

PLANNING BOARD APPLICATION



PRELIMINARY MAJOR SUBDIVISION APPLICATION

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

****Submit pages 1 thru 8, keep pages 9 thru 9 for your records****

For Office Use:	Date Stamp
Date & Time Received: _____ Check # _____ Project # _____	
\$750.00 (minimum)- Fee Paid: _____	
\$100.00 per lot/unit >3 _____	
\$750.00 Minimum Engineering Escrow Paid: _____	
\$750.00 Minimum Legal Escrow Paid: _____	
\$500.00 Minimum Architectural Escrow Paid: _____	
Public Notice Fee \$150.00 Administration Fee _____	
Plus \$1.00/ per notice _____	
Copies of Plans: ___ PDF Files: Yes ___ No ___	

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

Name of subdivision: _____

Street name and number(s) of subdivision: _____

Name of record owner of land: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell#: _____ Email: _____

Name of sub divider (if different from owner): _____

Address: _____

Telephone #: _____ Fax #: _____

Person to contact if there are problems with application:

Address: _____

Telephone #: _____ Fax #: _____

Cell#: _____ Email: _____

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

Contact Person: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell#: _____ Email: _____

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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 project: _____

Estimated time start of construction: _____

Estimated time of completion of construction: _____

Is this application an amendment to a previously approved plan?

Yes: _____ No: _____

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

Existing Zone of property: _____

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_____ 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)

Name (Please print)

Application Fee for Preliminary Plan is \$750.00 plus \$100.00/lot or unit for each lot/unit greater than 3 lots/units.

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PRELIMINARY MAJOR SUBDIVISION CHECKLIST

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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 receipt of Planning Board's Erosion Control Information
Level One ___
Level Two ___ _____/ _____
3. ___ Brief summary of proposed drainage and erosion control systems in lay terms _____/ _____
4. ___ 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) _____/ _____
4. ___ 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 _____/ _____
 - d. ___ Outline of proposed subdivision _____/ _____
 - e. ___ 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 land marks such as roads, municipal boundaries, etc., may be included as an inset on that plan)

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5. ____ Prior to Final Approval of the Major Subdivision: In order to facilitate the City of South Portland GIS and AutoCAD system, all subdivisions and site plans reviewed by the City Planning Board and City staff subsequent to March 10, 1998 shall be tied to the State Plane Coordinate System NAD 83, Maine West Zone, with units in US survey feet. Each plan shall be submitted with a diskette, in either AutoCAD r14 or DXF format, that lists the coordinate pairs for at least three perimeter boundary points. _____/_____

6. ____ As part of Subdivision review, the applicant prior to submission for preliminary 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. _____/_____

7. ____ Four (4) copies of subdivision plan(s) should be on **paper no larger than 24" x 36", bound into sets, stapled, and folded to a size of no larger than 14" x 10" with the project name shown on the front face of the folded plan. (At the time of Application Submission.)** Ten (10) final subdivision plans will be required at the Planning Board public hearing. _____/_____

The plan(s) should include:

*a. ____ Identification of plan as a "Preliminary Subdivision" (or as Amended Preliminary 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 as item 4 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 as item 5 on page 1 of this application) _____/_____

*d. ____ Name of municipality _____/_____

*e. ____ Date _____/_____

*f. ____ North arrow _____/_____

*g. ____ Scale of 1" = 20' to 1" – 50' (This scale may be varied if necessary to legibly describe the project on single sheet) _____/_____

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- *h. ___ Name and address of record owner (Please note that the name and address of record must be identical to that listed as item 6 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 as item 7 on page 1 of this application) _____/ _____
- *j. ___ Name and address of designer(s) of plan (Please note that the name and address of the designer(s) of plan must be identical to that listed as item 9 on page 1 of this application) _____/ _____
- *k. ___ Dimensions and acreage of parcel and proposed lots _____/ _____
- *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 1' intervals (If a site is too flat to provide meaningful information at 1' intervals, spot elevations at all appropriate locations may 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 should be identified as such) _____/ _____
- *q. ___ Locations and dimensions of all 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 should be identified as such) _____/ _____
- r. ___ Locations, dimensions, and description of type of 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 _____/ _____

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- t. ___ Description of water and sanitary sewer system including location and size of existing and proposed water sewer mains 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. ___ Drainage and erosion control plan conforming with requirements set forth in Section 24-19(17) _____/ _____
- v. ___ Location and sizes of other utility systems (Existing improvements should be identified as such) _____/ _____
- *w. ___ Location of natural features such as watercourses, marshes, rock out-croppings, stands of trees, and other essential physical features, if applicable; natural features to be preserved must be identified on plat _____/ _____
- x. ___ Designated fire lanes (NOTE: Applicant should check with Fire Department for location and size of necessary fire lanes) _____/ _____
- y. ___ Location and type of proposed erosion control devices _____/ _____
- z. ___ Number of lots proposed by the subdivision _____/ _____
- aa. ___ Location of temporary markers, if applicable _____/ _____
- bb. ___ Conditions of dedication of public areas, if applicable _____/ _____
- cc. ___ Layout of bridges, if applicable _____/ _____
- dd. ___ All asterisked (*) items should be included on a plan identified as the subdivision plat when final subdivision application is made. The plat for the final subdivision shall be recorded after Planning Board signature at the Cumberland County Registry of Deeds. _____/ _____
- ee. ___ All plans should be on paper **no larger than 24" x 36"** and must be bound, stapled and **folded to a size no larger than 14" x 10"** with the name of the project shown on front face of folded plan _____/ _____
- ff. ___ Any revision(s) to the originally submitted plan(s) must include the date and full description of the revision(s) _____/ _____

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- gg. ___ 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. One copy of each replaced sheet must be left for the Department of Planning and Development records. This is a necessary requirement for project completion. _____/ _____
- *hh. Note of all requested waivers must be provided on plat _____/ _____
- ii. ___ If seeking reclassification from major to minor subdivision: _____/ _____
- 1) ___ letter requesting reclassification _____/ _____
- 2) ___ both completed minor and major preliminary subdivision application forms (and site plan application form if appropriate) _____/ _____
- 3) ___ 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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INFORMATION FOR PRELIMINARY MAJOR SUBDIVISION APPLICANTS

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 days before the scheduled Planning Board meeting for your request. The newspaper will then bill you directly.

If a holiday or other circumstance changes this schedule of notice submission, the Department of Planning and Development will notify you of such a change.

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 conference is required with a Planner. The conference 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.

Submit three (3) copies of your application well in advance of the date that you must begin your project. One (1) bound with original signature, two (2) loose leaf copies, and four (4) copies of plan sets with the submittal of PDF Files of the application and plan set are acceptable for staff review.

Prepare the application, making sure all items on the checklist are addressed and that all required information is included in the application package. Call the Department of Planning and Development if you don't understand a requirement. Submit the application to the Department of Planning and Development.