

MINOR SUBDIVISION - APPLICATION CHECKLIST

Subdivision Name and Lot Identification _____ **Date** _____

This checklist has been prepared to assist applicants in developing their applications. The checklist does not substitute for any of the requirements of Subdivision Regulations for Maine Planning Boards as revised and adopted by the Sweden Planning Board in 2008. The Planning Board also will be using the checklist to make sure that applications are 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, indicate this in the second column.

	Reference and Requirement	Completed by Applicant	Not Applicable	Applicant Requests Waiver	Planning Board Action	Waived	
PREAPPLICATION	5.1.A	Contact Planning Board Chair at least 14 days prior to regularly-scheduled meeting					
	5.1.B	Notify abutters (at least 14 days prior to presentation at Board meeting)					
	5.1.C	Present and submit sketch plan					
	5.1.D	Discuss preapplication/ Q&A					
	5.2	Preapplication sketch plan must include:					
			– Layout of streets, lots, and other features				
			– General information to describe existing conditions and proposed development				
			– Copy of Assessor's Map showing location				
	5.3	Board actions:					
			– Specify contour interval				
		– Request other interested parties attend on-site inspection					
		– Perform on-site inspection					
FINAL PLAN - PROCEDURES	6.2.A	Contact Planning Board Chair and submit application for approval of Final Plan at least 14 days prior to Board meeting (within 6 months of inspection).					
		Provide copies of the Final Plan to CEO and each member of the Board at least 14 days prior to Board meeting.					
		Final Plan shall reflect layout shown on Preapplication Sketch Plan and address changes or additions recommended by the Board.					
	6.2.B	Notify abutters by certified mail at least 14 days prior to Planning Board meeting at which application is presented to the Board.					
	6.2.C	Submit application fee					
		Submit additional fees if required					
	6.2.D	Applicant or representative attends Board meeting to discuss Plan					
6.2.E	Issue dated receipt to applicant stating that application is complete or incomplete (within 30 days of meeting to discuss Plan)						

Reference and Requirement		Completed by Applicant	Not Applicable	Applicant Requests Waiver	Planning Board Action	Waived	
FINAL PLAN-PROCEDURES	6.2.F	Determine need for Public Hearing on Final Plan				Date: _____ Time: _____ Loc: _____	
		Publish 2 Public Hearing advertisements in local newspaper —the first to be published at least 7 days prior to hearing				1: _____ 2: _____	
		Hold Public Hearing if applicable					
	6.2.G	Make Findings of Fact on Final Plan application and approve, approve with conditions, or deny application in writing (within 30 days of Public Hearing or 60 days of receipt of completed application if no hearing held)					
	6.2.H	Final Approval and Filing requirements. See below (reference paragraph 8.3 from Major Subdivision requirements)					
FINAL PLAN - SUBMISSIONS	6.3.A	Submit two original and three copies of Final Plan for a Major Subdivision consisting of one or more maps or drawings:					
		– Drawn to scale of not more than 100 ft/in (if ≤75 acres) or 200 ft/in (if >75 acres and if readable)					
		– No larger than 24" x 36" in size					
		– Margin of 2" on left side for binding, margin of 1" on other sides					
		– Space reserved for Board endorsement					
		Mail one copy of Final Plan (reduced to 8 ½ x 11" or 11"x17") to each Board member and CEO at least 14 days prior to meeting					
		Final Plan shall include, or be accompanied by the following:					
	6.3.A.1	– Name of subdivision, municipality and Assessor's Map and Lot numbers					
		– Date Plan prepared, north points; geographic map scale; names and addresses of the owner, applicant, and preparer of Plan; and names and addresses of abutting property owners					
	6.3.A.2	– Results of field survey of boundary lines of the property prepared by licensed and registered surveyor. Field survey shall also provide:					
		o Complete descriptive data by bearings and distances					
		o Location of corners of the property marked by monuments					
		o Type of monument located at each lot corner					
6.3.A.3	– Contour lines of interval specified by the Board, showing elevations relative to MSL						
6.3.A.4	– Copy of deed on which survey based						
6.3.A.5	– Copy of all deed restrictions, easements, ROW, or other encumbrances currently affecting the property.						

	Reference and Requirement	Completed by Applicant	Not Applicable	Applicant Requests Waiver	Planning Board Action	Waived
FINAL PLAN - SUBMISSION	6.3.A.6	– Copy of any deed restrictions intended to cover all or part of the subdivision				
	6.3.A.7	– Indication of type of sewage disposal to be used in subdivision				
		– Test pit analysis and location if sewage disposal to be accomplished by subsurface sewage disposal system.				
	6.3.A.8	– Indication of type of water supply system to be used in subdivision				
	6.3.A.9	– Copy of portion of county Soil Survey covering the subdivision				
	6.3.A.10	– If required, summary detailing the impact of subdivision on existing town facilities and services, the need for expanding these facilities and services, and all potential costs to the town.				
FINAL APPROVAL AND FILING	8.3.A	Subdivider is not in default on previously-approved Plan				
	8.3.B	Provide list of all conditions of approval (including waivers) on Plan, not as a separate document				
	8.3.C	Board signs Plan				
		Board retains one copy of signed Plan				
		Forward one mylar and one copy of the signed Plan to the Selectmen: mylar retained and copy filed with the Tax Assessor				
		Forward one copy of signed Plan to CEO				
		Record subdivision in the Registry of Deeds within 90 days of approval – forward receipt to Planning Board for permanent record.				
	8.3.D	Plan to be divided into two or more sections if deemed necessary and permitted by Board				
	8.3.E	No changes, erasures, modification, or revisions to approved Final Plan unless Board approves such modifications				
		Board institutes proceedings to strike Plan from records if modifications made without Board approval				
8.3.F	Include appropriate notes on Final Plan that approval of Plan does not constitute acceptance of dedication of any street, easement, recreation area, or other open space by the municipality					
	Written agreement between subdivider and Municipal Officers covering conditions of dedicated areas, if required by Board					
INSPECTION	9.1.B	Deposit check for 2% of the estimated costs of construction and improvements with the Municipal Officers at least 5 days prior to construction				