

Town of Poland, Maine

Minor Subdivision Application Instructions

- 1) **Read every part of this document.** Failure to follow requirements can and will delay the Planning Board's decisions.
- 2) Fill out the forms on pages 3 through 6. Obtain or get copies of information as required by the application on these pages.
 - A) Obtain names and addresses of "Abutters" (*within 500 feet of your lot*) from the Assessor's Office.
 - i) You will need to deliver this list to the Planning Board Office. It is needed for the official abutters' notification by this office of your request.
 - ii) An "Agenda Request form should be filed at the same time so that a meeting date with proper notification to the abutters can be set.
 - B) Words in italics contain important instructions. Please follow them.
- 3) Use the "Submission Checklist" on pages 7 and 8 to make sure submission requirements are met.
 - A) The checklist is a summary of the standard requirements in Section 6-106.3 of the Comprehensive Land Use Code.
 - i) The actual Code wording may be found in Addendum B or the entire ordinance code on-line at www.polandtownoffice.org. Go to the "Code Enforcement" page and then select "Services".
 - ii) Hardcopies are available for \$15.00 at the town office.
 - B) Make sure all waiver requests have a written statement for each request. Check with the Code Enforcement Office to make sure items stated as "On File" are indeed in the town office.
 - C) Some requirements may need only a one paragraph or one sentence statement. Make sure all requests are answered.
- 4) **Make the necessary copies of pages 3 through 8 of the application and all information requested** (*see item 6 below*). Include a copy of one of the completed form letter used for abutter notification as part of the application.
- 5) In Addition **DO NOT FILL OUT, but DO COPY** Addendum A (*pages 9 through 13*) and make it a part of the application.
- 6) **NUMBER OF COPIES OF THE APPLICATION AND DUE DATES**
 - A) A total of at least 13 copies of the plans are needed. (*DO NOT FORGET ANOTHER ONE FOR YOU!*)
 - i) Four of the copies are required for Department Heads and should be attached to the department head notice. (The Recreation Dept. need to be notified but usually does not need a copy of the application)
 - ii) The Road Commissioner's, Fire/Rescue Chief's and Police Dept. copy may be dropped off at the town office.
 - iii) Department heads can and do require at least fourteen days to review the applications. If insufficient time is given to the department heads for review, their response to the Planning Board can and will delay the Planning Board's decision. (*Fourteen days lead-time will usually be sufficient.*)

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- B) **The Planning Board Office must receive an original application (An application with original signatures) and an additional 8 copies for the Board members along with the appropriate fees by 1:00 p.m. seven days before the stated meeting to remain on the upcoming agenda.**
- C) If review for completeness of information by the Code Enforcement Officer is desired, a copy must be submitted to the CEO at least 14 days prior to the meeting.
- D) The application will be put on display for public review for at least 7 days prior to the meeting.
- E) Applications received after the Agenda is posted may not be reviewed by the Board for your scheduled meeting date.

7) Addendum Information

- A) Addendum A contains the Performance Standards checklist for use by the Planning Board. Do not fill it out but make sure it is attached to each copy of the application.
- B) Addendum B contains the portion of the ordinance describing the submittal requirements. DO NOT COPY and DO NOT ATTACH it to the application. It is for you to refer to.
- C) A “Departmental Review” form along with department addresses is attached to the back of this application.

Town of Poland, Maine

Minor Subdivision Application

PROJECT NAME: _____ **Number of Lots/Units** _____

LOT INFORMATION:

Tax Assessor's Map # _____ Lot # _____ Sub lot # _____

Registry of Deeds Book # _____ Page # _____

Road Location: _____

Lot Size _____ Acres or Sq. Ft. Road Frontage: _____ Ft.

Year lot created: _____ (If unknown, give best guess with +/- after date)

Zoning District(s): _____ Flood Zone: _____ Aquifer Overlay: _____

Current use of lot _____

LAND OWNER(s): *Submit copy of deed and copy of Tax Assessor's information card*

Mail Address: _____ Main Phone: _____

Town/State/Zip _____ Alternate Phone: _____

APPLICANT - CONTACT PERSON

Applicant is: _____ Landowner _____ Contractor _____ Renter _____ Buyer

If not the landowner, submit a letter of permission to construct, use, or contract to buy from the landowner, along with the following information:

Applicant Name(s): _____

Company _____

Mail Address: _____ Main Phone: _____

Town/State/Zip _____ Alternate Phone: _____

THIS APPLICATION IS FOR:

(Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Commercial | <input type="checkbox"/> New Development |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Change in Use |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> Expansion of Use |
| <input type="checkbox"/> Governmental | <input type="checkbox"/> Expansion of Structure(s) |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Resumption of Use |

EXISTING LOT CONDITIONS

(This page is to describe what is on your lot now. DO NOT include what you are planning to do)

1) **General**

a) Does this lot have any development? _____ Yes _____ No

(WHOA!!! If No, go to next page)

b) Is there an existing Well _____ Yes _____ No

c) Is there an existing Septic System _____ Yes _____ No

i) *If yes, submit a copy of a septic permit, or drawing(s) showing size & location.*

d) Is there an existing Road Entry _____ Yes _____ No

i) *If yes, will there be any changes/modifications?* _____ Yes _____ No

ii) *(If no, submit copy of appropriate road entry application if entrance is onto a state or town road.)*

e) Any structures to be removed _____ Yes _____ No

i) *If yes, submit information about the structure to be removed and how any debris will be disposed of.*

2) **Existing Land Development & Improvements NOT Including Buildings**

a) Size of lawns _____ Sq. Ft. or Acres

b) Size of fields _____ Sq. Ft. or Acres

c) Size of driveways/roads _____ Sq. Ft.

d) Size of other non-vegetated areas _____ Sq. Ft.

e) Wetlands already filled _____ Sq. Ft.

3) **Existing Main Structure**

a) Ground Footprint _____ Sq. Ft.

b) Total Gross Floor Space _____ Sq. Ft. (*exterior dimensions of all floors*)

c) Road Frontage Setback _____ Ft.

d) Side Setback _____ Ft.

e) Rear Setback _____ Ft.

f) Distance to Great Pond _____ Ft. or _____ Not applicable (over 250')

g) Distance to Stream _____ Ft. or _____ Not applicable (over 250')

h) Distance to Wetlands _____ Ft. or _____ Not applicable (over 250')

i) Foundation

• _____ Full Basement _____ Frost Walls _____ Slab _____ Piers

4) **Existing Accessory Structure(s)**

a) Total Number of Structures _____

b) Total Ground Footprint _____ Sq. Ft.

c) Total Floor Space _____ Sq. Ft.

d) Closest Road Setback _____ Ft.

e) Closest Side Setback _____ Ft.

f) Closest Rear Setback _____ Ft.

g) Distance to Great Pond _____ Ft. or _____ Not applicable (over 250')

h) Distance to Streams _____ Ft. or _____ Not applicable (over 250')

i) Distance to Wetlands _____ Ft. or _____ Not applicable (over 250')

Proposed Development

SUBMISSION REQUIREMENTS:

1. Standard submissions requirements shall follow Section 6-106.2 Comprehensive Land Use Code.
 - Use the checklist on pages 7 & 8. (*See attached Addendum B for detail of requirements.*)
2. Additional information requested by the Planning Board at the Pre-application Sketch Plan and/or the Site Inspection meetings shall be added to the standard submission requirements.
3. Information shall be submitted in the order shown in the check list.
4. Submit information on status of any necessary state and/or federal permits.

DISCLOSURE:

(READ CAREFULLY BEFORE SIGNING)

1. I hereby acknowledge that I have read this application and pertinent sections of the ordinances, and state that the information in this document is to the best of my knowledge true and accurate.
2. I agree to comply with all the Town of Poland's ordinances and the State of Maine's statutes regulating the activities sought in this application as well as any permits approved for this application.
3. I understand that all construction shall conform to the Town's ordinances and the State's statutes, and all structures to the International Residential Codes of 2000, International Building Codes of 2000, and the NFPA-101 Life Safety Codes of 1997.
4. I understand that any approval is valid for only those uses as specified in this application. The permitting authority must approve any changes made to the uses sought in the application. Any approval issued for this application is approved on the basis of truthful information provided by the applicant(s), and as allowed by the ordinances of the town.
5. I understand that it is my responsibility to assure that the original lot's description herein accurately describes its ownership, its boundary lines, and the setback measurements from the legal boundary lines. All sub-lots described herein accurately describe their boundary lines and setback measurements.
6. I understand that I have the burden of proof as to the legal right to use the property, and approval of this application in no way relieves me of this burden. Any approval issued does not constitute a resolution in my favor or the landowner(s) in any matters regarding the property boundaries, ownership, or similar titles.
7. I understand that if I fail to comply with the aforementioned statements, a "STOP WORK" order may be issued for which I will immediately halt any construction or uses that are approved for this application. This failure may also require that I return the property to its natural state or as closely thereto before the construction or uses were approved.

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8. I understand that all necessary **Construction, Development, Building, and Use Permits** shall be secured from the Code Enforcement Office after the Planning Board grants approval of this application **before work commences on this project.**
9. I understand that the **approval becomes invalid if** construction or use has not commenced within twelve (12) months of the Planning Board's approval date, construction is suspended for more than six (6) months and no notice for just cause is submitted prior to the end of the six (6) months, or it is found that false statements have been furnished in this application.
10. I understand that **all state and federal permits** are my responsibility as the applicant and/or owner.
11. I agree to acquire all necessary state and federal permits prior to the start of any construction or use pertaining to this application.

Applicant's Signature

Date

Applicant's Signature

Date

Completeness of Submission CHECKLIST for

(Plan Name) _____

The following list is the information required in Chapter 6-106.3 of the Comprehensive Land Use Code for the Town of Poland, Maine for a Minor Subdivision Plan Application. Please check the appropriate left-hand column depending if the information has been provided, if you request a waiver from submitting the information, or if you believe the information is not applicable to your application. If a waiver(s) is requested, or the information is not applicable, a written explanation is required.

For Applicant Use			Section 6-106.3 Submission requirements	For Planning Board Use			
Provided	Waiver Request	Not Applicable		Received	On File	Waived	Not Applicable
			A. Application form				
			B. Location Map				
			B.1. Existing subdiv. In proximity				
			B.2. Location & names of streets				
			B.3. Zoning Districts				
			B.4. Outline of subdiv & holdings				
			C. Final Plan				
			* 2 Originals plans				
			* 9 copies of application				
			* Board Endorsement area				
			* Digital form of plan				
			D.1. Proposed name				
			D.2. Names & address of all involved				
			D.3. Date plan prepared				
			D.4. Existing physical features				
			* Number of acres				
			* Property lines				
			* Existing buildings				
			* Vegetative cover type				
			* Trees >24" DBH				
			* Clearing area for lawns & structures				
			* Restrictions on clearings				
			D.5. Location of water bodies				
			D.6. Contours at requested intervals				
			D.7. Zoning Districts				
			D.8 Location, names, widths of:				
			* Roads				
			* Easements				
			* Buildings				
			* Parks				
			* Open Spaces				
			D.9. Title, rights, & interests				
			D.10. Standard boundary survey				
			D.11. Copy of most recent deed on parcel				
			D.12. Intended deed restrictions				
			D.13. Type of sewage disposal				
			D.13.a. SSWS pit locations & analyses				
			D.14.a. Public water supply approval				
			D.14.b. Private wells adequate supply				
			D.14.c. Adequate central supply				

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For Applicant Use				For Planning Board Use			
Provided	Waiver Request	Not Applicable	Section 6-106.3 Submission requirements	Received	On File	Waived	Not Applicable
			D.15. Wetland identified				
			D.16. Phosphorous analysis				
			D.17. Location of sewers, water mains, culverts, & drainage ways				
			D.18. Open space to be preserved				
			D.19. Dedicated public use land				
			* Offers to town				
			* Selectmen look favorable on offer				
			D.20. Flood prone areas				
			D.21. Hydrogeologic assessment				
			D.21.a. Sand & gravel aquifers				
			D.21.b. Average dwelling density				
			* Potential for adverse impact				
			D.22. Storm water management plan				
			D.23. Erosion & sedimentation plan				
			D.23.a Permit from DEP				
			D.24 Areas of wildlife habitat				
			D.25. Areas on NRHP				
			D.26. Disposal of debris				
			* DEP permit				
			D.27. Scenic sites				
			D.28. Agricultural areas				
			D.29. Archeological resources				
			D.30. Technical & financial ability				
			Supplemental Information				
			Notification of fire, rescue, road, & school departments				
			Status of State and/or Federal permits				
			Condition A.				
			Condition B.				
			Condition C.				
			Condition D.				
			Condition E.				
			Condition F.				

Addendum A

Performance Standards & Design Guidelines

Based on Section 6-112 & 6-113

	<u>Met</u>	<u>Waived</u>	<u>On File</u>	<u>Deficient</u>	<u>Not App.</u>
112.1 Pollution					
A. No discharge of waste water into a body of water					
B. Storm water treated					
112.2 Sufficient water					
A.1.a. Individual wells sited					
A.1.b. Designed for wells, SSWS, & future SSWS					
A.1.c. Central water supply meets drinking water rules					
A.1.d. Adequate water storage for fire protection					
A.2. Public water supply detailed & properly sized					
B. Water quality met.					
112.3 Impact on Existing Water Supplies					
112.4 Soil Erosion					
A. Prevent soil erosion from entering water bodies, wetlands, & adjacent properties					
B. Procedures outlined					
C. Plans to retain topsoil					
112.5 Traffic Conditions					
A.1. Safeguards against hazards to vehicles & pedestrians					
A.2. Traffic congestion					
A.3. Safe & convenient circulation on streets					
B.1. No through traffic					
B.2. Neighboring streets can handle expected traffic					
B.3. Safeguard against hazards at intersections					
B.4. Avoidance of queuing of vehicles					
B.5. Provision to connections to similar uses					
B.5.a Fire chief approval for services					
B.5.b Enable public travel between two uses					
B.6 Improvements to existing streets					
B.7 Street names, signs, & lighting					
B.8 Clean up following street construction					
112.6 Sewage Disposal					
A. Private Systems					
2.a. Suitable SSWS for test pits submitted					
2.b. Limiting factor site have suitable 2 nd site					

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	<u>Met</u>	<u>Waived</u>	<u>On File</u>	<u>Deficient</u>	<u>Not App.</u>
2. c. No new system variances					
112.7 Solid Waste properly disposed of					
112.8 Impact on Beauty, Historic, Wildlife, Etc.					
A.1. Deed restriction for clearing of trees					
A.2. RR & FF districts minimize structure visibility					
A.3. Landscape plans to preserve trees					
A.4. Planting of street trees					
B.1. Open space or greenbelts preserved					
B.2. Measures to preserve natural areas					
B.3. Measures to preserve historic areas					
B.4. Sufficient undeveloped areas for recreation					
B.5. Land reserved for open areas					
B.6. Ownership of open lands					
C.1. Protection for areas within 250' of wildlife habitats					
C.2. Protection for areas within 1320' of deer yards					
C.3. Protection for areas shown in Comprehensive Plan					
D. Protection for existing public access to shoreline					
112.9 Conformance with Zoning & Other Ord.					
112.10 Financial & Technical Ability					
A. Financial capacity					
B.1. Retention of qualified contractors & consultants					
B.2. Applicant's, contractor's, & consultant's experience & training					
112.11 Impact on Water Quality or Shoreline					
112.12 Impact on Ground Water Quality or Quantity					
A.1 Hydrogeologic assessment					
A.1.a. Map of soils					
A.1.b. Depth of water table throughout subdivision					
A.1.c. Drainage condition throughout subdivision					
A.1.d. Data on existing water quality					
A.1.e. Evaluation of ground water resources					
A.1.f. Map of SSWSs within 200' of subdivision					
A.2.a. Projection of ground water quality					
A.2.b. No increase in contaminant concentrations					
A.2.c. Plans to improve on primary water quality standards					
A.2.d. Plans to improve on secondary water quality standards					
A.2.e. Construction standards for drinking water wells					

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	<u>Met</u>	<u>Waived</u>	<u>On File</u>	<u>Deficient</u>	<u>Not App.</u>
C.1. Ground water withdrawal not below table at boundaries					
C.2. Runoff & infiltration not to lower water table					
112.13 Floodplain Management					
A. Utilities constructed to minimize flood damage					
B. Adequate drainage to reduce exposure					
C. Structure to be constructed 1' above 100-yr flood					
112.14 Fresh Water Wetlands identified					
112.15 River, Stream, or Brook identified					
112.16 Storm Water Management					
A.1. Adequate provisions for qty. of 2-, 10-, & 25-yr storm					
A. 2. Plans to reduce suspended solids by 15%					
B. Provisions all within subdivision parcel					
112.17 Phosphorous Impact on Great Ponds					
A.1. Post development export limited					
A.1.a. Phosphorous export based on chart					
A.2. Simplified review meets requirements					
A.3. Standard review meets requirements					
A.4 Provisions for monitoring, inspecting, & maintaining control measures					
A.4.a. Vegetative buffer strips					
A.4.b. Wooded buffers					
A.4.c. Non-wooded buffers					
A.4.d. Infiltration systems					
A.4.e. Wet ponds					
112.18 Impact on Adjoining Municipality					
113. Design Guidelines					
113.1 Sufficient Water					
A.1. Fire hydrants on public supply within 500' of all bldgs					
A.2. Pipe sizing for fire dept connection					
A.3. Suitable access to hydrant					
4. Water supply of sufficient capacity					
4.a. NFPA standard #1141 followed					
4. b. Dry hydrants installed with easy access					
4. c. Provisions for maint. of water source					
4.d. Provisions for filling storage tanks					
113.2 Traffic Conditions					
A.1. No direct access to arterial street for individual lots					

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	<u>Met</u>	<u>Waived</u>	<u>On File</u>	<u>Deficient</u>	<u>Not App.</u>
A.2. Corner lots have access to less hazardous street only					
B. Street design conforms to Chapter 8					
113.3 Wildlife Habitat, Rare Natural Areas, Public Access to Shoreline					
A.1. Wooded buffer strips in place					
A.2. FF subdiv bldgs located in forested areas					
A.3. Street trees located on streets across open fields					
B. Retention of historic features					
C. Comments from DIFW on wildlife habitats					
C.1.a. Areas of endangered species placed in open spaces					
C.1.b. Deed restrictions on plan					
C.2.a. No vegetation cutting within 75' of waterfowl areas					
C.2.b. Restriction shown on plan					
C.3. Protection of deer wintering areas					
C.4. Protection of other wildlife areas.					
113.4 Storm Water Management					
A. Design follows BMP					
B. Culverts properly sized					
C. Catch basins installed where necessary					
113.5 Impact on Water Quality or Shoreline Buffer strip preserved					
A. Well distributed stand of trees, footpath, clearings					
B. Provisions for removal of tree volume - 40%/10-yr					
C. Undergrowth <3' preserved					
D. Pruning of tree branches limited to lower 1/3					
E. Provisions for replanting open spaces caused by disease or damage					
113.6 Lots					
A. Side lot line perpendicular to streets					
B. Deed provisions or restrictions for future divisions					
C. Lots divided by ROW, streams, etc. not combined					
D. Length to width ratio of each lot < 4:1					
113.7 Utilities					
A. Planning Board requires underground utilities					
B. Underground utilities properly marked and installed prior to installation of final gravel base					
C. Size, type, & location indicated on plan					
113.8 Monuments					
A. Monuments locate streets					

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	<u>Met</u>	<u>Waived</u>	<u>On File</u>	<u>Deficient</u>	<u>Not App.</u>
B. Monuments locate all corners & angles of subdiv					
C. Stone or concrete monuments have drill hole to mark point					
D. Monumentation set according to MBRLS					
113.9 Cluster Development					
113.10 Open Space & Common Land					
A. Description of who owns, maintains open land					
B. Provision for future subdivision and bldg construction					
C. Shown on plan with notations					
D.1. Covenants w mandatory association membership					
D.2. Articles of incorporation for lot owner's assoc.					
D.3. Draft of by-laws					
E.1. Association's responsibility of maint.					
E.2. Associations levy of annual charges					
E.3. Power to place liens on property					
E.4. Developer maintains control of common property until 75% occupancy					
113.11 Agricultural Buffers minimum 100'					
Waivers					
a) Board's list of Finding-of-facts for waivers.					
b) Board's set of conditions for waivers					

Addendum B

6-106.3 Submissions for Minor Subdivision

The application for Minor Subdivision approval shall consist of the following items.

A. Application Form.

A completed and signed Subdivision Application Form.

B. Location Map.

The location map shall be drawn at a size adequate to show the relationship of the proposed Subdivision to the adjacent properties, and to allow the Board to locate the Subdivision within the Municipality. The location map shall show:

1. Existing subdivisions in the proximity of the proposed Subdivision.
2. Locations and names of existing and proposed streets.
3. Boundaries and designations of Zoning Districts.
4. An outline of the proposed Subdivision and any remaining portion of the owner's property if the Plan submitted covers only a portion of the owner's entire contiguous holding.

C. Final Plan for Minor Subdivision.

The Final Plan for a Minor Subdivision shall consist of two (2) reproducible, stable-based transparent originals, one to be recorded at the Androscoggin County Registry of Deeds, the other to be filed at the Municipal Office and nine (9) copies of the application and plans or drawings drawn to a scale of not more than one (1) inch equals one hundred (100) feet. Plans shall be no larger than twenty-four (24) by thirty-six (36) inches in size, and shall have a margin of two (2) inches outside of the border lines on the left side for binding and a one (1) inch margin outside the border along the remaining sides. Space shall be provided for endorsement by the Board. The Final Plan shall be also provided in digital form as specified by the Planning Board. The Plan to be recorded at the Androscoggin County Registry of Deeds shall follow the requirements of Title 33, M.R.S.A. Section 652.

D. Application Requirements.

The application for approval of a Minor Subdivision shall include the following information. The Board may require additional information to be submitted, where it finds it necessary in order to determine whether the criteria of Title 30-A, M.R.S.A. Section 4404 and this Chapter are met. The Planning Board has the responsibility for making sure all eighteen (18) of the review criteria from the State Statute are met. Failure to submit information regarding anyone criterion therefore could result in a denial of the application.

1. Proposed name of the Subdivision, or identifying title, and the name of the Municipality in which it is located, and the assessor's map and lot numbers.
2. The name(s) and address(s) of the owner(s) of record, applicant, and individual or company who prepared the Plan. The adjoining property owners. The Plan shall be embossed with the seal and signed by the State of Maine registered Professional Engineer or State of Maine registered Land Surveyor who prepared the Plan.
3. The date the Plan was prepared, magnetic north point, and graphic map scale.
4. The number of acres within the proposed Subdivision, location of property lines, existing buildings, vegetative cover type, and other essential existing physical features. The location of any trees larger than twenty-four (24) inches in diameter at breast height shall be shown on the Plan. On wooded sites, the Plan shall indicate the area where clearing for lawns and structures shall be permitted and/or any restrictions to be placed on clearing existing vegetation.
5. The location of all rivers, streams and brooks within or adjacent to the proposed Subdivision. If any portion of the proposed Subdivision is located in the direct watershed of a Great Pond, the

application shall indicate which Great Pond.

6. Contour lines at the interval specified by the Board, showing elevations in relation to mean sea level.
7. The zoning district in which the proposed Subdivision is located and the location of any zoning boundaries affecting the Subdivision.
8. The location, names, and present widths of existing streets and highways, and existing and proposed easements, building lines, parks and other open spaces on or adjacent to the Subdivision. The Plan shall contain sufficient data to allow the location, bearing and length of every street line, lot line, and boundary line to be readily determined and be reproduced upon the ground. These lines shall be tied to reference points previously established.
9. Verification of right, title, or interest in the property.
10. A standard boundary survey of the parcel, giving complete descriptive data by bearings and distances, made and certified by a State of Maine registered Land Surveyor. The corners of the parcel shall be located on the ground and marked by monuments. The Plan shall indicate the type of monument found or to be set at each lot corner.
11. A copy of the most recently recorded deed for the parcel. A copy of all deed restrictions, easements, rights-of-way, or other encumbrances currently affecting the property.
12. A copy of any deed restrictions intended to cover all or part of the lots or dwellings in the Subdivision.
13. An indication of the type of sewage disposal to be used in the Subdivision.
 - a. When sewage disposal is to be accomplished by Subsurface Wastewater Disposal Systems, Test Pit Analyses, prepared by a State of Maine Department of Human Services licensed Site Evaluator shall be provided. A map showing the location of all test pits dug on the site shall be submitted.
14. An indication of the type of water supply system(s) to be used in the Subdivision.
 - a. When water is to be supplied by public water supply, a written statement from the servicing Water District shall be submitted indicating that there is adequate supply and pressure for the Subdivision and that the Water District approves the Plans for extensions where necessary. Where the Water District's supply line is to be extended, a written statement from the Fire Chief, stating approval of the location of fire hydrants, if any, and a written statement from the Water District approving the design of the extension shall be submitted.
 - b. When water is to be supplied by private wells, evidence of adequate ground water supply and quality shall be submitted by a well driller or a hydrogeologist familiar with the area.
 - c. When a proposed Subdivision is to be served by a private central water system or will contain multi-family buildings, evidence of adequate ground water quantity shall be required.
15. Wetland areas shall be identified on the Survey, regardless of size.
16. If the proposed Subdivision is in the direct watershed of a Great Pond, a Phosphorus Control Plan is required. If a Phosphorus Impact Analysis and Control Plan are required, the contour intervals must be no more than five (5) feet, the contours must be based on photogrammetric interpretation or field survey.
17. The location and size of existing and proposed sewers, water mains, culverts, and drainage ways on or adjacent to the property to be subdivided.
18. The location of any open space to be preserved and a description of proposed improvements and

its management.

19. All parcels of land proposed to be dedicated to public use and the conditions of such dedication. Written offers to convey title to the Municipality of all public open spaces shown on the Plan, and copies of agreements or other documents showing the manner in which open spaces to be retained by the applicant or lot owners are to be maintained shall be submitted. If open space or other land is to be offered to the Municipality, written evidence that the Municipal Officers have voted to recommend acceptance of the offer and that they are satisfied with the legal sufficiency of the written offer to convey title shall be included.
20. If any portion of the Subdivision is in a flood-prone area, the boundaries of any flood hazard areas and the 100-year flood elevation, as depicted on the Town of Poland Flood Insurance Rate Map, shall be delineated on the Plan.
21. A Hydrogeologic Assessment prepared by a State of Maine certified Geologist or State of Maine registered Professional Engineer, with expertise in Hydrogeology when the Subdivision is not served by public sewer; and
 - a. Any part of the Subdivision is located over a sand and gravel aquifer, as shown on a map entitled Significant Sand and Gravel Aquifer Maps 98-152, 98-155, 99-21, and 99-24 (published by the Maine Geological Survey, Maine Department of Conservation and as amended by the Board of Appeals).
 - b. The Subdivision has an average density of more than one (1) dwelling unit per one hundred thousand (100,000) square feet.

The Board may require a Hydrogeologic Assessment in other cases where site considerations or development design indicate greater potential of adverse impacts on ground water quality. These cases include extensive areas of shallow to bedrock soils; or cluster developments in which the average density is less than one (1) dwelling unit per one hundred thousand (100,000) square feet but the density of the developed portion is in excess of one (1) dwelling unit per eighty thousand (80,000) square feet; or proposed use of shared or common subsurface wastewater disposal systems.

The Hydrogeologic Assessment shall be conducted in accordance with the provisions of Section 6-112.12, below.

22. A Storm Water Management Plan, prepared by a State of Maine registered Professional Engineer in accordance with the Storm water Management for Maine: Best Management Practices, published by the Maine Department of Environmental Protection (1995 and as amended). The Board may not waive submission of the Storm Water Management Plan unless the Subdivision is not in the watershed of a Great Pond, the proposed Subdivision will not involve grading which changes drainage patterns, and the addition of impervious surfaces such as roofs and driveways are less than five (5) percent of the area of the Subdivision, the Plan shall be reviewed by the Androscoggin Valley Soil and Water Conservation District.
23. An Erosion and Sedimentation Control Plan prepared in accordance with the Maine Erosion and Sedimentation Control Handbook for Construction: Best Management Practices, (published by the Cumberland County Soil and Water Conservation District and the Maine Department of Environmental Protection, March 1991 and as amended). The Board may not waive submission of the Erosion and Sedimentation Control Plan unless the Subdivision is not in the watershed of a Great Pond, the proposed Subdivision will not involve grading which changes drainage patterns, and the addition of impervious surfaces such as roofs and driveways are less than five (5) percent of the area of the Subdivision.
 - a. A permit is required from the Maine Department of Environmental (DEP) for any activity which includes forty thousand (40,000) square feet or more of impervious area, five (5) acre or more of disturb area and a permit will be required in some areas for development with twenty thousand (20,000) square feet or more of impervious surface. The DEP will be applying both storm water quantity standards for all permits and quality standards for projects within the direct watershed of water bodies which are determined to be more sensitive.
24. Areas within or adjacent to the proposed Subdivision which have been identified as high or

Minor Sub

moderate value wildlife habitat by the Maine Department of Inland Fisheries and Wildlife or within the Town of Poland Comprehensive Plan. If any portion of the Subdivision is located within an area designated as a critical natural area by the Town of Poland Comprehensive Plan or the Maine Natural Areas Program, the Plan shall indicate appropriate measures for the preservation of the values that qualify the site for such designation.

25. All areas within or adjacent to the proposed Subdivision which are either listed on or eligible to be listed on the National Register of Historic Places, or have been identified in the latest available Town of Poland Comprehensive Plan as sensitive or likely to contain such sites.
26. The location and method of disposal for land clearing and construction debris. A permit is required from the DEP when the disposal site is within one hundred (100) feet of a resource protected by the Natural Resources Protection Act.
27. The location of scenic sites or vistas as identified in the Town of Poland Comprehensive Plan.
28. The location and nature of agricultural land abutting the Subdivision.
29. The location of known archaeological resources.
30. A statement of the applicant's technical and financial capacity to carry out the project as proposed.

Town of Poland, Maine Planning Board

DEPARTMENTAL REVIEW OF PROPOSED SITE APPLICATION

Date: / /

To: _____

In accordance with Chapter 6-106, Site Review, of the Comprehensive Land Use Code for the Town of Poland, an applicant for development approval is required to ask that Municipal Departments to comment on their capacity of capital facilities to serve a proposed development. Therefore, the Planning Board, by way of the applicant, is notifying you of the following proposed project and requests your comments.

Applicant:	_____
Address:	_____ _____
Location:	Map # _____ Lot # _____ Sublot # _____
Road Location:	_____
Project overview:	_____ _____
Scheduled Planning Board Meeting Date	_____ / _____ / _____

Applicants:

- 1. Should attach all relevant sections of their plans to prevent delays.**
- 2. Mail this form letter along with a copy of the application so that each department head receives it at least fourteen days prior to the scheduled meeting. (See reverse for list of Department Heads)**
- 3. Confirm with the department heads that they have delivered their response to the Planning Board Office in time for the meeting.**

For the Department Head

I have reviewed this application and provide the following:

- _____ The project has no impact on the Department.
- _____ The Department has adequate existing capital facilities to serve the project.
- _____ The Department does not have adequate existing capital facilities to serve the project for the reasons listed. *(Please submit reasons on department letterhead)*
- _____ I need more information on the application.

Signed: _____ Date: _____ / _____ / _____
Head of Department

RETURN THIS FORM TO:

(Please deliver by meeting date indicated in block above)

Planning Board Office
Town of Poland
1231 Maine Street
Poland, Maine 04274-7328

Town of Poland Department Heads

FIRE & RESCUE CHIEF	WILLIE RICE, JR. 1231 Maine Street Poland, ME 04274 998-2361 (Dispatch)
ROAD COMMISSIONER	DANA LEE 1231 Maine Street Poland, ME 04274 998-4601
RECREATION DEPARTMENT	SCOTT SEGAL 1231 Maine Street Poland, Maine 04274 998-4650
SUPERINTENDENT OF SCHOOLS	DENIS DUQUETTE Union #29 1146 Maine Street Poland, ME 04274 998-2727
POLICE DEPARTMENT	CAPT. RAYMOND LAFRANCE Androscoggin Sheriff's Office 2 Turner Street Auburn, ME 04210 998-2361 (Dispatch)