

Town of Arundel, Maine

Preliminary Major Subdivision Application Form

Subdivision, Major: Any subdivision containing more than four lots or dwelling units, or any subdivision in which a street is proposed to be constructed.

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: (All that apply) _____

7a. Shoreland Zones: _____

SITE INFORMATION

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

Please describe the proposed use of the property.

9. Total Acreage of Parcel: _____ Area to be Developed: _____

Total Number of Lots: _____ Total Number of Dwelling Units: _____

- 10. Is this land part of prior approved subdivision Yes No
- Has this land been split from another parcel in the past five years? Yes No
- Have there been any divisions from this lot in the past five years? Yes No
- Does the parcel include or abut any waterbodies? Yes No
- Does the parcel include or abut any wetlands? Yes No

11. Infrastructure

Will water supply be public or private?

If public, what is the total length of new water lines required? _____ feet

What is the intent of the applicant for the street(s)? Private Public

What is the total length of new street(s)? _____ feet

12. List any Covenant, Restriction, Easement, Bylaw or Association that will become part of any deed:

Is Full Text Attached? Yes No

13. Has the Applicant purchased the property within the past five years? Yes No

If so, has the applicant conducted any timber harvesting? Yes No

14. Does the Applicant intend to request waivers of any of the subdivision submission requirements?

Yes No If yes, list them and state reasons for the request.

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

Applicant's Signature

Date

Received by _____ Date _____

Arundel Planning Board

Preliminary Major Subdivision Application Checklist

Map/Lot _____ Project Name _____ Date _____

Regulation Citation	Submission Requirement	Not Applicable	Waiver Requested	Completed As determined by the Planner
7.2.A	Preliminary Application Form- 10 paper and digital copies			
7.2.B	Location Map-			
7.2.C/D	Preliminary Plan			
7.2.D.1	Subdivision Name, Tax Map ID, Location			
7.2.D.2	Right-title and interest-			
7.2.D.3	Standard Boundary Survey			
7.2.D.4	Property Deed			
7.2.D.5	Copy of covenants or deed restrictions covering lots in the proposed subdivision			
7.2.D.6	Current and previous test pit locations and test pit logs			
7.2.D.7	Water Supply location and 100-foot exclusion zone delineated around individual wells.			
7.2.D.8	Plan date, scale, and north arrow			
7.2.D.9	Names and addresses of record owner, applicant, plan preparer, and abutters.			
7.2.D.10	High Intensity Soil survey prepared by a registered soil scientist including all Wetlands delineation.			
7.2.D.11	Location of trees, extent of forest clearing for lawns and structures.			
7.2.D.12	Location of watercourses on or adjacent to the property			
7.2.D.13	Contour lines at 2-foot intervals provided on the plan set			
7.2.D.14	Boundary lines of land use districts governing the subdivision-			
7.2.D.15	Location of existing and proposed sewers, drainageways, culverts, water mains on and adjacent to the project			
7.2.D.16	Names locations and widths of existing streets highways, easements, building lines, parks, and other open spaces on or adjacent to the subdivision			
7.2.D.17	Width and Location of streets, public improvements, or open space shown upon the Land Use Map or the Comprehensive Plan Map 2016			
7.2.D.18	Proposed lot lines, dimensions, building setbacks			

Regulation Citation	Submission Requirement	Not Applicable	Waiver Requested	Completed As determined by the Planner
LUO 9.3.12.2.d & 9.3.12.2.a	Net acreage and net density calculations Accounting of cluster lot area reduction and subsequent conveyance to open space			
7.2.D.19	All parcels of land dedicated to public use and conditions of such dedication			
7.2.D.20	Location of open space to be preserved and Covenant restrictions outlining proposed ownership, improvement, and management of the common space			
7.2.D.21	The area of each lot where forest cover will be cut and those forest stands that shall be retained			
7.2.D.22	100-year Floodplain delineation			
7.2.D.23	Hydrogeologic Assessment of proposed septic systems on groundwater, due to density, location and soils.			
7.2.D.24	Trip generation assessment			
7.2.D.25	Areas within or adjacent to the project identified as high or moderate value wildlife habitat by Maine IF& W			
7.2.D.26	Phosphorous Control Plan- Project not in the Brimstone Pond watershed			
7.2.D.27	Traffic Impact Study-			
7.2.D.28	Forester's narrative of Timber Harvesting Operations – applicant has owned the property for more than 5 years – no evidence of timber harvesting within the last five years			
7.1.B	Names and mailing address of all property owners abutting the proposed project, printed on Avery 5160 mailing labels			
FEES:	\$1,000 and \$2.00 per abutter and \$225 for public hearing legal advertisement			
PEER REVIEW FEE:	All 3 rd party review fees to be paid by the applicant.			
APPLICATION	Ten (10) copies of completed application and checklist and all other reports and supplemental submissions to the Planning Office at least 10 days prior to the Planning Board meeting. Map sets may consist of (8) copies in a reduced 11" x 17" format along with three (3) sets in full size format.			
DIGITAL APPLICATION	A digital pdf of the entire application and map set must be either submitted on USB or emailed to the Town Planner			

Collation of Submissions and Folding of Maps: All paper submissions shall be collated and all maps folded in a format no greater than 8.5” x 11”. *Uncollated submissions and unfolded maps will be returned to the applicant.*

Submission Deadlines & Procedures

In accordance with section 7.1.D & E of the Arundel Subdivision Regulations:

1. Within thirty days of the receipt of the Preliminary Plan application, the Town Planner shall determine whether the application is complete and notify the applicant in writing of that determination.
2. If the application is not complete, the Town Planner shall notify the applicant of the specific additional material needed to complete the application
3. Upon determination that a complete application has been submitted for review, the Town Planner shall issue a dated receipt to the subdivider and place the application on the agenda for review by the Planning Board.
4. At a minimum, all subsequent submissions must be provided to the Land Use Office no later than fourteen (14) days prior to the next scheduled Planning Board meeting (*Section 5.D.1-Planning Board Bylaws*).

Questions and inquires can be directed to the Land Use Office/ Planning Department

Arundel Town Planner 207 985-4201 x108 townplanner@arundelmaine.org
Ann Tardif, Land Use Office Manager 207 4201 x 101 landuseofficemanager@arundelmaine.org

Arundel Planning Department
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