



# Town of Poland, Maine Planning Board

## Preliminary Major 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 and obtain copies of the information as required by the application.
  - 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 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 607.2 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 "Comprehensive Land Use Code". Hardcopies are also 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. **NUMBER OF COPIES OF THE APPLICATION AND DUE DATES**
  - a. A total of fourteen (14) copies of the plans and a digital PDF copy (on either cd or usb) 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 Police Dept, the School Department, and the Recreation Director's application copies.
    - iii. Department heads should receive their copies twenty eight (28) days before the scheduled 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.
  - b. 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.
  - c. The application will be put on display, for public review, seven (7) days prior to the meeting.

**PROJECT NAME:** \_\_\_\_\_

Date of Planning Board Review: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 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 estimate with +/- after date)  
 Zoning District(s): \_\_\_\_\_ Flood Zone: \_\_\_\_\_ Aquifer Overlay: \_\_\_\_\_  
 Current use of lot: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LANDOWNER(s):**

Name(s) \_\_\_\_\_  
 Company \_\_\_\_\_  
 Mail Address: \_\_\_\_\_ Main Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Town/State/Zip \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**APPLICANT or CONTACT PERSON:**

Applicant is: \_\_\_ Landowner \_\_\_ Contractor \_\_\_ Renter \_\_\_ Buyer

**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: \_\_\_\_\_

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"/> Open Space    | <input type="checkbox"/> Resumption of Use         |

**EXISTING LOT CONDITIONS:** (This page is to describe what is on your lot currently)

**1. General**

Does this lot have any existing development? (If No, go to "Proposed Development") \_\_\_\_\_ Yes  
\_\_\_\_\_ No

- a. Is there an existing Well \_\_\_\_\_ Yes \_\_\_\_\_ No
- b. Is there an existing Septic System \_\_\_\_\_ Yes \_\_\_\_\_ No
  - i) If yes, submit a copy of a septic permit, or drawing(s) showing size & location.
- c. 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.)
- d. 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 (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.

**4. Foundation Type** \_\_\_\_\_ Full Basement \_\_\_\_\_ Frost Walls \_\_\_\_\_ Slab \_\_\_\_\_ Piers

**5. 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:**

**SUBMISSIONS:**

1. Standard submissions requirements shall follow Section 607.2 Comprehensive Land Use Code.
  - a. 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. **List status of all state and federal approvals, permits, and licenses required, if any, for the project:**  
This includes but is not limited to the following:
  1. State highway entrance permit.
  2. Soil disturbances involving more than one acre.
  3. Impact on more than 4,300 square feet of any type wetland.
  4. Soil disturbances within 100 feet of lakes, rivers or streams.
  5. Activity within 75 feet, over the water, or in the water of lakes, rivers, or streams.
  6. Timber harvesting.
  7. Flood zones.
  8. Discharges and emissions

**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.
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 permit(s) approved for this application.
3. I understand that all construction of structures shall conform to or exceed the minimum requirements of the Maine Uniform Building and Energy Code, and the NFPA-101 Life Safety Code, 2006
4. 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.
5. 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.
6. 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.
7. 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.
8. I understand that a **Certificate of Occupancy or Compliance** 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.
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 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.
11. 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 and/or Superior Court.
12. I understand that **all state and federal permits** are my responsibility as the applicant and/or owner and will secure the same prior to the start of the project.
13. Anything agreed to verbally or in writing during this application process must be adhered to and will be enforced.

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Applicant's Signature(s)

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Date

**Completeness of Submission CHECKLIST for:**

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

The following list is the information required in Chapter 607.2 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			Submission requirements	For Planning Board Use			
Provided	Waiver Request	Not Applicable		Received	On File	Waived	Not Applicable
			607.1.H Municipal Impact				
			<ul style="list-style-type: none"> <li>• Road Commissioner</li> <li>• School Superintendent</li> <li>• Police Department</li> <li>• Rescue &amp; Fire Departments</li> </ul>				
			<b>Section 607.2 Submissions</b>				
			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. Preliminary Plan				
			* 15 copies of application				
			D. Section 606.3.D requirements				
			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. Wetlands identified				

For Applicant Use				For Planning Board Use			
Provided	Waiver Request	Not Applicable	Submission requirements	Received	On File	Waived	Not Applicable
			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				
			<b>Section 607.2.D emphasis</b>				
			1. Adequate water resources				
			1.a. Private well analysis				
			1.b. Private central well analysis				
			2. High intensity soil survey				
			3. Hydrogeologic Assessment				
			3.a. On sand & gravel aquifer				
			3.b. Housing density				
			4. Estimate of vehicular traffic				
			5. Traffic impact analysis				
			<b>Supplemental Information</b>				
			Lots meet space & bulk standards Sec. 507				
			Status of any State 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, Maine  
Planning Board**  
**DEPARTMENTAL REVIEW OF PROPOSED PRELIMINARY PLAN  
FOR MAJOR SUBDIVISION APPLICATION**

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

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

*In accordance with Chapter 607.1.H 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:		Phone:	
Address:			
Location:	Map # _____	Lot # _____	Sublot # _____

Road Location:	
----------------	--

Project overview:	
Tentative Planning Board Meeting Date	____ / ____ / ____

**Applicants:**

1. Should attach all relevant sections of their plans to prevent delays
2. Mail this form letter so that each department head receives it at least fourteen days prior to the scheduled meeting.
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 return by:**

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

**Code Enforcement Office**

**Town of Poland**

**1231 Maine Street**

**Poland, Maine 04274**

**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: _____
Nature of business to be discussed ( <i>Brief description</i> ): _____
_____
_____

**IMPORTANT - READ CAREFULLY:**

This Office must receive one (1) original application, seven (7) copies for the Planning Board, 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. 7). 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: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

<b>OFFICE USE ONLY:</b>
Request Taken By: _____ Date: _____/_____/_____ Time: _____: _____ a.m. p.m.