

# Town of Poland, Maine

## *Subdivision Application Instruction*

### Pre-application Sketch Plan

- 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 5. Obtain or get copies of information as required by the application on these pages.
  - A) Names and addresses of "Abutters" may be obtained from the Assessor's Office.
  - B) The CEO can generate a map of the general location of your project if you cannot find a topographic map.
  - C) Words in italics contain important instructions. Please follow them.
- 3) Use the "Submission Checklist" on page 5 to make sure submission requirements are met.
  - A) The checklist is a summary of the standard requirements in Section 6-105.3 of the Comprehensive Land Use Code.
    - i) The actual Code wording may be found on-line at [www.polandtownoffice.org](http://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 5 of the application and all information requested** (see item 5 below). Include a copy of the completed form letter used for abutter notification on page 6. (*This is all the landowners within 500 feet of your lot*)
- 5) **NUMBER OF COPIES OF THE APPLICATION AND DUE DATE**
  - A) A total of at least 10 copies of the plans are needed. (DO NOT FORGET ANOTHER ONE FOR YOU!)
    - i) Additional copies may be required for Department Heads.
  - B) The Code Enforcement Office must receive an original application (An application with original signatures) and an additional 8 copies 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 must be on file for public review for at least 7 days prior to the meeting. Applications received after the Agenda is posted may not be reviewed by the Board for your scheduled meeting date.

6) Addendum Information

- A) Addendum A contains the portion of the ordinance describing the submittal requirements.

# Town of Poland, Maine

## Subdivision Pre-Application

**PROJECT NAME:** \_\_\_\_\_ **Number of Lots/Units** \_\_\_\_\_

**LOT INFORMATION:**

Tax Assessor's Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Sub lot # \_\_\_\_\_  
Registry of Deeds Book # \_\_\_\_\_ Page # \_\_\_\_\_  
Project Road Location: \_\_\_\_\_  
Lot Size \_\_\_\_\_ Acres or Sq. Ft. Road Frontage: \_\_\_\_\_ Ft.  
Year lot created: \_\_\_\_\_ *(If unknown, give best guess with +/- after date)*  
Zoning Dist.: \_\_\_\_\_ Flood Zone: \_\_\_\_\_ Aquifer Overlay: \_\_\_\_\_ Watershed \_\_\_\_\_  
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 \_\_\_\_\_ Developer \_\_\_\_\_ Buyer \_\_\_\_\_  
***If not the landowner, submit a letter of permission to develop, use, or contract to buy from the landowner, along with the following information:***

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

# Proposed Development

**SUBMISSION REQUIREMENTS:** *(Section 6-105.3 Comprehensive Land Use Code)*

1. The submission shall contain at least the exhibits and information as required in Section 6-105.3.
  - Use the checklist on page 5. *(See Addendum A for details of checklist )*
2. **List all state and federal approvals, permits, and licenses required, if any, for the project** *(This includes but is not limited to the following):*
  - a. State highway entrance permit – Me. Dept. of Transportation.
  - b. Soil disturbances involving more than one acre – Me. DEP.
  - c. Impact on more than 4,300 square feet of any type wetland – Me. DEP.
  - d. Soil disturbances within 100 feet of lakes, rivers or streams – Me. DEP.
  - e. Activity within 75 feet of, over, or in the water of lakes, rivers, or streams – Me. DEP.
  - f. Timber harvesting – Me. State Forest Service.
  - g. Flood zones – Me. DEP.
  - h. Discharges and emissions – Me. DEP.

**DISCLOSURE: (READ CAREFULLY BEFORE SIGNING)**

I hereby acknowledge that I have read and completed this application and state that the information in this document is to the best of my knowledge correct and true.

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 pre-application.

I understand that all construction of proposed structures shall conform to the International Building Codes of 2000 and the NFPA-101 Life Safety Codes of 1997.

I understand that final approval is valid for only the uses as specified in the formal application. Any approval sought in the pre-application and not in the formal application shall not be a part of any approval from the Planning Board without express written approval from the Board.

I understand that the permitting authority must approve any changes made to the uses sought in the formal application after approval is granted or permits issued.

I understand that the **pre-application becomes invalid if** the formal review plan has not been received by the Planning Board within six (6) months of the Planning Board’s review of this application, or it is found that false statements have been furnished with this application.

I understand that **all state and federal permits** are my responsibility as the applicant and/or owner.

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*

# PRE-APPLICATION CHECKLIST for

(Plan Name) \_\_\_\_\_

The following list is the information required in Chapter 6-105.3 of the Comprehensive Land Use Code for the Town of Poland, Maine for a complete Site Plan Review Application. Please check in the left-hand columns if the information has been provided, if you request a waiver from submitting the information, or 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			Item Section 6-105.3	For Planning Board Use			
Provided	Waiver Request	Not Applicable		Received	On File	Waived	Not Applicable
			Scaled sketch plan				
			Outline of general information				
			Sketch plan of cluster development				
			Advantages – disadvantages of plans				
			A. Copy of USGS map showing site				
			B. Copy of County Soil Survey				
			C. Notification of Abutters				

This pre-application was first looked at by the Planning Board on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ but does not create vested rights in the initiation of the review process.

By vote of the Board, this application requires an on-site inspection: \_\_\_\_ Yes \_\_\_\_ No

If yes, an onsite inspection is scheduled for \_\_\_\_ / \_\_\_\_ / \_\_\_\_ at \_\_\_\_ : \_\_\_\_ AM \_\_\_\_ PM

\_\_\_\_\_  
*Planning Board Chair*

\_\_\_\_\_  
*Date*

## On-site Inspection:

ITEM <i>Section 6-105.4</i>	Requirements Met	Deficient	Waived	Not Applicable
A. Less than 6 inches of snow on the ground				
B. Structures, roads, parking, etc. flagged				
C. Notice of inspection posted				
D. Public allowed to accompany on-site inspection				
E. PB reviewed site findings at next meeting				

## Notice of Intent to Submit Subdivision Sketch Plan

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

To: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

In accordance with the Chapter 6-105.3 of the Comprehensive Land Use Code for the Town of Poland, Maine this is to inform you of the intent to file a subdivision plan review sketch plan application with the Town of Poland Planning Board.

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Applicants Telephone # \_\_\_\_\_

Location: Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Sub lot # \_\_\_\_\_

Street/Road: \_\_\_\_\_

Overview of project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Poland Planning Board will consider the proposed subdivision sketch plan at its meeting as indicated below.

Meeting Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Time: \_\_\_\_\_ : \_\_\_\_\_ PM

Location: \_\_\_\_\_

Sincerely,

\_\_\_\_\_

***Addendum A*** from Chapter 6 of the Comprehensive Land Use Code

**6-105 Pre-application Meeting, Sketch Plan and Site Inspection**

**6-105.1 Purpose**

The purpose of the pre-application meeting and on-site inspection is for the applicant to present general information regarding the proposed Subdivision to the Board and receive the Board's comments prior to the expenditure of substantial sums of money on surveying, soils identification, and engineering by the applicant.

**6-105.2 Procedure**

- A. The applicant shall present the Pre-application Sketch Plan and make a verbal presentation regarding the site and the proposed Subdivision.
- B. Following the applicant's presentation, the Board may ask questions and make suggestions to be incorporated by the applicant into the application.
- C. The date of the on-site inspection is selected.

**6-105.3 Submissions**

The Pre-application Sketch Plan shall show, in simple sketch form, the proposed layout of streets, lots, buildings and other features in relation to existing conditions. The Sketch Plan, which does not have to be engineered, must be to scale, should be supplemented with general information to describe or outline the existing conditions of the site and the proposed development. It will be most helpful to both the applicant and the Board for site conditions such as steep slopes, wet areas and vegetative cover to be identified in a general manner. When the proposed Subdivision is located in the Farm and Forest District and the Rural Residential District, the applicant shall submit Sketch Plans of both a Traditional Subdivision layout and Cluster Subdivision. The Sketch Plans shall be accompanied by a written narrative of the advantages and disadvantages of both Subdivision techniques in relation to the particular site. Based on the written narratives, the policies of the Town of Poland Comprehensive Plan and Section 6-113.9.A the Planning Board shall within thirty (30) days of receipt of the Sketch Plans determine whether a Traditional Subdivision or Cluster Subdivision design will be required. It is recommended that the Sketch Plan be superimposed on or accompanied by a copy of the assessor's map(s) on which the land is located. The Sketch Plan shall be accompanied by:

- A. A copy of a portion of the U.S.G.S. topographic map of the area showing the outline of the proposed Subdivision unless the proposed Subdivision is less than ten acres in size.
- B. A copy of that portion of the county soil survey covering the proposed Subdivision, showing the outline of the proposed Subdivision.
- C. The applicant shall show proof that abutting property owners of the applicant's property lines were notified by certified mail, Return Receipt Requested of the submission of the Sketch Plan. This notice shall indicate the time, date and place of the Planning Board's first consideration of the Sketch Plan.

**6-105.4 Requirements for On-Site Inspection**

Within thirty (30) days of the Pre-application Meeting, the Board may hold an On-site Inspection of the property. When an On-site Inspection is conducted the following shall apply.

- A. The Board shall not conduct On-site Inspections when there is six (6) inches or more of snow.
- B. The applicant shall place “flagging” at the centerline of any proposed streets, and at the approximate intersections of the street centerlines and lot corners, prior to the On-site Inspection.
- C. Notice of such On-site Inspection shall be posted in the Municipal Office as required by Title 1, M.R.S.A. Section 406.
- D. The public is allowed to accompany the reviewing authority on such On-site Inspections as per Title 1, M.R.S.A. Section 401-410.
- E. At its next regular meeting following On-site Inspection, the Planning Board shall discuss the inspection and note various features and conditions found.

**6-105.5 Rights not Vested**

The Pre-application Meeting, the submittal or review of the Pre-application Sketch Plan or the On-site Inspection shall not be considered the initiation of the review process for the purposes of bringing the Plan under the protection of Title 1, M.R.S.A. Section 302.