

# Town of Arundel, Maine

## Final Subdivision Application Form

- Minor SD** (up to 4 lots only)     
  **Major SD** (5+ lots OR any SD with proposed streets/roads)

1. **Project Name:** \_\_\_\_\_
  
2. **Name of Property Owner:** \_\_\_\_\_  
 Mail Address: \_\_\_\_\_  
 Town, State ZIP Code \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Email address: \_\_\_\_\_
  
3. **Applicant Name** (if different):  
 Mail Address: \_\_\_\_\_  
 Town, State ZIP Code \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
  
 What interest does the applicant have in the property to be subdivided?  
 ownership    option    purchase contract    other \_\_\_\_\_  
 Provide written evidence of right, title or interest in property with application.
  
4. **Authorized Agent** (person(s) who will be responsible for all communication with the Planning Board):  
 Name: \_\_\_\_\_  
 Mail Address: \_\_\_\_\_  
 Town, State ZIP Code \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Email address: \_\_\_\_\_
  
5. **Design Consultants** (Architect, Surveyor, Engineer, Planner)  
 Name: \_\_\_\_\_  
 Mail Address: \_\_\_\_\_  
 Town, State ZIP Code \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Email address: \_\_\_\_\_

**GENERAL INFORMATION**

6. Property Location (Street Location): \_\_\_\_\_  
 Arundel Tax Map \_\_\_\_ Lot \_\_\_\_      York County Registry Book \_\_\_\_\_ Page \_\_\_\_\_
  
7. Zoning District: (check all that apply)    R-1    R-2    R-3    R-4    DB-1    DB-2    AR    BI  
 TC    GW    Flood Hazard    Shoreland Overlay    Resource Protection    Stream Protection Overlay  
 Telecom Tower Overlay Zone    Mobile Home Park Overlay Zone    Natural Resource Conservation

**SITE INFORMATION**

8. Please describe the existing use of the property to be developed and neighboring properties.  
 \_\_\_\_\_  
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Please describe the proposed use of the property.

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**9. Net Residential/Development Density Calculations**

Total Acreage of Parcel \_\_\_\_\_ Net Residential Acreage\* \_\_\_\_\_  
 Minimum Lot size for Zoning District \_\_\_\_\_ Net Residential Density\* \_\_\_\_\_  
 Total Number of Dwelling Units: \_\_\_\_\_  
 Density bonuses \_\_\_\_\_

*\* See Section 3 of LUO for Definitions. Please document all of the calculations in determining Net Residential Acreage.*

**10. Infrastructure**

- If water supply is from a public source, submit confirmation from KKWW that it will serve the project.
- Will the subdivision contain any new private streets?  Yes  No
- If yes, what is the total length of new streets? \_\_\_\_\_ feet
- Will the subdivision contain any new public streets?  Yes  No
- If yes, what is the total length of new streets? \_\_\_\_\_ feet

12. List and attach all copies of Covenant Restrictions, Easements, and copies of deed conveyances for open space Fire ponds, or Association Bylaws that will become part of any deed:

13. Attach copies of all applicable State and Federal Permits, including the following:

- a. Maine Department of Environmental Protection permits including Site Location, Stormwater Management, Natural Resources Protection Act, and Wastewater Discharge License et al;
- b. Maine Department of Human Services permit for a community water supply and distribution system;
- c. Maine Department of Human Services permit for an engineered community subsurface waste water disposal system;
- d. US Army Corps of Engineers Section 404 permit;
- e. Maine Department of Transportation Traffic Movement or Highway Entrance permit.

14. Submit all final cost estimates of all infrastructure and project improvements and executed surety as mandated in Article 13 of the Arundel Subdivision Ordinance.

15. Please remit payment for all outstanding fees and costs for Town Peer Reviews.

16. Submit a Final Plan Subdivision Review Fee of \$500 as well as \$225 for advertising costs, and \$2.00 mailing fee per abutter.

To the best of my knowledge, all of the above stated information is true and correct.

_____ Applicant's Signature	_____ Date
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Submit 10 copies of this application form and the completed *Final Plan Subdivision Checklist*, along with the required plans and supporting materials, Include a **PDF** of all documents. Applications will not be considered complete enough to be placed upon a Planning Board agenda until the Town Planner receives all the plans, fees, written submissions or waiver requests. See Section 6.3 or Section 8.2 of the Arundel Subdivision Regulations for the list of required submission items in order for an application to be considered complete. After receipt of all the necessary information, the Town Planner shall place the application on the next available agenda. Public Hearings are scheduled by the Planning Board. *All submissions shall be collated and packaged with maps folded so as to hit in a legal sized folder, otherwise the submission will be rejected.*

## SUBMISSIONS CHECKLIST - MINOR SUBDIVISIONS

### 6.3 Submissions – The Final Plan Application Shall Consist Of The Following Items:

- Ten copies of a completed application form.
- Location Map.
  - Existing subdivisions in the proximity.
  - Locations and names of existing and proposed streets. Approval letter of new street names from 911 Addressing Officer.
  - Boundaries and designations of zoning districts.
  - An outline of the proposed subdivision
- Final Plan.** Two 24" x 36" plan sets and three copies of one or more maps or drawings drawn to a scale of not more than one hundred feet to the inch; either seven additional copies of the Plan or seven copies of the Plan(s) reduced to a size of 11 by 17 inches if all pertinent detail can be read.)
- Proposed name of the subdivision, or identifying title, and the name of the municipality in which it is located, plus the Assessor's Map and Lot numbers. All new *approved* street names must be on the final plan.
- Verification of right, title, or interest in the property.
- A standard boundary survey of the parcel.
- plan shall indicate the type of monument found or to be set at each lot corner.
- A copy of the most recently recorded deed for the parcel.
- A copy of any deed restrictions intended to cover all or part of the lots or dwellings in the subdivision.
- Indication of the type of sewage disposal to be used in the subdivision. Test pit analyses, map
- Indication of the type of water supply system(s)
  - written statement from the Kennebunk, Kennebunkport & Wells Water District
  - statement from the Fire Chief, stating approval of the location of fire hydrants, only when applicable.
  - evidence of adequate ground water supply and quality shall be submitted by a well driller or a hydrogeologist.
- The date the Plan was prepared, north point, and graphic map scale.
- The names and addresses of the record owner, subdivider, individual or company who prepared the plan.
- A high intensity soil survey by a Registered Soil Scientist. Wetland areas shall be identified on the survey, regardless of size.
- The number of acres within the proposed subdivision, location of property lines, existing buildings, vegetative cover type, and other essential existing physical features. The location of any trees larger than 24 inches in diameter at breast height shall be shown on the plan. On wooded sites, the plan shall indicate the area where clearing for lawns and structures shall be permitted and/or any restrictions to be placed on clearing of existing vegetation.
- The location of all rivers, streams and brooks within or adjacent to the proposed subdivision. If the proposed subdivision is in the direct watershed of Brimstone Pond, the application shall indicate so.
- Contour lines at the interval specified by the Board.
- The zoning district and location of any zoning boundaries.
- The location and size of existing and proposed sewers, water mains, culverts, and drainage ways
- The location, names, and present widths of existing streets and highways, and existing and proposed easements, building lines, parks and other open spaces
- The width and location of any streets, public improvements or open space shown upon the Official Map and the Comprehensive Plan.
- The location of any open space to be preserved and a description of proposed improvements and its management.

- All parcels of land proposed to be dedicated to public use and the conditions of such dedication.
- boundaries of any flood hazard areas and the 100-year flood elevation
- A hydrogeologic assessment
- An estimate of the amount and type of vehicular traffic to be generated on a daily basis and at peak hours.
- If more than 400 vehicle trips per day or commercial subdivisions involving 40 or more parking spaces or, a traffic impact analysis
- A storm water management plan
- An erosion and sedimentation control plan
- Areas identified as high or moderate value wildlife habitat.
- If the proposed subdivision is in the direct watershed of Brimstone Pond, a phosphorus control plan.
- If the owner of the parcel to be subdivided has owned the parcel for less than five years, a narrative describing any timber harvesting operations since the owner obtained the parcel. A copy of the Forest Operations Notification and a written determination of the harvest's compliance with Maine Forest Service's Timber Harvesting Standards to Substantially Eliminate Liquidation Harvesting certified by a licensed forester
- Names and mailing address of all property owners abutting the proposed project, printed on Avery 5160 mailing labels

## SUBMISSION CHECKLIST FOR FINAL PLAN FOR MAJOR SUBDIVISION

- Ten copies of a completed application form.
- Proposed name of the subdivision and the name of the municipality in which it is located, plus the Assessor's Map and Lot numbers. All new *approved* street names must be on the final plan.
- The number of acres within the proposed subdivision, location of property lines, existing buildings, watercourses, and other essential existing physical features.
- An indication of the type of water supply system(s) to be used in the subdivision.
  - When water is to be supplied by an existing public water supply, a written statement from the Water District indicating the district has reviewed and approved the water system design.
  - written statement shall be submitted from the Fire Chief approving all hydrant locations (when applicable), or other fire protection measures deemed necessary.
  - evidence of adequate ground water supply and quality shall be submitted by a well driller or a hydrogeologist
- The date the Plan was prepared, north point, graphic map scale.
- The names and addresses of the record owner, subdivider, and individual or company who prepared the plan.
- The location of any zoning boundaries affecting the subdivision.
- any proposed deed restrictions intended to cover all or part of the lots or dwellings in the subdivision.
- The location and size of existing and proposed sewers, water mains, culverts, and drainage ways
- The location, names, and present widths of existing and proposed streets, highways, easements, buildings, parks and other open spaces.
- Approval letter of new street names from 911 Addressing Officer.
- Street plans, meeting the requirements of the Arundel Street Design and Construction Ordinance
- An erosion and sedimentation control plan
- A storm water management plan
- The width and location of any streets or public improvements or open space shown upon the Official Map and the Comprehensive Plan.
- All parcels of land proposed to be dedicated to public use and the conditions of such dedication.
- The boundaries of any flood hazard areas as depicted on the municipality's Flood Insurance Rate Map and the 100-year flood elevation
- If in the watershed of Brimstone Pond, and not qualify for the simplified review procedure for phosphorus control, the following shall be submitted or indicated on the plan.
  - A Phosphorus Impact Analysis and Control Plan, include all worksheets, engineering calculations, and construction specifications and diagrams for control measures
  - A long-term maintenance plan for phosphorus control measures.
  - The contour lines shall be at an interval of no less than five feet.
  - Areas with sustained slopes greater than 25% covering more than one acre shall be delineated.
- A list of construction items, with cost estimates
- A list of construction and maintenance items, with both capital and annual operating cost estimates, that must be financed by the municipality,
- The developer shall provide an estimate of the net increase in taxable assessed valuation at the completion of the construction of the subdivision.
- If there is open space, a draft Conservation Easement

- Covenants for mandatory membership in the lot owners association
- Draft articles of incorporation of the lot owners association
- Draft by-laws of the proposed lot owners association.
- PDF file of Final Subdivision Plan and all associated documents including application.
- List of the property owner names, mailing address, and map- lot designations of all parcels located within 200 feet of the proposed subdivision, individually printed on Avery 5160 mailing labels or equivalent (Note: Includes properties across roads, railroad tracks, and streams/rivers). This submission can be waived by the Planning Board in the event that the Board does not require a second public hearing for the Final Subdivision Plan review process.