

Town of Damariscotta
Subdivision Ordinance
CHECK LIST
For a Complete Application

INITIAL STEP FOR ALL SUBDIVISION APPLICATION

- ___ Sketch Plan Application – Simple layout of streets, lots buildings and open spaces on or accompanied by a USGS Topo map or Google Map or equivalent.
- ___ Written Narrative – Description of proposed development, common areas and infrastructure.

PRELIMINARY PLAN APPLICATION SUBMISSIONS

- ___ Fully executed and signed copy of the application for site plan review. {6.1.A}
- ___ Application Fee per Town Fee Schedule. {6.1.B}
- ___ Escrow Fee for \$250 per lot or dwelling as determined by the Planning Board. {6.1.B}
- ___ Certified (receipts required) letters to all abutters of proposed subdivision and schedule at Board meeting(s). {6.1.D.2}
- ___ Sketch map showing general location of the site within Town (aka Location Map). {6.2.B}
- ___ Proposed name of subdivision and name of town. {6.2.C.1}
- ___ Names and addresses of record owner, applicant and preparer of plan. {6.C.9}
- ___ Verification of right, title or interest in the property such as a deed, option to purchase, lease or agreement. {6.2.C2}
- ___ Most recent deed for the property and any proposed deed restrictions. {6.C.4&5}
- ___ Standard boundary survey of the entire property with bearings and distances certified by a professional land surveyor. (Date, North arrow; graphic scale generally larger than 1” to 50’ for area being developed; 1” to 100’ may be suitable for undeveloped areas of a plan; PB signature box; Area for Notes). Corners of the parcel shall be flagged and the center line of proposed roads and location of wastewater test pits. {6.C.3}
- ___ Names and addresses of all abutters on the plan.
- ___ Names and addresses of all abutters on a separate listing.
- ___ Classification(s) of the property and the location of zoning district boundaries as applicable.
- ___ Type of sewage disposal. Soil test pits suitable for on-site waste water disposal certified by a registered engineer, soil scientist or site evaluator. Letter form GSBSD attesting capacity for serving the subdivision. {6.C.6}
- ___ Building Envelope: The location of all building setbacks required by this or other Town ordinances. (applicable Resource Protection, Shoreland, wetland, unbuildable land or floodplain lines).
- ___ All wetlands delineated by a certified wetland scientist including rivers and streams and watershed of a great pond. {6.C.10}

- ___ Number of acres in the subdivision, location of property lines, existing buildings (including within 50 feet of the external boundaries), unusually large trees , other existing physical features. {6.C.11&12}
- ___ Zoning District(s) within the subdivision delineated.
- ___ Location of existing and proposed sewers, water mains, culverts, drainage ways and location and size of existing roads, easements building lines, parks and other open spaces on or adjacent to subdivision. Including from Comp Plan. {6.C.14-16}
- ___ Proposed lot lines and dimensions and lot areas. {6.C.17}
- ___ Location of portions to be dedicated to public use, preserved common open space. {6.C.18-19}
- ___ Areas on each lot to be cleared of forest cover and areas within the delineated 100--year floodplain. {6.C.20-21}
- ___ Identification of unique natural areas by MIF&WL, Beginning With Habitat and Maine Natural Areas Program and plan to preserve them. {6.C.22}
- ___ Identification of districts, sites, buildings, structures or objects significant in American history, architecture, archeology, engineering or culture that are listed or eligible for listing in the National Register of Historic Places (see 16 U.S.C. 470 w(5)36 CFR 60 and 800). {6.C.23}

Waivers May Be Granted from Preliminary Plan Application

- ___ High –intensity soils survey by a registered soil scientist. {6.D.1}
- ___ Existing and proposed topography of the site at contour intervals if major changes to the existing topography are not being proposed {6.D.2}.
- ___ Hydrogeologic assessment. {6.D.3}
- ___ Trip generation rates from Trip Generation Manual. {6.D.4}
- ___ Traffic Impact Analysis for over 28 parking spaces or more than 140 trips per day. {6.D.5}

FINAL PLAN APPLICATION SUBMISSIONS

The same set of submissions for a preliminary plan application apply to a final plan application, PLUS:

- ___ Replenishment of Escrow account for professional peer review professionals. {7.B}
- ___ Copies of all applicable State and federal approvals and permits (*These may include Maine DEP stormwater permits, wetland disturbance permits, NRPA permits or Site Location permits; MDOT Traffic movement permits; federal Army Corps of Engineers or EPA permits*). {7.C}
- ___ Letters from appropriate state authorities attesting to the project’s impact, if any, on historic, archeological and rare or endangered plant or animal species on or in the vicinity of the project parcel. {7.D}
- ___ Written approval for any street names from E911 Town Officer. {7.E}
- ___ Schedule Public Hearing by Planning Board.

- ___ Written statement from Damariscotta Fire Chief on hydrants and safety matters. {7.E.2}
- ___ New Street engineering profile for plan views for construction, including stormwater facilities found in Section 10.15. {7.2.L&M}
- ___ Location and method of disposal for land clearing and construction debris. {7.2.P}

Waivers from Final Plan Application may be granted

- ___ An erosion and sediment control plan of BMPs (Best Management Practices. NOTE – a plan must be presented for all proposed subdivisions within the watersheds of Great Ponds (Little, Paradise (Muddy), Biscay and Pemaquid Ponds). {7.3.A}
- ___ Stormwater management plan by a registered professional engineer by the DEP Stormwater Management for Maine Best Management Practices if applicant demonstrates an equally effective method(s).
- ___ Phosphorus impact analysis for subdivision applications within the direct watershed of a great pond (Little, Muddy, Biscay and Pemaquid). {7.3.C}
- ___ A plan may be divided into two or more sections. {7.4.C}

PERFORMANCE STANDARDS FOR PRELIMINARY & FINAL PLAN APPLICATIONS

- ___ Blocks. More than 1,000 feet long require a 20 foot pedestrian /utility easement crossing with a 5 foot sidewalk. {10.1.A}
- ___ Lot. Meet standards for size and buildability. {10.1.B}
- ___ Utilities. Underground unless for affordable housing. {10.1.C}
- ___ Monuments. Concrete monuments at street intersections lot lines at curvature points or 750 feet which ever closer. On external subdivision boundary per Maine Board of Land Surveyors requirements. {10.1.D}
- ___ Water supply. Meet standards for potable water and fire fighting water. {10.2}
- ___ Erosion and Sedimentation and Impact on Water Bodies. Prevent soil erosion and sedimentation from entering waterbodies. {10.3}
- ___ Sewage Disposal. GSBSD needs to review and approve a subdivision's sewer utilities. Private communal systems need CEO approval under the State Plumbing Code. Private individual lot sewage systems need to meet the Maine Subsurface Wastewater Disposal Rules. {10.4}
- ___ Solid Waste. If the municipal solid waste facility does not have capacity for the proposed subdivision, the subdivision must find an alternative site in compliance with its license but use it for no more than 5 years. {10.5}
- ___ Impact on Natural Beauty, Aesthetics, Historic Sites, Wildlife Habitat, Rare Natural Areas or Public Access to the Shoreline. Per Comprehensive Plan preserve natural beauty and aesthetics, retain open spaces and natural and historic features, protect significant wildlife habitat, protect important shoreland areas, consider Planned Unit Development or cluster development for open space preservation. {10.6}

- ___ Conform to Zoning and other Land Use Ordinances. {10.7}
- ___ Financial and Technical Capacity – Demonstration applicant has the ability to pay for the proposed project and the technical expertise to construct the proposal through letters from lending institutions and documentation of past projects or similar testimony. {10.8}
- ___ Impact on Ground Water Quality and Quantity. Demonstrate that subdivision would comply with Primary Drinking Water Standards and would not lower the water table beyond the boundaries of the subdivision. {10.9}
- ___ Floodplain Management. Comply with the Damariscotta Floodplain Management Ordinance requirements for locating and elevating buildings. {10.10}
- ___ Identification of Freshwater Wetlands, Rivers, Streams or Brooks. Wetland scientist identification is crucial. {10.11}
- ___ Stormwater Management. Use DEP Chapter 500 Stormwater Regulations, the LID Guidance Manual for Maine Communities, September 21, 2007 or as amended, ME DEP Stormwater Management Regulations LID standards of Appendix U or the DEP Phosphorus Design Manual, Volume II of the Maine Stormwater Best Management Practices Manual, 2006 as appropriate. {10.12}
- ___ Cluster developments. See Article 9.G of the Land Use Ordinance.
- ___ Compliance with Timber Harvesting Rules. The Board determines if timber harvesting from the proposed subdivision parcel has been done in accordance Title 12 MRSA Section 8869. If liquidation harvesting has occurred, five years need to elapse before a subdivision may be done.
- ___ Traffic Conditions and Streets. Follow standards in the Subdivision Ordinance (10.15) for public or private roads in subdivisions and Maine DOT Standard (Road) Specifications – latest edition. {10.15}
- ___ Performance Guarantee. For the public improvements of the subdivision determined by the Board, municipal engineer, road commissioner, municipal officers and/or municipal attorney. {11.1}