

# **Final Plan Application Major Site Plan & Major Subdivision**

To the Town of Windham

## **Astral Village Subdivision**

Tandberg Trail  
Windham, Maine

Applicant:  
The JR Holding Group, LLC  
PO Box 1508  
Windham, ME 04062

Prepared By:  
DM Roma Consulting Engineers  
PO Box 1116  
Windham, ME 04062



---

## ***TABLE OF CONTENTS***

---

FINAL PLAN APPLICATION - MAJOR SITE PLAN & MAJOR SUBDIVISION TO TOWN OF WINDHAM  
ASTRAL VILLAGE SUBDIVISION

SECTION 1	APPLICATION FORMS & SUBMISSION CHECKLISTS
SECTION 2	PROJECT NARRATIVE
SECTION 3	LIGHTING PHOTOMETRICS
SECTION 4	MULTI-FAMILY DEVELOPMENT STANDARDS
SECTION 5	BUILDING ARCHITECTURAL PLANS

---

## ***SECTION 1***

---

### **APPLICATION FORMS & SUBMISSION CHECKLISTS**



## MAJOR SITE PLAN REVIEW APPLICATION

<b>FEES FOR MAJOR SITE PLAN REVIEW</b>		<b>APPLICATION FEE:</b> (No Bldg.) (W/Bldg.: \$25/1,000 SF up to 5,000 SF)		<input checked="" type="checkbox"/> \$1,3000.00 <input checked="" type="checkbox"/> \$ 25	<b>TOTAL AMOUNT PAID:</b>  \$ _____  <b>DATE:</b> _____  <i>Office Use:</i>	
		<b>REVIEW ESCROW: (GFA)</b> 2,000 SF - 5,000 SF = \$2,000 5,000 SF - 15,000 SF = \$3,000 15,000 SF - 35,000 SF = \$4,000 Over 35,000 SF = \$5,000 No Building = \$2,000		<input type="checkbox"/> \$ _____ <input checked="" type="checkbox"/> \$ 3,000 <input type="checkbox"/> \$ _____ <input type="checkbox"/> \$ _____ <input type="checkbox"/> \$ _____		
<input type="checkbox"/> <b>Amended Site Plan – (Each Revision)</b>		<b>AMENDED APPLICATION FEE:</b> <b>AMENDED REVIEW ESCROW:</b>		<input type="checkbox"/> \$350.00 <input type="checkbox"/> \$250.00	<i>Office Stamp:</i>	
<b>PROPERTY DESCRIPTION</b>		<b>Parcel Information:</b>	<b>Map(s):</b> 18A	<b>Lot(s):</b> 48-1		
		<b>Total Disturbance. &gt;1Ac</b>		<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<b>Estimated Building SF:</b> 6,292 sf	<b>IF NO BUILDING; Estimated SF of Total Development:</b>
		<b>Physical Address:</b> Tandberg Trail		<b>Watershed:</b> Presumpscot River		
<b>PROPERTY OWNER'S INFORMATION</b>		<b>Name:</b> Jarod Robie			<b>Name of the Business:</b>	
		<b>Phone:</b> (207) 892 - 0650			<b>Mailing Address:</b> PO Box 1508 Windham, ME 04062	
		<b>Fax or Cell:</b>				
		<b>Email:</b> Jarodrobie@hotmail.com				
<b>APPLICANT'S INFORMATION (IF DIFFERENT FROM OWNER)</b>		<b>Name:</b>			<b>Name of Business:</b> The JR Holding Group, LLC	
		<b>Phone:</b> (207) 892 - 0650			<b>Mailing Address:</b> PO Box 1508 Windham, ME 04062	
		<b>Fax or Cell:</b>				
		<b>Email:</b> Jarodrobie@hotmail.com				
<b>APPLICANT'S AGENT INFORMATION</b>		<b>Name:</b> Dustin Roma, PE			<b>Name of Business:</b> DM Roma Consulting Engineers	
		<b>Phone:</b> (207) 591 - 5055			<b>Mailing Address:</b> PO Box 1116 Windham, ME 04062	
		<b>Fax or Cell:</b> (207) 310 - 0506				
		<b>Email:</b> Dustin@dmroma.com				
<b>PROJECT INFORMATION</b>		<b>Existing Land Use (Use extra paper, if necessary):</b>  Land has been altered/filled for recreation purposes. This lot is being separated from a larger parcel that contains a single family home and accessory structures.				
		<b>Provide a narrative description of the Proposed Project (Use extra paper, if necessary):</b>  Construct 11 units of residential apartments in 2 buildings with paved on-site parking.				
		<b>Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non-conformance, etc.):</b>  The site has been filled with granular material, so the areas suitable for buildings is generally over the filled land and areas that have been cut down/leveled.				



# MAJOR SITE PLAN REVIEW APPLICATION REQUIREMENTS

## Section 120-811 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 waiver of a submission requirement is granted, and one (1) complete plan set.

<b>The Major Plan document/map:</b> A) Plan size: 24" X 36" B) Plan Scale: No greater 1":100' C) Title block: Applicant's name, project 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 (21-days) before the desired Planning Board meeting. - Five copies of the application and plans - Application Payment and Review Escrow • A pre-submission meeting with the Town staff is required. • Contact information: Windham Planning Department (207) 894-5960, ext. 2 Steve Puleo, Town Planner <a href="mailto:sipuleo@windhammaine.us">sipuleo@windhammaine.us</a> Amanda Lessard, Planning Director <a href="mailto:allessard@windhammaine.us">allessard@windhammaine.us</a>
---	--

## APPLICANT/PLANNER'S CHECKLIST FOR MAJOR SITE PLAN REVIEW

**SUBMITTALS THAT THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BOARD REVIEW.**

*The following checklist includes items generally required for development by the Town of Windham's LAND USE ORDINANCE, Sections 120-811, 120-812, 120-813 & 120-814. Due to projects specifics, the applicant is 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.**

**@ = submitted or addressed previously with Major Subdivision Preliminary Plan Application**

Column #1.			Column #2.		
1. Final Plan -Major Site Plan: Submission Requirements	Applicant	Staff	Plan Requirements – Existing Conditions (Continued):	Applicant	Staff
A. Completed Major Site Plan Application form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	vii. Zoning classification(s), including overlay and/or subdistricts, of the property and the location of zoning district boundaries if the property is located in 2 or more districts or abuts a different district	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Evidence of Payment of application & escrow fees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	viii. Bearings and lengths of all property lines of the property to be developed, and the stamp of the surveyor that performed the survey	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Written information – submitted in a <b>bounded and tabbed</b> report			ix. Existing topography of the site at 2-foot contour intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1. A narrative describing the proposed use or activity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	x. Location and size of any existing sewer and water mains, culverts and drains, on-site sewage disposal systems, wells, underground tanks or installations, and power and telephone lines and poles on the property and on abutting streets or land that may serve the development.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Name, address, & phone number of record owner, and applicant if different (see Agent Autorotation form).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	xi. Location, names, and present widths of existing public and/or private streets and rights-of-way within or adjacent to the proposed development.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Names and addresses of all abutting property owners	<input type="checkbox"/> @	<input type="checkbox"/>	xii. Location, dimensions, and ground floor elevation of all existing buildings.	<input type="checkbox"/>	<input type="checkbox"/>
4. Documentation demonstrating right, title, or interest in the property	<input type="checkbox"/> @	<input type="checkbox"/>	xiii. Location and dimensions of existing driveways, parking and loading areas, walkways, and sidewalks on or adjacent to the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Copies of existing proposed covenants or deed restrictions.	<input type="checkbox"/> @	<input type="checkbox"/>	xiv. Location of intersecting roads or driveways within 200 feet of the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Copies of existing or proposed easements on the property.	<input type="checkbox"/> @	<input type="checkbox"/>	xv. Location of the following		
7. Name, registration number, and seal of the licensed professional who prepared the plan, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. Open drainage courses	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Evidence of applicant's technical capability to carry out the project.	<input type="checkbox"/> @	<input type="checkbox"/>	b. Wetlands	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			c. Stone walls	<input type="checkbox"/>	<input type="checkbox"/>
9. Assessment of the adequacy of any existing sewer and water mains, culverts and drains, on-site sewage disposal systems, wells, underground tanks or installations, and power and telephone lines and poles on the property.	<input type="checkbox"/> @	<input type="checkbox"/>	d. Graveyards	<input type="checkbox"/>	<input type="checkbox"/>



Continued from Column #1. (Page 2)			Continued from Column #2. (Page 2)		
10. Estimated demands for water and sewage disposal.	<input type="checkbox"/> @ <input type="checkbox"/>	<input type="checkbox"/>	e. Fences	<input type="checkbox"/>	<input type="checkbox"/>
			f. Stands of trees or treeline, and	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			g. Other important or unique natural areas and site features, including but not limited to, floodplains, deer wintering areas, significant wildlife habitats, fisheries, scenic areas, habitat for rare and endangered plants and animals, unique natural communities and natural areas, sand and gravel aquifers, and historic and/or archaeological resources.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Provisions for handling all solid wastes, including hazardous and special wastes.	<input type="checkbox"/> @ <input type="checkbox"/>	<input type="checkbox"/>	xvi. Direction of existing surface water drainage across the site	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Detail sheets of proposed light fixtures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	xvii. Location, front view, dimensions, & lighting of existing signs.	<input type="checkbox"/> N/A	<input type="checkbox"/>
13. Listing of proposed trees or shrubs to be used for landscaping	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
14. Estimate weekday AM and PM and Saturday peak hours and daily traffic to be generated by the project.	<input type="checkbox"/> @ <input type="checkbox"/>	<input type="checkbox"/>	xviii. Location & dimensions of existing easements that encumber or benefit the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Description of important or unique natural areas and site features, including floodplains, deer wintering areas, significant wildlife habitats, fisheries, scenic areas, habitat for rare and endangered plants and	<input type="checkbox"/> @ <input type="checkbox"/>	<input type="checkbox"/>	xix. Location of the nearest fire hydrant, dry hydrant, or other water supply.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. If the project requires a stormwater permit from MaineDEP or if the Planning Board or if the Staff Review Committee determines that such information is required, submit the following.			<b>E. Plan Requirements - Proposed Development Activity</b>		
			i. Location and dimensions of all provisions for water supply and wastewater disposal, and evidence of their adequacy for the proposed use, including soils test pit data if on-site sewage disposal is proposed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. stormwater calculations.	<input type="checkbox"/> @ <input type="checkbox"/>	<input type="checkbox"/>	ii. Grading plan showing the proposed topography of the site at 2-foot contour intervals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. erosion and sedimentation control measures.	<input type="checkbox"/> @ <input type="checkbox"/>	<input type="checkbox"/>	iii. The direction of proposed surface water drainage across the site and from the site, with an assessment of impacts on downstream properties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. water quality and/or phosphorous export management provisions.	<input type="checkbox"/> @ <input type="checkbox"/>	<input type="checkbox"/>	iv. Location and proposed screening of any on-site collection or storage facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. If public water or sewerage will be utilized, provide a statement from the utility district regarding the adequacy of water supply in terms of quantity and pressure for both domestic and fire flows, and the capacity of the sewer system to accommodate additional wastewater.	PENDING <input type="checkbox"/>	<input type="checkbox"/>	v. Location, dimensions, and materials to be used in the construction of proposed driveways, parking, and loading areas, and walkways, and any changes in traffic flow onto or off-site	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18. Financial Capacity			vi. Proposed landscaping and buffering	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i. Estimated costs of development and itemize estimated major expenses.	<input type="checkbox"/> @ <input type="checkbox"/>	<input type="checkbox"/>	vii. Location, dimensions, and ground floor elevation of all buildings or expansions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ii. Financing (submit one of the following)			viii. Location, front view, materials, and dimensions of proposed signs together with a method for securing sign	<input type="checkbox"/> N/A	<input type="checkbox"/>
a. Letter of commitment to fund	<input type="checkbox"/>	<input type="checkbox"/>	ix. Location and type of exterior lighting. Photometric plan to demonstrate the coverage area of all lighting may be required by the Planning Board.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Self-financing	<input type="checkbox"/>	<input type="checkbox"/>	x. Location of all utilities, including fire protection systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1. Annual corporate report	<input type="checkbox"/>	<input type="checkbox"/>	xi. Approval block: Provide space on the plan drawing for the following words, "Approved: Town of Windham Planning Board" along with space for signatures and date	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Bank Statement	<input type="checkbox"/>	<input type="checkbox"/>	<b>2. Major Final Site Plan Requirements as Exhibits to the Application</b>		
c. Other			a. Narrative and/or plan describing how the proposed development plan relates to the sketch plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1. Cash equity commitment of 20% of the total cost of development	<input type="checkbox"/>	<input type="checkbox"/>	b. Stormwater drainage and erosion control program shows:		
2. Financial plan for remaining financing.	<input type="checkbox"/>	<input type="checkbox"/>	1. The existing and proposed method of handling stormwater runoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Continued from Column #1. (Page 3)			Continued from Column #2. (Page 3)		
3. Letter from institution indicating intent to finance.	<input type="checkbox"/> @	<input type="checkbox"/>	2. The direction of the flow of the runoff, through the use of arrows and a description of the type of flow (e.g., sheet flow, concentrated flow, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
iii. If a registered corporation a Certificate of Good Standing from:			3. Location, elevation, and size of all catch basins, dry wells, drainage ditches, swales, retention basins, and storm sewers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Secretary of State, or	<input type="checkbox"/> @	<input type="checkbox"/>	4. Engineering calculations were used to determine drainage requirements based on the 25-year, 24-hour storm frequency.	<input type="checkbox"/> @	<input type="checkbox"/>
- the statement signed by a corporate officer	<input type="checkbox"/>	<input type="checkbox"/>	5. Methods of minimizing erosion and controlling sedimentation during and after construction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Technical Capacity (address both).			c. A groundwater impact analysis prepared by a groundwater hydrologist for projects involving on-site water supply or sewage disposal facilities with a capacity of 2,000 gallons or more per day	WAIVER <input type="checkbox"/>	
i. Prior experience relating to developments in the Town.	<input type="checkbox"/> @	<input type="checkbox"/>	d. Name, registration number, and seal of the Maine Licensed Professional Architect, Engineer, Surveyor, Landscape Architect, and/or similar professional who prepared the plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ii. Personnel resumes or documents showing experience and qualification of development designers	<input type="checkbox"/> @	<input type="checkbox"/>	e. A utility plan showing, in addition to provisions for water supply and wastewater disposal, the location and nature of electrical, telephone, cable TV, and any other utility services to be installed on the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>D. Plan Requirements – Existing Conditions</b>			f. A planting schedule keyed to the site plan indicating the general varieties and sizes of trees, shrubs, and other vegetation to be planted on the site, as well as information of provisions that will be made to retain and protect existing trees, shrubs, and other vegetation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i. Location Map adequate to locate project within the municipality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	g. Digital transfer of any site plan data to the town (GIS format)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ii. Vicinity Plan. Drawn to a scale of not over 400 feet to the inch, and showing area within 250 feet of the property line, and shall show the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
a. Approximate location of all property lines and acreage of the parcel(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
b. Locations, widths, and names of existing, filed, or proposed streets, easements, or building footprints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	h. A traffic impact study if the project expansion will generate 50 or more trips during the AM or PM peak hour, or if required by the Planning Board)	<input type="checkbox"/> N/A	<input type="checkbox"/>
c. Location and designations of any public spaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
d. Outline of the proposed site plan, together with its street system and an indication of the future probable street system of the remaining portion of the tract.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
iii. North Arrow identifying Grid North; Magnetic North with the declination between Grid and Magnetic; and whether Magnetic or Grid bearings were used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
iv. Location of all required building setbacks, yards, and buffers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
v. Boundaries of all contiguous property under the total or partial control of the owner or applicant.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PDF\Electronic Submission.		
vi. Tax map and lot number of the parcel(s) on which the project is located	<input checked="" 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

7-22-24  
 DATE

Dustin M. Roma - Authorized Agent  
 PLEASE TYPE OR PRINT NAME



# Town of Windham

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

## MAJOR SUBDIVISION – FINAL PLAN - REVIEW APPLICATION

<b>FEES FOR MAJOR SUBDIVISION FINAL PLAN REVIEW</b>		APPLICATION FEE: AMENDED APPLICATION FEE:		<input checked="" type="checkbox"/> \$350.00 <input type="checkbox"/> \$350.00		AMOUNT PAID:  \$ _____			
<input type="checkbox"/> Amended Major Subdivision Each Lot / Revision		REVIEW ESCROW: AMENDED REVIEW ESCROW:		<input checked="" type="checkbox"/> \$250.00 <input type="checkbox"/> \$250.00		DATE: _____			
Office Use: _____ Office Stamp: _____									
<b>PROPERTY DESCRIPTION</b>	Parcel ID	Map(s) #	18A	Lot(s) #	48-1	Zoning District(s)	C-2	Total Land Area SF:	89,487 sf
	# Lots/dwelling units:	11	Total Distr. >1Ac.	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N				Est. Road Length(ft):	N/A
	Physical Address:	Tandberg Trail				Watershed:	Presumpscot River		
<b>PROPERTY OWNER'S INFORMATION</b>	Name:	Jarod Robie				Name of Business:			
	Phone:	(207) 892 - 0650				Mailing Address:	PO Box 1508		
	Fax or Cell:					Windham, ME 04062			
	Email:	Jarodrobie@hotmail.com							
<b>APPLICANT'S INFORMATION (IF DIFFERENT FROM OWNER)</b>	Name:					Name of Business:	The JR Holding Group LLC		
	Phone:	(207) 892 - 0650				Mailing Address:	PO Box 1508		
	Fax or Cell:					Windham, ME 04062			
	Email:	Jarodrobie@hotmail.com							
<b>APPLICANT'S AGENT INFORMATION</b>	Name:	Dustin Roma, PE				Name of Business:			
	Phone:					Mailing Address:			
	Fax or Cell:								
	Email:								
<b>PROJECT INFORMATION</b>	Existing Land Use (Use extra paper, if necessary):								
	Provide a narrative description of the Proposed Project (Use extra paper, if necessary):								
	Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non-conformance, etc.):								



# MAJOR SUBDIVISION - FINAL PLAN - 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.

<b>The Major Plan document/map:</b> A) Plan size: 24" X 36" B) Plan Scale: No greater 1":100' C) Title block: Applicant's name and address <ul style="list-style-type: none"> <li>Name of the preparer of plans with professional information</li> <li>Parcel's tax map identification (map and lot) and street address, if available</li> </ul>	<ul style="list-style-type: none"> <li>Complete application submission deadline: three (3) weeks prior to the desired Staff Review Committee meeting. <ul style="list-style-type: none"> <li>Five copies of the application and plans</li> <li>Application Payment and Review Escrow</li> </ul> </li> <li>A pre-submission meeting with the Town staff is required.</li> <li>Contact information:  Windham Planning Department (207) 894-5960, ext. 2  Steve Puleo, Town Planner <a href="mailto:sipuleo@windhammaine.us">sipuleo@windhammaine.us</a>  Amanda Lessard, Planning Director <a href="mailto:allessard@windhammaine.us">allessard@windhammaine.us</a> </li> </ul>
---	---

## APPLICANT/PLANNER'S CHECKLIST FOR MAJOR SUBDIVISION REVIEW

<p><b><u>SUBMITTALS THAT THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BOARD REVIEW.</u></b></p> <p><i>The following checklist includes items generally required for development by the Town of Windham's LAND USE ORDINANCE, Sections 907.B., 910.C., &amp; 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).</i></p>	<p><b><u>IT IS THE RESPONSIBILITY OF THE APPLICANT TO PRESENT A CLEAR UNDERSTANDING OF THE PROJECT.</u></b></p>
--	---

Final Plan - Major Subdivision - Submission Requirements:	Applicant	Staff		Applicant	Staff
A. Written information – submitted in a bound report.			B. Mandatory Plan Information		
1. A fully executed application form.	<input type="checkbox"/>	<input type="checkbox"/>	1. All information presented on the Preliminary Plan, and any amendments suggested or required by the Board.	<input type="checkbox"/>	<input type="checkbox"/>
2. Evidence that the escrow account balance is greater than 25% of the initial Preliminary Plan deposit.	<input type="checkbox"/>	<input type="checkbox"/>	2. Map and lot numbers for all lots as assigned by the Town of Windham Assessing Department.	<input type="checkbox"/>	<input type="checkbox"/>
3. If public open space is to be provided, written offers of cession to the Town of Windham shall be provided.	<input type="checkbox"/>	<input type="checkbox"/>	3. Seal of the Maine Licensed Professional who prepared the plan.	<input type="checkbox"/>	<input type="checkbox"/>
4. If the subdivider reserves title to spaces within the subdivision, provide copies of agreements or other documents.	<input type="checkbox"/>	<input type="checkbox"/>	4. All public open spaces for which offers of cession are made by the subdivider and those spaces to which title is reserved by the subdivider.	<input type="checkbox"/>	<input type="checkbox"/>
5. Copies of any outside agency approvals.	<input type="checkbox"/>	<input type="checkbox"/>	5. Location of all permanent monuments.	<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"/>	PDF\Electronic Submission.	<input type="checkbox"/>	<input type="checkbox"/>
7. Digital transfer of subdivision plan data (GIS format).	<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.

*Dustin Roma*

APPLICANT OR AGENT'S SIGNATURE

DATE

PLEASE TYPE OR PRINT THE NAME

---

## ***SECTION 2***

---

### **PROJECT NARRATIVE**

## **Section 2 – Project Narrative**

Zoning:	Commercial-2
Acreage:	2.07 Acres
Tax Map/Lot:	18A/48-1
Existing Use:	Vacant Land being split from a Single Family Residential lot
Proposed Use:	Multifamily Residential (11 units in 2 buildings)

The 2.07-acre development property is currently part of a larger parcel that contains a single family home. The 2.07-acre lot will be separated from the larger parcel, and will have access and frontage on Tandberg Trail (Route 35). The project includes the construction of two multifamily residential buildings with 7 units and 4 units for a project total of 11 dwelling units. All dwelling units will have 2 bedrooms and will be 2 stories with full foundations. A total of 25 on-site paved parking spaces will be provided along with internal paved sidewalks. Trash will be collected in an on-site private dumpster. All dwelling units will be served by underground power, public water and on-site private wastewater disposal systems.

---

## ***SECTION 3***

---

### **LIGHTING PHOTOMETRICS**

### **Section 3 – Lighting Photometrics**

Each of the individual units will have an exterior light mounted under the porch entry to provide lighting at each entrance that will also illuminate the sidewalks. A wall-pack light with motion sensor activation will be installed on the north side of Unit 1 to provide illumination of the dumpster area. A pole-mounted light will be installed at the driveway entrance to illuminate the intersection of the driveway and Tandberg Trail, and also to illuminate the parking spaces that are located as much as 40 feet away from Unit 8. A photometric cut sheet is attached for the pole-mounted light.

# ARX09D4-3K1000.ies

KIM LIGHTING

ARX09D4-3K1000

DIE-CAST ALUMINUM ALLOY HOUSING WITH INTEGRAL

COOLING RIBS. DIE-CAST ALUMINUM LENS FRAME

(LESS LENS). TYPE X OPTICAL MODULE CONSISTING OF

Back-to-Back

Luminaire Watts 173 W

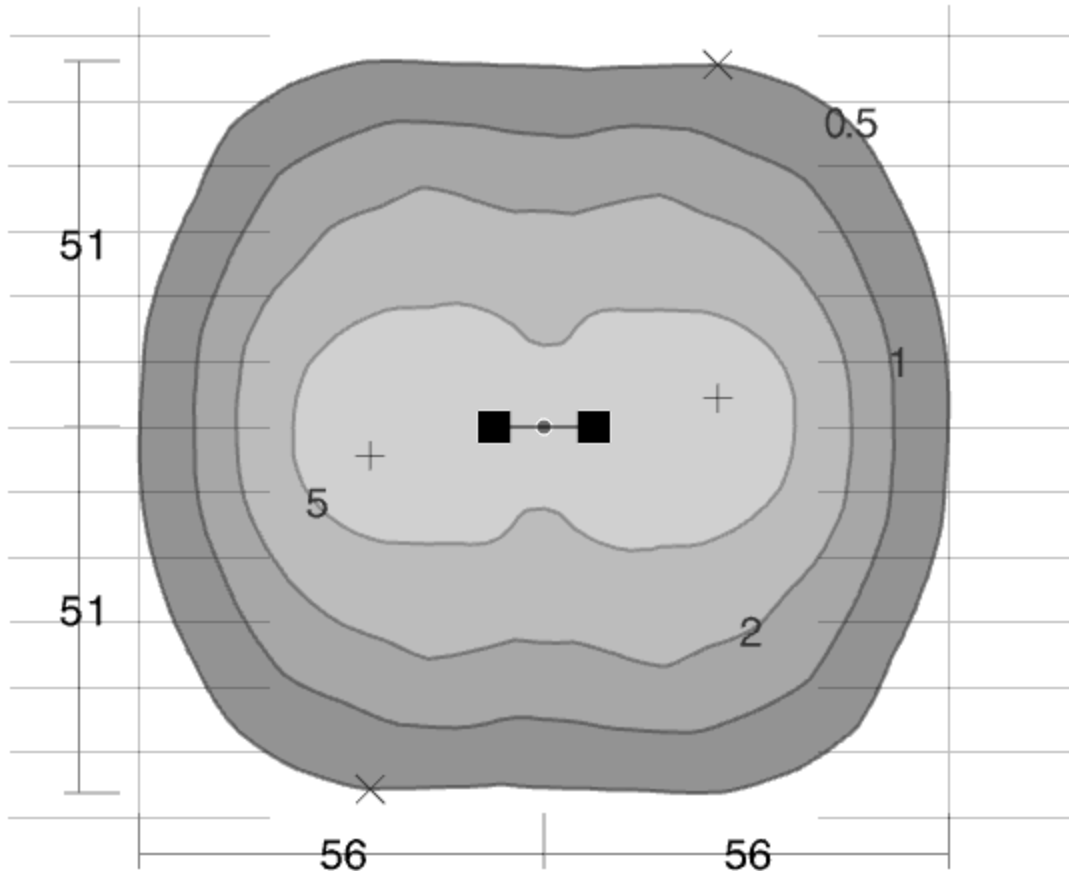
Ballast/Driver Factor 1.00

Light Loss Factor 1.00

Total Proration Factor 1.00

Luminaire Lumens 15414 lms

20 ft



Min: 0.50 fc ✕  
Max/Avg: 3.5

Avg: 2.8 fc  
Avg/Min: 5.5

Max: 9.7 fc +  
! Max/Min: 19

---

## ***SECTION 4***

---

### **MULTI-FAMILY DEVELOPMENT STANDARDS**

## Section 4 – Multi-Family Development Standards

The project has been designed to meet the following required standards outlined in Section 120-814 of the Land Use Code:

### A. Building Architecture

1. Variety: The buildings have been designed with more than one siding color to create variety among the adjacent units. Siding will be a combination of clapboard siding and vinyl trim.
2. Façade: The buildings contain horizontal and vertical articulation through off-setting unit walls and rooflines to break up any long walls or rooflines. The units include porches with roof elements to create visual interest in the façade. The façade facing Astral Drive and Tandberg Trail will include a minimum of 25% fenestration.
3. Orientation: Unit 1 has been designed with a wrap-around porch element so that the building has the appearance of a street-facing façade on Tandberg Trail.

### B. Site Design:

1. Parking: The parking lot is located between the two buildings, not any closer to the street than Unit 1. Areas for snow storage have been designated on the plans.
2. Screening: The proposed dumpster area will be screened from view with a fence enclosure. A 90-foot section of stockade fence will be installed along the eastern property line to buffer and screen the existing residential-use property that abuts the project to the east. The fence is not proposed to extend beyond 90 feet because of a substantial change in grade that peaks and then drops off substantially towards the south.
3. Bicycle/Pedestrian: Internal sidewalks will be constructed to connect each of the residential units with each other and to the common parking area. The sidewalks also provide access to the dumpster area and to the Tandberg Trail right-of-way. A bike rack is proposed to be installed near the turn-around area that will accommodate a minimum of 6 bikes.
4. Recreation and Open Space: The project parcel is 89,487 square feet in size, which requires a minimum of 13,423 square feet of usable common open space. We have designated 19,664 SF of area on the Site Plan to be utilized for usable common open space for recreation purposes. The 11-unit project also requires 2,550 sf of constructed areas for passive or active use within the Open Space area. We have designated a 2,981 sf area of the site at the northern portion of the open space that



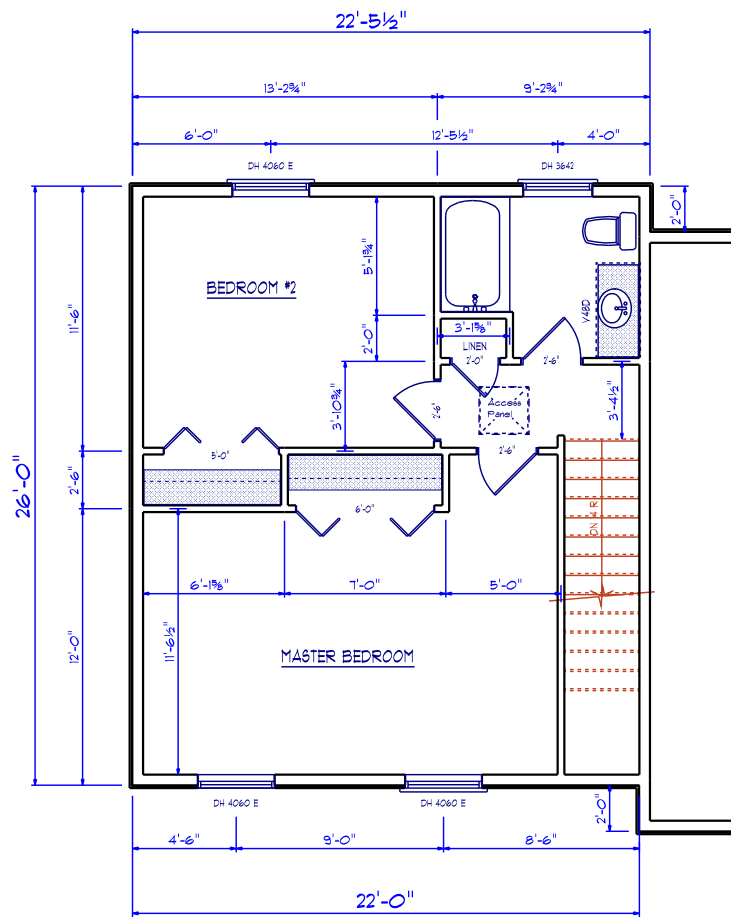
that will be improved with picnic tables and seating areas, along with formal yard space for yard games. The adjacent pavement surface that provides turn-around area for vehicles will also be a suitable area for riding bikes, skateboards, scooters, etc.

---

## ***SECTION 5***

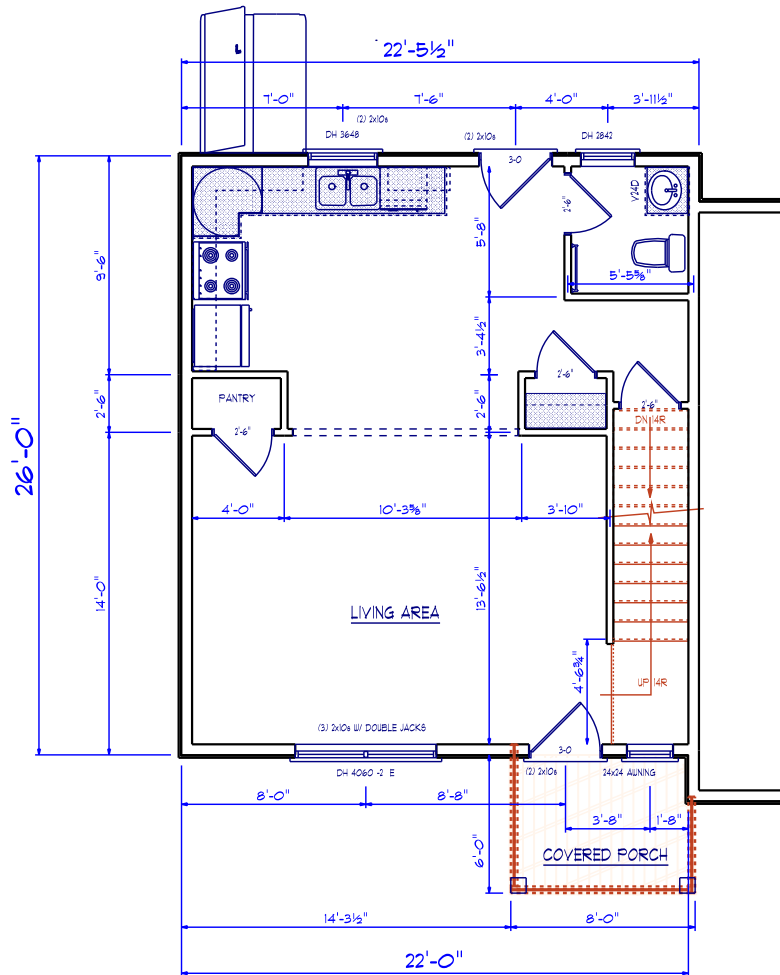
---

### **BUILDING ARCHITECTURAL PLANS**



Upper Floor Plan

1/4" = 1'-0"



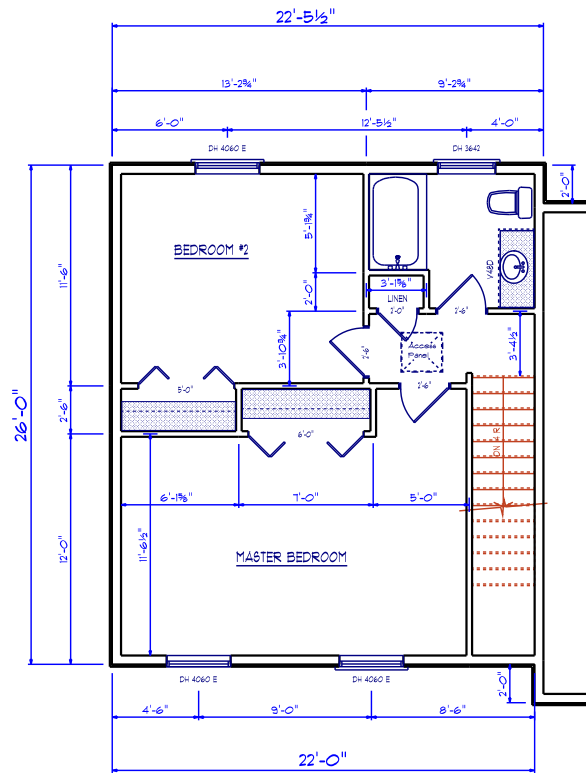
Lower Floor Plan

1/4" = 1'-0"

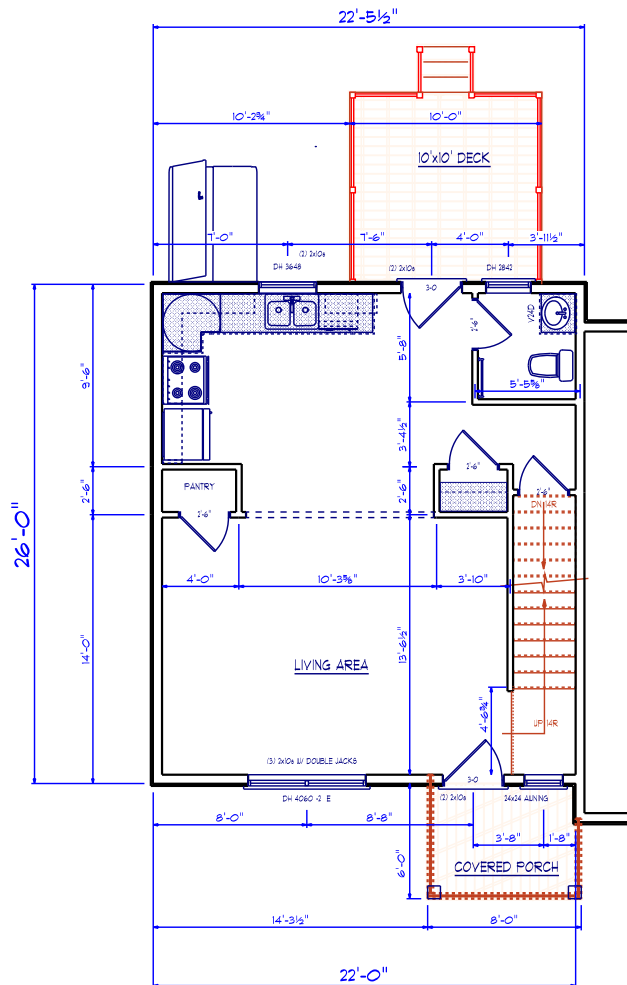




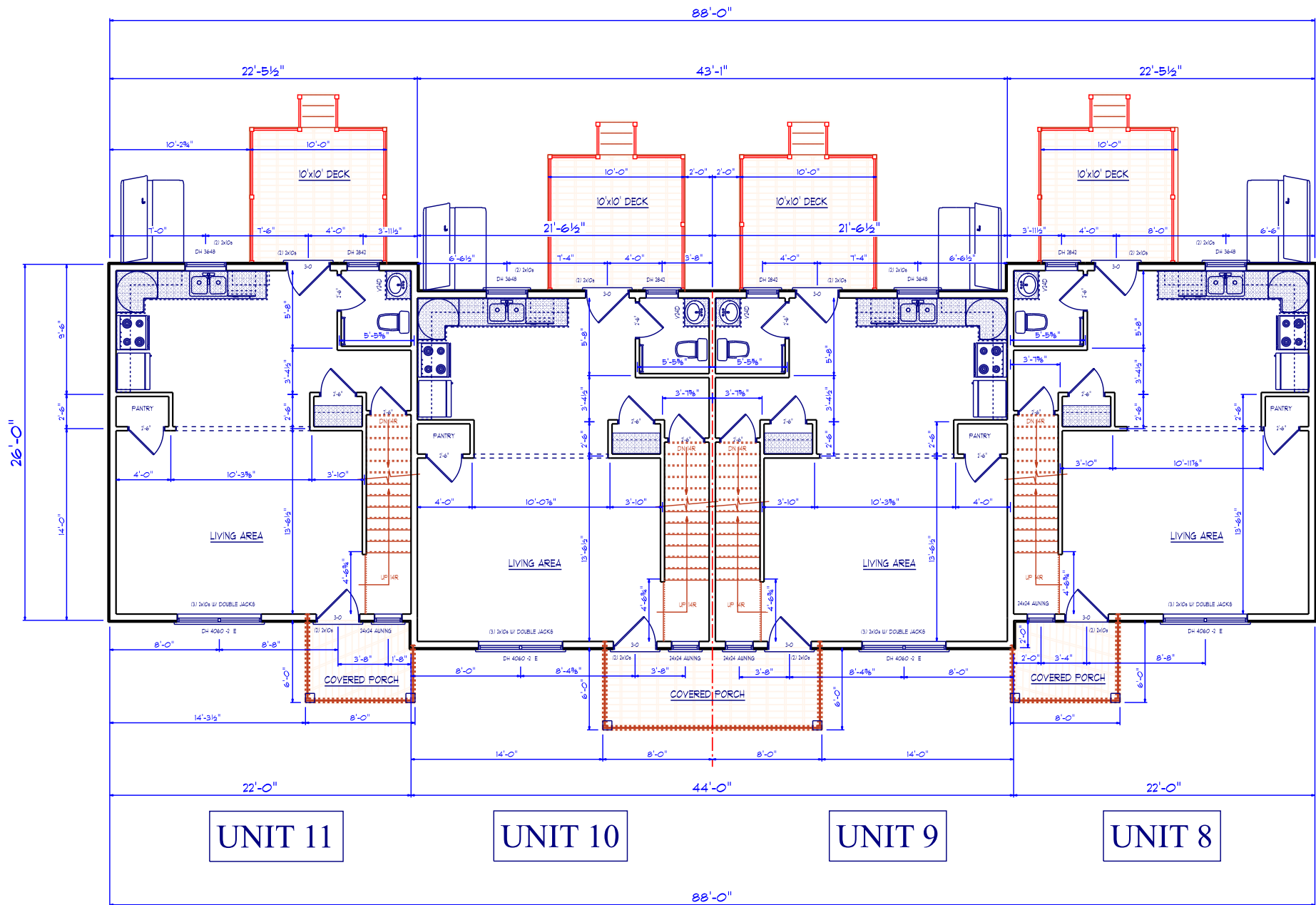




Upper Floor Plan  
1/4" = 1'-0"

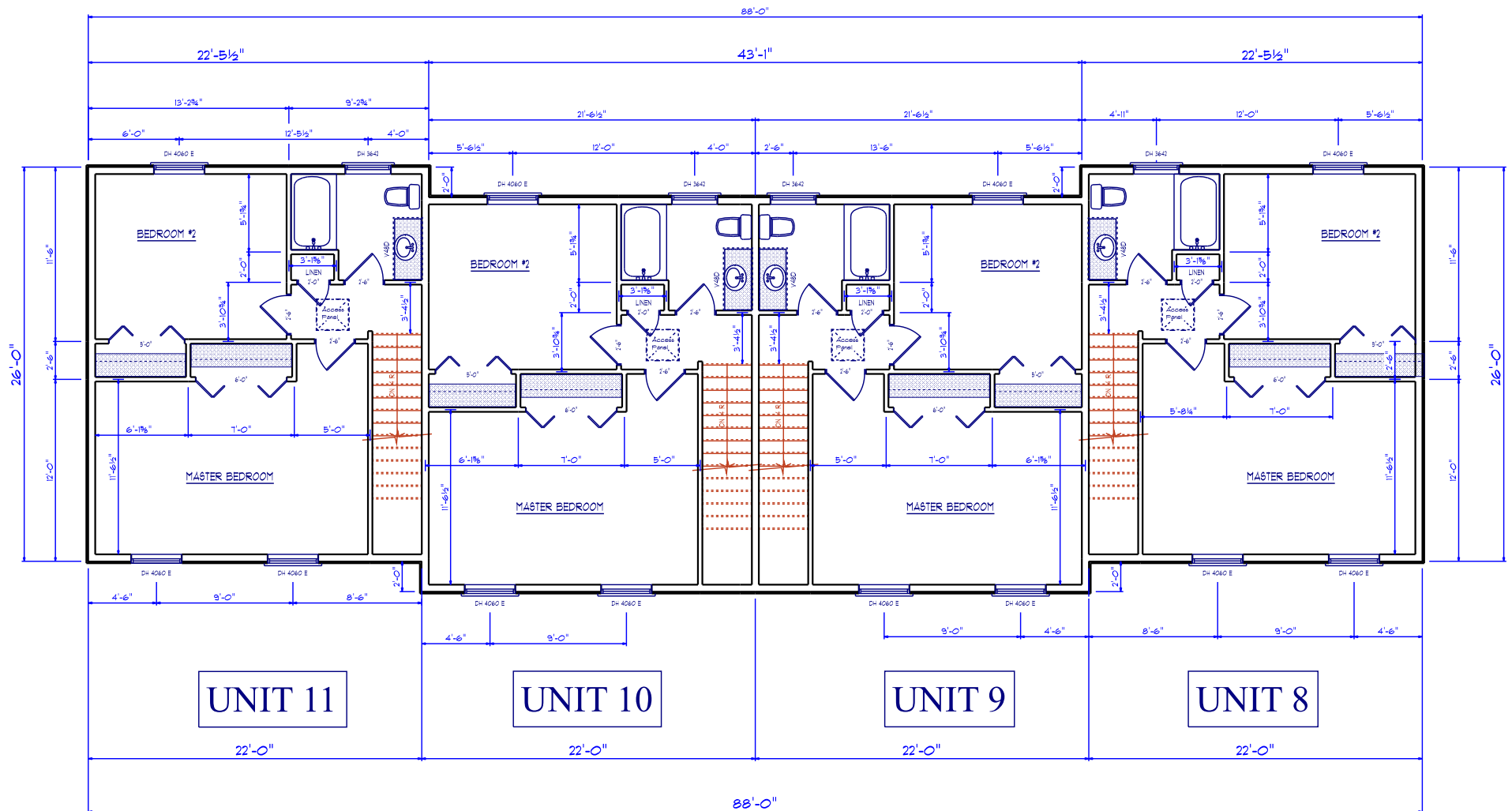


Lower Floor Plan  
1/4" = 1'-0"



Lower Floor Plan  
1/4" = 1'-0"





Upper Floor Plan  
 1/4" = 1'-0"

