**TOWN OF GEORGETOWN**

**SUBDIVISION APPLICATION**

No. :\_\_\_\_\_\_\_\_\_\_\_

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

This application shall be accompanied by the following information:

LOCATION MAP

A location map drawn at a scale of not over 500 feet to the inch shall show the relationship of the proposed subdivision to the adjacent properties and to the general surrounding area and shall show at least all the area within 1,000 feet of any property line of the proposed subdivision. Within such area the location map shall show:

\_\_\_\_\_ The name, registration number, signature and seal of the land surveyor, architect, engineer, or planning consultant who prepared the maps and other documents.

\_\_\_\_\_ The date, magnetic north point, and graphic scale.

\_\_\_\_\_ All existing and proposed approximate property lines together with the names and mailing addresses of the owners of record of all adjacent parcels of land.

\_\_\_\_\_ The locations, widths, and names of existing, filed, or proposed streets, easements, and rights-of-way.

\_\_\_\_\_ The boundaries and designations of shoreland zoning districts and parks or other public lands.

\_\_\_\_\_ The location and property lines of all land to which the applicant has any title, right, or interest in addition to the proposed subdivision and an indication of the future probable street system of the subdivider's entire holding, and gravel pits and other existing excavations and the sites of any future sources of gravel or fill.

\_\_\_\_\_ The location of major surface water bodies, wetlands, rivers, streams, brooks, natural drainage ways, and culverts, with arrows indicating direction of flow, wooded and open space areas, farmland and all existing buildings, utility lines, fire ponds, and dry hydrants.

SUBDIVISION PLAN

A Subdivision Plan shall be submitted in maps, drawings, overlays, or other documents with all dimensions shown in feet or decimals of a foot, drawn to a scale of one inch equals not more than one hundred feet, showing or accompanied by the following information:

\_\_\_\_\_ Proposed subdivision name or identifying title and the name of the Town.

\_\_\_\_\_ Name and address of record owner of the subdivision and the subdivider, if different.

\_\_\_\_\_ Name, registration number, signature and seal of the land surveyor who prepared the plan and of the architect, engineer, or planning consultant who prepared other drawings or documents.

\_\_\_\_\_ Number of acres within the proposed subdivision, date, magnetic north point, and plan scale.

\_\_\_\_\_ A contour map of the subdivision drawn with contour lines at intervals of either five, ten, or twenty feet based on the United States Geological Survey datum or other data of existing grades.

\_\_\_\_\_ The proposed lot lines with approximate dimensions and locations of existing and proposed buildings.

\_\_\_\_\_ The location of temporary markers adequate to enable the Board to locate readily and evaluate the basic layout in the field.

\_\_\_\_\_ All parcels of land proposed to be dedicated to public use or to be commonly owned by the purchasers of land in the subdivision.

\_\_\_\_\_ The names of the owners of record of all land immediately adjacent to the subdivision.

\_\_\_\_\_ The location of existing natural features including ponds, streams, rivers, brooks, wetlands, natural drainage ways, wooded and open space areas, farmland, major areas of ledge, gravel pits, other existing excavations, and the sites of any future sources of gravel or fill within the subdivision.

\_\_\_\_\_ The location of sensitive areas including identified gravel and bedrock aquifers and recharge areas; the watershed boundaries of potable water supplies; the one hundred year flood elevation and flood hazard boundaries if the subdivision is in a flood prone area, as identified by the Federal Emergency Management Agency’s Flood Boundary and Floodway Maps and Flood Insurance Rate Maps; slopes greater than fifteen percent; highly erodible soils; soils prohibiting subsurface wastewater disposal systems as defined by the State Plumbing Code; fragile or irreplaceable natural areas; historic and archeological sites; cemeteries; and areas of scenic or natural beauty.

\_\_\_\_\_ The location of at least one acceptable soil test on each lot and a soils report identifying the soils according to the State Plumbing Code, prepared and signed by a licensed site evaluator.

\_\_\_\_\_ The location, names, and widths of existing and proposed streets, highways, easements, and rights-of-way, including grades and street profiles of all streets or other public ways proposed by the subdivider.

\_\_\_\_\_ The location and size of any existing dry hydrants, fire ponds, culverts, and drains on the property to be subdivided.

\_\_\_\_\_ The location of all proposed on-site sewage disposal systems and/or proposed sewer lines and their profile.

\_\_\_\_\_ The location of all proposed water lines, wells, reservoirs, or other facilities.

\_\_\_\_\_ Provisions for collecting and treating storm drainage, in the form of a Drainage Plan which includes all proposed facilities, such as culverts, catch basins, and detention, retention, or infiltration basins.

\_\_\_\_\_ A soil Erosion and Sedimentation Control Plan for construction and for permanent control. The plan may be incorporated into the Drainage Plan.

\_\_\_\_\_ An indication of the sections of the subdivision and the dates of their phased construction, if the subdivision is to be constructed over a period of more than two years.

DOCUMENTS

\_\_\_\_\_ All public water supply facilities shall be shown to meet the minimum specifications of all pertinent State laws and regulations and all Town ordinances. The subdivider shall provide evidence as to the expected flow rate for these facilities which will satisfy the reasonable foreseeable needs of the proposed subdivision and, in addition, the location of all water available for fire fighting shall be shown including existing and proposed fire ponds and/or dry hydrants

\_\_\_\_\_ Evidence that the subdivider has adequate financial and technical capacity to meet the requirements of 30-A M.R.S.A. Subsection 4401 and the Town of Georgetown's ordinances and Comprehensive Plan. The subdivider shall also provide evidence of financial and technical capability for the adequate operation and maintenance of all private multiple-system waste disposal systems, storm drainage facilities, water systems, and other facilities.

REQUESTS FOR ADDITIONAL INFORMATION

Prior to its final decision the Planning Board may request evidence and documentation in addition to that required in the application above. This additional information may include:

\_\_\_\_\_ Impact on Community Services: The Planning Board may request information regarding the subdivision's effect upon existing services and facilities; a list of construction items that will be completed by the subdivider prior to the sale of lots; and the list of construction and maintenance items that may be borne by the Town, which shall include, but not be limited to, schools, including busing; road maintenance and snow removal; police and fire protection; solid waste disposal; and recreation facilities. The Board may further request the subdivider to provide cost estimates to the Town for these services and the expected tax revenue of the subdivision.

\_\_\_\_\_ High Intensity Soils Survey: The Planning Board may request that the subdivider submit detailed soils information in the form of a soils report and high intensity soils survey prepared and signed by a certified soil scientist, identifying the soils names and soils boundaries in the proposed development.

\_\_\_\_\_ Impact on Sensitive Natural and Cultural Resources: The Planning Board may request, as a condition of approval and prior to its decision, that the subdivider submit an assessment of the expected impacts of the subdivision on sensitive natural and cultural resources, which shall include, but not be limited to, surface water bodies, identified gravel and bedrock groundwater aquifers and recharge areas, one-hundred-year floodplain as identified by the H.U.D. Flood Insurance Program, slopes greater than fifteen percent, highly erodible soils, soils prohibiting disposal systems as identified by the State Plumbing Code, fragile or irreplaceable natural areas, historic and archeological sites, cemeteries, and visual character and areas of scenic or natural beauty.

 \_\_\_\_\_ Recreation Area: Depending on the size and location of the subdivision, the Planning Board may request, as a condition of approval and prior to its decision, that the subdivider propose a plan for the provision of land area for recreational use. Land reserved for park and/or recreational purposes shall be of a character, configuration, location and access suitable for the particular use intended.

\_\_\_\_\_ Buffer Area: The Planning Board may request, as a condition of approval and prior to its decision, that the subdivider provide buffer areas when a proposed subdivision is located adjacent to a use where separation is desirable.

\_\_\_\_\_ Landscaping: The Planning Board may request, as a condition of approval and prior to its decision, that the proposed subdivision design include: a landscape plan that will show graded contours and streams; the reasonable preservation of vegetation; the replacement of trees and vegetation; the planting of buffer areas; and the preservation of scenic, historic, or environmentally desirable areas. Provisions for adapting the street and lot layout to the topography and avoiding extensive grading and filling as far as possible may also be requested.

\_\_\_\_\_ Covenants, Deeds, Leases, etc.: The Planning Board may request, as a condition of approval and prior to its decision, that the subdivider submit for review and approval copies of all proposed deeds; leases; restrictive covenants; easements; landowner association agreements and corporate papers; contracts; deeds to commonly held land; deeds and covenants to land to be held by the subdivider; deeds offering to convey land to the Town of Georgetown or its agencies, the State of Maine or its agencies and departments, Sagadahoc County, or any other public body, or to any private organization or corporation; and any other documents, existing or proposed, which may determine or affect the land and the uses of the land in the subdivision.

Submission of Evidence for Approval

 The Planning Board may require the subdivider to submit on, or accompanying, the plan the following evidence, data, and documents as a condition of approval and prior to the signing of the approved plan:

 \_\_\_\_\_ Sufficient acceptable data to determine readily the location, bearing, and length of every lot line and boundary line and to reproduce such lines upon the ground. Where practical, these should be tied to reference points previously established.

\_\_\_\_\_ The location, bearing, and length of all straight lines, the deflection angles, radii, length of curves and central angles of all curves, tangent distances, and tangent bearings for each street.

\_\_\_\_\_ The proper designation of all public open space for which offers of conveyance are made by the subdivider and those spaces to which title is reserved by him.

\_\_\_\_\_ Written offers of conveyance to the Town of Georgetown of all public open space shown on the Plan, and copies of agreements or other documents listed in paragraph 3.6.3 above.

\_\_\_\_\_ Written evidence that the Selectmen are satisfied with the legal sufficiency of the documents referred to above regarding the land to be offered for conveyance to the Town. Such written evidence shall not constitute an acceptance by the Town of any public open space referred to above.

\_\_\_\_\_ A plan of the approved subdivision including all required information and an additional suitable space to record on the approved plan the date and conditions of approval if any. Said space shall be similar to the following example:

 Approved by Town of Georgetown Planning Board

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , Chairman

 Date

 Conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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NOTE TO APPLICANT:

Your application for subdivision approval will not be considered complete until a subdivision plan, based on a survey has been submitted to the Planning Board. When you submit a sketch plan of your subdivision at the Pre-Application Conference, the Board will schedule a site inspection. Following the site inspection, you have 180 days to submit this application form and your Subdivision Plan along with accompanying documents.

Section 3 of the Subdivision Ordinance presents the application requirements. Specific requirements will vary according to the size and complexity of the subdivision proposal. The Planning Board may, at its discretion, modify the requirements if such action will not unreasonably restrict the Board’s review of the application as it relates to State statutes and local ordinances. You are advised to meet with the Planning Board prior to submitting your subdivision application and plan as it may not be necessary to comply with all the items listed in Section 3 of the ordinance.

INFORMATION ON THE PARCEL TO BE SUBDIVIDED:

1. Location of property:

 a. Book \_\_\_\_\_\_\_ Page\_\_\_\_\_\_ (from Register of Deeds)

 b. Map \_\_\_\_\_\_\_ Lot \_\_\_\_\_\_\_ (from tax maps in Town Office)

2. Number of lots or units: \_\_\_\_\_

3. Current Shoreland Zoning (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_

COMPLETE THIS FORM AND RETURN IT WITH THE REQUIRED DOCUMENTS AND SIX COPIES OF THE SUBDIVISION PLAN.

To the best of my knowledge, all information submitted on and with this application is true and correct.

SIGNED (Applicant): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPROVED: TOWN OF GEORGETOWN PLANNING BOARD Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Chairman

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CONDITIONS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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