



Town of Windham

Planning Department:
8 School Road
Windham, Maine 04062
Tel: (207) 894-5960 ext. 2
Fax: (207) 892-1916 -
www.windhammaine.us

MINOR SUBDIVISION REVIEW APPLICATION

FEES FOR MINOR SUBDIVISION REVIEW		APPLICATION FEE:		<input type="checkbox"/> \$900.00		AMOUNT PAID: \$ _____ DATE: _____ <i>Office Use:</i>			
		AMENDED APPLICATION FEE:		<input type="checkbox"/> \$350.00					
		REVIEW ESCROW:		<input type="checkbox"/> \$1,500.00					
<input type="checkbox"/> Amended Subdivision Each lot/Revision		AMENDED REVIEW ESCROW:		<input type="checkbox"/> \$250.00					
PROPERTY DESCRIPTION	Parcel ID	Map(s) #		Lot(s) #		Zoning District(s):		Total Land Area SF:	
	Physical Address:					Watershed:			
PROPERTY OWNER'S INFORMATION	Name:					Name of Business:			
	Phone:					Mailing Address:			
	Fax or Cell:								
	Email:								
APPLICANT'S INFORMATION (IF DIFFERENT FROM OWNER)	Name:					Name of Business:			
	Phone:					Mailing Address:			
	Fax or Cell:								
	Email:								
APPLICANT'S AGENT INFORMATION	Name					Name of Business:			
	Phone:					Mailing Address:			
	Fax or Cell:								
	Email:								
PROJECT INFORMATION	Existing Land Use <i>(Use extra paper, if necessary):</i>								
	Provide a narrative description of the Proposed Project <i>(Use extra paper, if necessary):</i>								
	Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non-conformance, etc.):								

MINOR SUBDIVISION REVIEW APPLICATION REQUIREMENTS

Section 910 of the Land Use Ordinance

The submission shall contain, five (5) copies of the following information, including full plan sets. Along with one (1) electronic version of the entire submission unless a waiver of a submission requirement is granted.

The Minor Plan document/map:

- A) Plan size: 24" X 36"
 B) Plan Scale: No greater 1":100'
 C) Title block: Applicant's name and address
- Name of the preparer of plans with professional information
 - Parcel's tax map identification (map and lot) and street address, if available

- Complete application submission deadline: three (3) weeks prior to the desired Staff Review Committee meeting.
 - Five copies of the application and plans
 - Application Payment and Review Escrow
- Pre-submission meeting with the Town staff is required.
- Contact information:
 - Windham Planning Department (207) 894-5960, ext. 2
 - Steve Puleo, Town Planner sipuleo@windhammaine.us
 - Amanda Lessard, Planning Director allessard@windhammaine.us

APPLICANT/PLANNER'S CHECKLIST FOR MINOR SUBDIVISION REVIEW

SUBMITTALS THAT THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR STAFF REVIEW COMMITTEE REVIEW.

The following checklist includes items generally required for development by the Town of Windham's LAND USE ORDINANCE, Sections 906.E., 910. And 911. Due to projects specifics, are required to provide a complete and accurate set of plans, reports, and supporting documentation (as listed in the checklist below).

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PRESENT A CLEAR UNDERSTANDING OF THE PROJECT.

NOTE TO APPLICANT: A SITE WALK MAY BE REQUIRED, TEMPORARY MARKERS MUST BE ADEQUATELY PLACED THAT ENABLE THE STAFF REVIEW COMMITTEE TO READILY LOCATE AND APPRAISE THE LAYOUT OF DEVELOPMENT (SEE REVIEW PROCEDURES FOR MINOR SUBDIVISION FOR MORE SPECIFICS, PER SECTION 906.C.3.).

Final Plan – Minor Subdivision Submission Requirements:			Final Plan – Minor Subdivision Submission Requirements (Continued):		
			Applicant	Staff	
A. Mandatory Written Information submitted in-bound format	Applicant	Staff			
1. A fully executed application form, signed by the person with right, title, or interest in the property or Authorized Agent.	<input type="checkbox"/>	<input type="checkbox"/>	5. Location map showing the subdivision within the municipality.	<input type="checkbox"/>	<input type="checkbox"/>
2. Evidence of payment of the application and escrow fees.	<input type="checkbox"/>	<input type="checkbox"/>	6. Vicinity plan showing the area within 250 feet, to include:	<input type="checkbox"/>	<input type="checkbox"/>
3. Name, registration number, and seal of the Maine Licensed Professional Land Surveyor who conducted the	<input type="checkbox"/>	<input type="checkbox"/>	i. approximate location of all property lines and acreage of parcels.	<input type="checkbox"/>	<input type="checkbox"/>
4. Name, registration number, and seal of the licensed professional who prepared the plan (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	ii. locations, widths, and names of existing, filed, or proposed streets, easements, or building footprints.	<input type="checkbox"/>	<input type="checkbox"/>
5. Description of how solid waste generated at the site is to be collected and disposed of.	<input type="checkbox"/>	<input type="checkbox"/>	iii. location and designations of any public spaces.	<input type="checkbox"/>	<input type="checkbox"/>
6. Statement from the Maine Inland Fisheries & Wildlife that no significant wildlife habitat exists on the site.	<input type="checkbox"/>	<input type="checkbox"/>	iv. outline of the proposed subdivision, together with its street system and an indication of future probably street system, if the proposed subdivision encompasses only part of the applicant's entire	<input type="checkbox"/>	<input type="checkbox"/>
7. Copies of existing or proposed deed restrictions or covenants.	<input type="checkbox"/>	<input type="checkbox"/>	7. Standard boundary survey of the parcel, including all contiguous land in common ownership within the last 5 years.	<input type="checkbox"/>	<input type="checkbox"/>
8. Copies of existing or proposed easements over the property.	<input type="checkbox"/>	<input type="checkbox"/>	8. Existing and proposed street names, pedestrian ways, lot easements, and areas to be reserved or dedicated to public use.	<input type="checkbox"/>	<input type="checkbox"/>
9. Title opinion proving right of access to the proposed subdivision or site for any property proposed for development on or of a private way or private road.	<input type="checkbox"/>	<input type="checkbox"/>	9. All lots within the subdivision, including numbers for each lot, and map and lot number assigned by the Windham Assessing Department.	<input type="checkbox"/>	<input type="checkbox"/>
10. Financial Capacity. Estimated costs of development, and an itemization of major costs.			10. Location of all monuments as required by ordinance.	<input type="checkbox"/>	<input type="checkbox"/>
i. Estimated costs of development, and an itemization of major costs	<input type="checkbox"/>	<input type="checkbox"/>	11. Location of any important or unique natural and site features including, but not limited to wetlands, water bodies, streams, scenic areas, sand and gravel aquifers, significant wildlife habitats, significant fisheries, treelines, historic and/or archaeological resources.	<input type="checkbox"/>	<input type="checkbox"/>
			12. Location of all yard setback lines.	<input type="checkbox"/>	<input type="checkbox"/>

Final Plan Minor Subdivision Submission Requirements (continued):	Applicant	Staff	13. Medium intensity soils map for the area to be subdivided. The Planning Board may require submission of a high-intensity soils map in instances where poor soils are evident.	<input type="checkbox"/>	<input type="checkbox"/>
ii. Financing - provide one of the following:	<input type="checkbox"/>	<input type="checkbox"/>	14. Location and results of test pits performed by a Maine Licensed Site Evaluator or Certified Soil Scientist if subsurface wastewater disposal systems (septic) are proposed.	<input type="checkbox"/>	<input type="checkbox"/>
a. Letter of commitment to funding from a financial institution, governmental agency, or other funding agency.	<input type="checkbox"/>	<input type="checkbox"/>	15. Written offers of cessation to the Town of all public open spaces shown on the plan.	<input type="checkbox"/>	<input type="checkbox"/>
b. Annual corporate report with explanatory material showing the availability of liquid assets to finance development	<input type="checkbox"/>	<input type="checkbox"/>	16. All conditions of approval and/or waivers are required or granted by the Planning Board, with the exception of waivers from the submission requirements.	<input type="checkbox"/>	<input type="checkbox"/>
c. Bank statement showing the availability of funds if personally financing development	<input type="checkbox"/>	<input type="checkbox"/>	17. Location of intersecting roads or driveways within 200 feet of the site.	<input type="checkbox"/>	<input type="checkbox"/>
d. Cash equity commitment.	<input type="checkbox"/>	<input type="checkbox"/>	18. For Cluster Subdivisions that do not maximize the development potential of the property being subdivided, a conceptual master plan for the remaining land showing future roads, Open Space, and lot layout, consistent with the requirements of 911.K., Cluster Developments will be submitted.	<input type="checkbox"/>	<input type="checkbox"/>
e. Financial plan for remaining financing.	<input type="checkbox"/>	<input type="checkbox"/>			
f. Letter from financial institution indicating an intention to finance.	<input type="checkbox"/>	<input type="checkbox"/>			
iii. If a corporation, Certificate of Good Standing from the Secretary of State	<input type="checkbox"/>	<input type="checkbox"/>			
11. Technical Capacity:			C. Submission information for which a waiver may be granted.	Applicant	Staff
i. A statement of the applicant's experience and training related to the nature of the development, including developments receiving permits from the Town.	<input type="checkbox"/>	<input type="checkbox"/>	1. Contour lines at intervals of 5 feet, or lesser intervals as the Planning Board may require.	<input type="checkbox"/>	<input type="checkbox"/>
ii. Resumes or similar documents showing experience and qualifications of full-time, permanent, or temporary staff contracted with or employed by the applicant who will design the development.	<input type="checkbox"/>	<input type="checkbox"/>	2. Description of how stumps and demolition debris will be disposed of.	<input type="checkbox"/>	<input type="checkbox"/>
12. Name and contact information for the road association whose private way or road is used to access the subdivision (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	3. A surface drainage plan or stormwater management plan with profiles and cross-sections showing the design of all facilities and conveyances necessary to meet the stormwater management standards set forth in Section 900.	<input type="checkbox"/>	<input type="checkbox"/>
B. Mandatory Plan Information	Applicant	Staff	4. Soil erosion and sediment control plan prepared by a Maine Licensed Professional Engineer or a Certified Professional in Erosion and Sediment Control (CPESC).	<input type="checkbox"/>	<input type="checkbox"/>
1. Name of subdivision, date, and scale.	<input type="checkbox"/>	<input type="checkbox"/>	5. If subsurface wastewater disposal systems (septic) are proposed, a hydrogeologic assessment is prepared by a Maine Licensed Site Evaluator or Certified Geologist.	<input type="checkbox"/>	<input type="checkbox"/>
2. Stamp of the Maine License Professional Land Surveyor that conducted the survey, including at least one copy of original stamped seal that is embossed and signed.	<input type="checkbox"/>	<input type="checkbox"/>	6. Show location of driveways and building envelopes.	<input type="checkbox"/>	<input type="checkbox"/>
3. Stamp with the date and signature of the Maine Licensed Professional Engineer that prepared the plans.	<input type="checkbox"/>	<input type="checkbox"/>			
4. North arrow identifying all of the following: Grid North, Magnetic North, declination between Grid and Magnetic, and whether Magnetic or Grid bearings were used in the plan design.	<input type="checkbox"/>	<input type="checkbox"/>	Electronic Submission	<input type="checkbox"/>	<input type="checkbox"/>

The undersigned hereby makes an application to the Town of Windham for approval of the proposed project and declares the foregoing to be true and accurate to the best of his/her knowledge.

APPLICANT OR AGENT'S SIGNATURE

DATE

PLEASE TYPE OR PRINT THE NAME

AGENT AUTHORIZATION

APPLICANT/ OWNER	Name				
PROPERTY DESCRIPTION	Physical Address			Map	
				Lot	
APPLICANT'S AGENT INFORMATION	Name				
	Phone		Business Name & Mailing Address		
	Fax/Cell				
	Email				

Said agent(s) may represent me/us before Windham Town officers and the Windham Planning Board to expedite and complete the approval of the proposed development for this parcel.

APPLICANT SIGNATURE

DATE

PLEASE TYPE OR PRINT NAME HERE

CO-APPLICANT SIGNATURE

DATE

PLEASE TYPE OR PRINT NAME HERE

APPLICANT'S AGENT SIGNATURE

DATE

PLEASE TYPE OR PRINT NAME HERE

TOWN OF WINDHAM
MINOR\MAJORSUBDIVISION APPLICATION

Performance and Design Standards Waiver Request Form
(Section 908 – Minor\Major Subdivision Review, Waivers)

For each waiver request from the Performance and Design Standards detailed in Section 911 of the Town of Windham Land Use Ordinance, please submit separate completed copy of this waiver request form for all waivers requested

Subdivision or

Project Name:

Tax Map:

Lot(s):

**Waivers are requested from the following Performance and Design Standards
(Add Forms as necessary):**

Ordinance Section	Standard	Mark which waiver this form is for
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

- a. Describe how a waiver from the standard indicated above will improve the ability of the project to take the property's pre-development natural features into consideration. Natural features include, but are not limited to, topography, location of water bodies, location of unique or valuable natural resources, relation to abutting properties or land uses. Attach a separate sheet if necessary.

(continued next page)

Ordinance Section: _____

b. Will the waiver have an impact on any of the following criteria?

	Yes	No
Water or air pollution	<input type="checkbox"/>	<input type="checkbox"/>
Light pollution or glare	<input type="checkbox"/>	<input type="checkbox"/>
Water supply	<input type="checkbox"/>	<input type="checkbox"/>
Soil erosion	<input type="checkbox"/>	<input type="checkbox"/>
Traffic congestion or safety	<input type="checkbox"/>	<input type="checkbox"/>
Pedestrian safety or access	<input type="checkbox"/>	<input type="checkbox"/>
Supply of parking	<input type="checkbox"/>	<input type="checkbox"/>
Sewage disposal capacity	<input type="checkbox"/>	<input type="checkbox"/>
Solid waste disposal capacity	<input type="checkbox"/>	<input type="checkbox"/>
Scenic or natural beauty, aesthetics, historic sites, or rare or irreplaceable natural areas	<input type="checkbox"/>	<input type="checkbox"/>
Flooding or drainage issues on abutting properties	<input type="checkbox"/>	<input type="checkbox"/>
The Town's ability to provide the subdivision with public safety services (if subdivision)	<input type="checkbox"/>	<input type="checkbox"/>

If granting the waiver will result in an impact on any of the criteria above, please provide more detail below.