



Town of Poland, Maine Planning Board

Minor Subdivision Application Instructions

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 And Obtain 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 to be sent 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.
3. Use the "Submission Checklist" to make sure submission requirements are met.
 - A) The checklist is a summary of the standard requirements in Section 606.3 of the Comprehensive Land Use Code.
 - i) The actual Code wording may be found on-line at www.polandtownoffice.org. Go to the "Code Enforcement" page and then select "Comprehensive Land Use Code". Hardcopies are available for purchase 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 all information requested.
5. NUMBER OF COPIES OF THE APPLICATION AND DUE DATES
 - A) A total of 14 copies of the plans are needed.
 - i) Five (5) of the copies are required for Department Heads and should be attached to the department head notice.
 - ii) The Applicant is responsible for the delivery of the Road Commissioner's, the Fire/Rescue Chief's, the Sheriff's Dept, the School Department, and the Recreation Director's application copies.
 - B) Department heads must be given their copies twenty eight (28) days before the stated meeting. If insufficient time is given to the department heads for review, their response to the Planning Board will delay the Planning Board's decision.
 - C) The Code Enforcement Office must receive one (1) original application (an application with original signatures) and an additional seven (7) copies for the Board members, a digital PDF copy (on either cd or usb thumb drive), along with the appropriate fees by 1:00 p.m. twenty eight (28) days before the stated meeting to be on the agenda.
 - D) The application will be put on display, for public review, seven (7) days prior to the meeting.

PROJECT NAME:

Date of Planning Board Review: _____ / _____ / _____ Application # _____

LOT INFORMATION:

Tax Assessor's _____ Map # _____ Lot # _____ Sub-lot # _____
Lake Watershed: _____
Road Location: _____
Lot Size _____ Sq. Ft. Water frontage _____ Ft. Road Frontage: _____ Ft.
Year lot created: _____ (If unknown, give best estimate with "est." 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

Name(s): _____
Company: _____
Mail Address: _____ Phone: _____ - _____ - _____

Town/State/Zip _____

APPLICANT or CONTACT PERSON:

Applicant is: _____ Landowner _____ Contractor _____ Renter _____ Buyer

If landowner, write "Same" below and continue to next block below. If not the landowner, submit a letter of permission to construct on or use the land, or copy of a contract to buy from the landowner, along with the following information:

Name(s): _____

Company: _____

Mail Address: _____ Phone: _____ - _____ - _____

Town/State/Zip _____

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**1. General**

- | | | |
|--|-----------|----------|
| i) Does this lot have any existing development? (If No, go to next page) | _____ Yes | _____ No |
| 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 Entrance or driveway? | _____ 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 paths & 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 (exterior dimensions of all floors) | _____ Sq. Ft. |
| c. Road Frontage Setback | _____ Ft. |
| d. Side Setback | _____ Ft. |
| e. Rear Setback | _____ Ft. |
| f. Distance to Great Pond | _____ Not applicable (over 250') _____ Ft. |
| g. Distance to Stream | _____ Not applicable (over 250') _____ Ft. |
| h. Distance to Wetlands | _____ Not applicable (over 250') _____ Ft. |
| 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 | _____ Not applicable (over 250') _____ Ft. |
| h. Distance to Streams | _____ Not applicable (over 250') _____ Ft. |
| i. Distance to Wetlands | _____ Not applicable (over 250') _____ Ft. |

PROPOSED Development

SUBMISSION REQUIREMENTS:

1. Standard submissions requirements shall follow Section 606.2 Comprehensive Land Use Code.
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 permit.

DISCLOSURE: (READ 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. 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 permit(s) approved for this application.
2. I understand that all construction of structures shall conform to the *Maine Uniform Building and Energy Code* and the NFPA-101 *Life Safety Code*, 2006.
3. I understand that any approval is valid for only the use(s) as specified in this application. The permitting authority must approve any change(s) made to the use(s) 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.
4. I understand that it is my responsibility to assure that the lot description herein accurately describes its ownership, its boundary lines, and the setback measurements from the legal boundary lines.
5. I understand that I have the burden of proof as to the legal right to use the property, and that approval of this application in no way relieves me of this burden. Any approval issued does not constitute a resolution in favor of me or the landowner in any matters regarding the property boundaries, ownership, or similar titles.
6. I understand that all necessary **Building and Use Permits** shall be secured from the Code Enforcement Office after the Planning Board grants approval of this application.
7. I understand that a **Certificate of Occupancy** shall be required prior to the start of any use or occupancy associated with this application unless a signed written waiver is issued with the permit. Fines and penalties may be issued if use or occupancy is started prior to the issuance of the certificate.
8. I understand that the **approval becomes invalid if** construction or use has not commenced within twelve (12) months of the 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.
9. 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 and/or use(s) 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 use(s) was/were approved.
10. I understand that failure to follow these requirements will lead to Violation Notices and Citations that have fines and penalties. This in turn can lead to civil proceedings in District Court.
11. I understand that **all state and federal permits** are my responsibility as the applicant and/or owner.
12. Anything agreed to verbally or in writing during the application process must be adhered to and will be enforced.

Applicant's Signature

Date

Submissions CHECKLIST:

Plan Name: _____

The following list is the information required by Chapter 606.3 of the Comprehensive Land Use Code for the Town of Poland, Maine for a Minor Subdivision Plan Application. Please check in the columns on the left if the information has been provided, a request of a waiver, or you believe the information is not applicable to your application. If a waiver is requested, or the information is not applicable, a written explanation is required.

For Applicant Use				For Planning Board Use			
Provided	Waiver Request	Not Applicable		Received	On File	Waived	Not Applicable
			Section 606.3 Submission requirements				
			A. Application form				
			B. Location Map				
			B.1. Existing subdivision In proximity				
			B.2. Location & names of streets				
			B.3. Zoning Districts				
			B.4. Outline of subdivision & holdings				
			C. Final Plan				
			* 2 Originals plans				
			* 12 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				
			D.15. Wetland identified				
			D.16. Phosphorous analysis				
			D.17. Location of sewers, water mains, culverts, & drainage ways				

For Applicant Use				For Planning Board Use			
Provided	Waiver Request	Not Applicable		Received	On File	Waived	Not Applicable
			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.				

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

Special Requirements for Formal Site Review:

Planning Board Chair

____ / ____ / ____
Date

On-site Inspection

ITEM	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				
F. PB set contour intervals for formal application				

Town of Poland

Planning Board

DEPARTMENTAL REVIEW OF PROPOSED SITE APPLICATION

Date: / /

To: _____

In accordance with Chapter 606, 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: _____
Head of Department

Date: / /

RETURN THIS FORM TO:

Please return by: Date: / /

Code Enforcement Office
Town of Poland
1231 Maine Street
Poland, Maine 04274-7328

Town of Poland

Department Heads

FIRE/ RESCUE CHIEF	TOM PRINTUP 1231 Maine Street Poland, ME 04274 998-4689
ROAD COMMISSIONER	BYRON A. STROUT 1231 Maine Street Poland, ME 04274 998-4601
SUPERINTENDENT OF SCHOOLS	KENNETH HEALEY 1146 Maine Street Poland, ME 04274 998-2727
SHERIFF'S DEPARTMENT	CHIEF DEPUTY WILLIAM GAGNE Androscoggin Sheriff's Office 2 Turner Street Auburn, ME 04210 753-2599
RECREATION DIRECTOR	Scott Segal 1231 Maine Street Poland, ME 04274 998-4650

Town of Poland, Maine
PLANNING BOARD AGENDA REQUEST
For Minor and Major Subdivisions

Date of meeting you are requesting to be scheduled for: _____/_____/_____

Meetings are normally conducted from 7:00 to 9:00 PM in the Municipal Conference Room at the Town Office

Map _____ Lot _____ Sub-lot _____

Applicant's Name: _____
Mailing Address: _____
Town, State, Zip: _____
Home Phone: _____ Hours: _____
Work Phone: _____ Hours: _____

Type of application: Subdivision ____ Minor ____ Major
Road location for project: _____
Zoning: _____ Lake Watershed: _____
Description of Project: _____

IMPORTANT - READ CAREFULLY:

This Office must receive one (1) original application, seven (7) copies, a digital PDF copy (on either cd or usb), and appropriate fees by 1:00 p.m., twenty eight (28) days before the stated meeting to be put on the upcoming agenda.

The Applicant must deliver five (5) copies of the application to Department Heads along with the Departmental Review Form (pg. 6). Department Heads must receive their copies by 1:00 p.m., twenty eight (28) days before the stated meeting.

- New business is scheduled on the agenda in order that this office receives this form.
- Should the Board choose to adjourn before all business is addressed, all remaining business will be tabled until the next available meeting.
- Unfinished business is conducted before new business is addressed.

Applicant's Signature: _____ Date: _____/_____/_____

OFFICE USE ONLY:

Request Taken By: _____ Date: _____/_____/_____ Time: _____: _____ a.m. p.m.