is satisfied with the legal sufficiency / of the documents relating to public facilities and public open space, if applicable
7. 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, per regulation 18.
8. 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.
9. 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)

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- 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

- 10. Outline of proposed subdivision _____ / _____

- 11. 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)

- 12. Three copies of subdivision plan(s) at application submission on a 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 _____ / _____
 - e. 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) _____ / _____

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- 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) _____ / _____
- 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 out croppings, 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 _____ / _____
- ii. Designated area on plan for endorsement by Planning Board _____ / _____
- jj. (should include seven (7) lines for signatures and one (1) line for date) _____ / _____
- kk. Tract corners marked by granite monuments/iron pins _____ / _____
- ll. 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 _____ / _____
- mm. 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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- nn. 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. _____ / _____
- oo. 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. _____ / _____
- pp. Note of all requested waivers must be provided on plat _____ / _____
- qq. 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) _____ / _____

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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.