

# Subdivision Review Application

## Sketch Plan Review

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

Property Location:

\_\_\_\_\_

Name of Applicant:

\_\_\_\_\_

Address:

\_\_\_\_\_

Description of the Project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submissions: Items to be included in this application

1. Sketch plan of the project
2. Copy of the Tax Assessors of the site and surrounding area.
3. Copy of the USGS Topo Map for the area showing the outline of the proposed subdivision.
4. A copy of the Country Soil Survey showing the area of the proposed subdivision.

Signature of the Applicant: \_\_\_\_\_

1997 North Road, Mount Vernon, Maine 04352  
Phone: 207-293-2379  
Fax: 207-293-3507

# Subdivision Application Application Form

Indicate Which Type of Application

\_\_\_\_\_ Preliminary Plan

\_\_\_\_\_ Final Plan

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

Name of Property Owners: \_\_\_\_\_

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

Name of Applicant: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_

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

Indicate type of Right, Title or Interest in the Property: \_\_\_\_\_

Unless otherwise indicated below all correspondence regarding this application will be sent to the application: \_\_\_\_\_

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

Map \_\_\_\_\_ Lot \_\_\_\_\_ Zoning District: \_\_\_\_\_

Provide a brief description of the project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Subdivision Application

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## Application Form Part 2

List all other Local Permits required for the Project: \_\_\_\_\_

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List all other State and Federal Permits required for the projects: \_\_\_\_\_

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Anticipated date of construction: \_\_\_\_\_

Anticipated date for completion: \_\_\_\_\_

Identify method of water supply to the project: \_\_\_\_\_

Identify method of sewage disposal: \_\_\_\_\_

Identify method of fire protection to the project: \_\_\_\_\_

Indicate whether the project requires any public infrastructure: \_\_\_\_\_

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## Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

I am requesting a waiver from the following as per Section 7(k), of the Town of Mt Vernon Land Use Ordinance:

[illegible]

*The applicant is responsible for providing the Planning Board with all the necessary information and data to show that the waiver request meets the applicable requirements Land Use Ordinance.*

Signature: Applicant

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Phone: 207-293-2379

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## Subdivision Application

### Application Checklist

The application checklist form must accompany the Subdivision Application. Each item in the checklist must be marked as one of the following:

S = Item submitted

N/A = Item is not applicable to the application (provide an explanation)

W = Item not submitted due to the waiver request

1. \_\_\_\_\_ A dated receipt from the town indicating that the site review application fee has been paid
2. \_\_\_\_\_ Application forms and all required attachments and maps
3. \_\_\_\_\_ Waiver request form. (If Applicable)
4. \_\_\_\_\_ A location map of the site showing the following:
  - Existing Subdivision abutting the proposed subdivision
  - Locations and names of existing and proposed roads
  - Boundaries and designations of all shoreland zin and other land use districts
  - An outline of the proposed subdivision and any remaining portion of the owner's property if not included in the subdivision proposal.
5. \_\_\_\_\_ The following general information:
  - Name and address of the applicant and applicant's agent
  - Verification of right, title or interest in the property.
  - A copy of the most recently recorded deed for the parcel
  - A copy of all existing and proposed deed restrictions, rights-of-way, or other encumbrances affecting the property.
  - The book and page and map and lot information of the property
  - The name and address of all property owners abutting the property
  - The acreage of the proposed subdivision and acreage of any land not including subdivision to be retained by the owner.
6. \_\_\_\_\_ A subdivision plan consisting of one or more maps drawn to scale of not more than 100 feet to the inch.
7. \_\_\_\_\_ Name of the proposed subdivision.
8. \_\_\_\_\_ Number of lots
9. \_\_\_\_\_ Date, north point, graphic scale
10. \_\_\_\_\_ Proposed lot lines with dimensions
11. \_\_\_\_\_ A survey of the perimeter of the track giving complete description data by bearing and distance signed and sealed by a professional land surveyor. The corner of the tract shall be located on the ground and marked by permanent markers. The plan shall indicate the type of permanent marker proposed to be set or found at each lot corner.
12. \_\_\_\_\_ Contour interval as specified by the Planning Board
13. \_\_\_\_\_ The location of all wetlands regardless of size
14. \_\_\_\_\_ The location of all rivers, streams brooks, and pond within or adjacent to the subdivision.

## Subdivision Application Application Checklist Part 2

15. \_\_\_\_\_ The location of all slopes in excess of 10% slope.
16. \_\_\_\_\_ The number of acres within the subdivision, location of property lines, existing buildings, vegetative cover type, and any other essential existing feature.
17. \_\_\_\_\_ The location of any significant sand and gravel aquifer
18. \_\_\_\_\_ The boundaries of any flood hazard areas and the 100-year flood elevation as depicted in the towns most recent FIRM map
19. \_\_\_\_\_ The boundaries of all shoreland zoning district
20. \_\_\_\_\_ The location and boundaries of any significant wildlife habitat as identified by the Department of Inland Fisheries and Wildlife.
21. \_\_\_\_\_ The location of all subsurface wastewater disposal system test pits/test boring and test data and appropriate documentation.
22. \_\_\_\_\_ The location of all existing and proposed wells and appropriate documentation. The applicant shall submit documentation from a Hydrologist or a Well Driller familiar with the area, stating that adequate water is available to supply the subdivision.
23. \_\_\_\_\_ All temporary and permanent erosion control features proposed for the site.
24. \_\_\_\_\_ All parcels of land proposed to be owned or held in common or joint ownership by the subdivision or individual lot owners. All land proposed to be offered for public acceptance to the town.
25. \_\_\_\_\_ Phosphorus control measures, if the subdivision is located within the direct watershed of a great pond.
26. \_\_\_\_\_ Road plans and specifications and appropriate documentation.
27. \_\_\_\_\_ Traffic access data for the site including an estimate of the amount of vehicular traffic to be generated on a daily basis.
28. \_\_\_\_\_ The type and location of any proposed fire control features, including fire ponds, and appropriate documentation.
29. \_\_\_\_\_ A list of all deed covenants and restrictions on plan.
30. \_\_\_\_\_ List the anticipated types of land uses that will be developed within the proposed subdivision...
31. \_\_\_\_\_ Indicate how all roads and other public improvements will be maintained until the improvements are dedicated to the town or for private roads, how they will be maintained.
32. \_\_\_\_\_ A statement, indicating how the solid waste from the subdivision will be handled.
33. \_\_\_\_\_ Documentation indicating that the applicant has the financial and technical capacity to meet the requirements of this ordinance.
34. \_\_\_\_\_ Location of any archeological or historic site identified by the State Historic Preservation Commission.
35. \_\_\_\_\_ Any other data necessary in order to meet the requirements of this Ordinance List any other item below:
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_

## **Subdivision Application Application Checklist Part 3**

36. \_\_\_\_\_ The following additional items for the submission of a Final Plan Application:
- A. All Conditions and modifications approved by the Planning Board for the preliminary plan shall be contained on the final plan.
  - B. All waivers approved by the Planning Board shall be shown on the final plan
  - C. All additional studies and/or materials required by the Planning Board as applicable
  - D. A signature block
  - E. A performance guarantee, if applicable
  - F. The location and type of all permanent markers set at all lot corners
  - G. Private road statement as specified in the Subdivision Ordinance
  - H. Written copies of any land dedication, and written evidence that the Board of Selectman is satisfied with the legal sufficiency of any documents accomplishing such land dedication.
  - I. Any conditions imposed by the Planning Board
  - J. Any covenants or restrictions placed on the subdivision by the applicant. (these shall be clearly distinguished from any Planning Board imposed conditions.)
  - K. Proof that all other applicable State and Federal permits have been obtained