

Appendix O

FINAL PLAN APPLICATION SUBMISSION CHECKLIST

Subdivision Name _____ Date _____

This checklist has been prepared to assist applicants in developing their applications. It should be used as a guide in assembling the information necessary for a complete application. However, the checklist does not substitute for the requirements of Article 7 of the Subdivision Regulations (or Ordinance). The Planning Board will also use the checklist to ensure that your application is complete. Indicate if the information has been submitted or if a waiver is requested. If you feel that information is not applicable to your project, please indicate in the second column. The perimeter survey, subdivision plan and engineering plans may be contained on the same drawing. However, detailed engineering drawings such as road profiles, drainage swales and erosion/sedimentation plans may best be presented on a separate sheet or sheets.

Note that this checklist only covers the submission requirements for a *final plan*. It does not address the standards that the final plan must meet. For review standards refer to Appendix P, which addresses the performance standards and the design guidelines of Article 10.

SUBDIVISION PLAN SUBMISSION REQUIREMENTS		Submitted by Applicant	Not Applicable	Applicant Requests to be Waived	Received by Planning Board	Waived by Planning Board
7.1.	PROCEDURE					
7.1.A.	Submittal of draft Final Plan within 6 months of approval of the Preliminary Plan OR submittal of request for an extension to the filing deadline					
7.1.B.	Filing of appropriate Final Plan application fee					
7.1.C.	Prior to submittal of Final Plan application, the following approvals shall be obtained where applicable: 1. Maine DEP permit(s) 2. Maine DHS permit(s) if public water system 3. Maine DHS permit(s) if engineered subsurface wastewater disposal system 4. Army Corps of Engineers if Section 404 permit required 5. Maine DOT Traffic Movement Permit and/or Highway Entrance/Driveway Access Permit The Board may require a letter from the various agencies verifying if their regulations do or do not apply					
7.1.D.	If applicable per section 6.2.C.23, confirmation that Maine Historic Preservation Office received a copy of the proposed plan and mitigation measures					
7.1.E.	Written Approval from the Town E911 Officer					
7.1.K.	Performance Guarantee requirements specified in Article 11					

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	SUBDIVISION PLAN SUBMISSION REQUIREMENTS	Submitted by Applicant	Not Applicable	Applicant Requests to be Waived	Received by Planning Board	Waived by Planning Board
7.2.	SUBMISSIONS					
7.2.	One or more maps or drawings at scale of not more than 1"=100'; subdivision more than 100 acres, not larger than 1"=200'					
7.2.	Plans not larger than 24" x 36" with 2" border on binding side; 1" for borders elsewhere					
7.2.	Block for Planning Board signatures					
7.2.	One reproducible, stable based transparency of the recording plan to be recorded at the Registry of Deeds, and ___ full sized paper copies of all the final plan sheets and any supporting documents					
7.2.	FINAL PLAN INFORMATION					
7.2.A.	Final Plan Application and Submission Checklist					
7.2.B.	Name of Subdivision, Name of Town and Assessor's Map and Lot Number(s)					
7.2.C.	Total acres in subdivision; location of property lines, existing building(s), vegetative cover type and other essential physical features					
7.2.D.	Type of sewage disposal proposed					
7.2.D.	Sewer District approval of sewerage design					
7.2.E.	Type of Water Supply					
7.2.E.1.	Water District approval of water system design					
7.2.E.2.	Fire Chief letter on hydrants or other fire protection measures					
7.2.E.3.	Well driller or hydrologist letter on ground water supply and quality					
7.2.F.	Date plan prepared, north point, graphic map scale					
7.2.G.	Names and addresses of record owner, applicant, plan preparer(s) and adjoining property owners					
7.2.H.	Location of any zoning boundaries affecting the property					
7.2.I.	If different than Preliminary Plan submittal, any deed restrictions on proposed new lots or dwellings					
7.2.J.	Location and size of existing and proposed sewers, water mains, culverts and drainageways on and adjacent to proposed subdivision					
7.2.K.	Location, name and widths of existing and proposed streets, easements, building lines, parks and open spaces on or adjacent to subdivision tied to survey points and certified by a registered land surveyor					
7.2.L.	Street design plans					
7.2.M.	Location and dimensions of streets, public improvements and open space in subdivision from Official Map, Comprehensive Plan or Capital Improvements Program					
7.2.N.	Parcels proposed for dedication to public use; condition (s) of dedication; written documentation of management of subdivider-retained parcels; legal sufficiency to convey title(s) to Town					
7.2.O.	100-year flood elevations					
7.2.P.	Location and method of construction debris disposal					

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7.3.	SUBMISSIONS FOR WHICH A WAIVER MAY BE GRANTED					
7.3.A.	Erosion and sedimentation control plan					
7.3.B.	Storm water management plan					
7.3.C.	<p>If the proposed subdivision is within the direct watershed of a great pond, and it does not qualify for the simplified phosphorus control review procedure for phosphorus control the following shall be submitted or indicated on the plan:</p> <ol style="list-style-type: none"> 1. Phosphorus impact analysis and control plan 2. A long term maintenance plan 3. Contour lines no less than 5' intervals 4. Delineate areas of 25%+ slopes covering more than one acre on 					