

MAJOR SITE PLAN REVIEW APPLICATION SKETCH PLAN APPLICATION

DUPLEX DEVELOPMENT

TAX MAP 38, LOT 1-D
HIGH STREET
WINDHAM, MAINE

July 1, 2025

Prepared For

DWN ASSET MANAGEMENT INC.

6 Hardy Road
Falmouth, Maine 04105

Prepared By



119 Purinton Road, Suite A, Brunswick Landing, Brunswick, ME 04011
207-725-1200 ▪ www.sitelinespa.com

Major Site Plan/Minor Subdivision
Sketch Application Applications
Duplex Development, Windham

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July 1, 2025
Project Number: 5109

Steve Puleo
Planning Director
Town of Windham
8 School Street
Windham, Maine 04062

RE: **Major Site Plan Review Sketch Plan Application**
Minor Subdivision Application
Duplex Development
High Street, Windham
Tax Map 38, Lot 1-D

Dear Steve:

On behalf of DWN Asset Management Inc., Sitelines PA is pleased to submit the enclosed Major Site Plan Review Sketch Plan Application, Minor Subdivision Application, drawings, and supporting materials for the construction of a duplex development along High Street in Windham.

PROPERTY

DWN Asset Management Inc. owns the parcel of land currently identified on Tax Map 38 as Lot 1-D. The parcel contains approximately 0.46 acres. The property is located in the Village Commercial (VC) Zoning District in which multi-family residential dwellings are a permitted use. The property has frontage on High Street. The site is currently undeveloped.

PROJECT DESCRIPTION

The proposed project consists of the construction of two (2) two-story duplex buildings (4 units total), each with a footprint of approximately 1,344 s.f. The site will be accessed by a new curb cut off High Street. A total of ten (10) parking spaces are provided for the duplex buildings. The project will result in a total of 9,446 s.f. (0.22 acres) of impervious area.

According to the National Wetlands Inventory Maps, there are no wetlands located at the site. There are no vernal pools or streams located adjacent to the development area.

It is not anticipated that any permits from the Maine Department of Transportation or the Maine Department of Environmental Protection will be necessary.

A sewer service will be extended from an existing sewer main that extends through the property. The water services will either be extended from the existing water main within High Street or from existing stubs currently extended to the frontage of the property. Electrical services will be extended from the overhead electric located along High Street. We will coordinate with the utility providers to determine their ability to serve the project.

SITELINES • CIVIL ENGINEERS • LAND SURVEYORS
119 Purinton Road, Suite A, Brunswick Landing, Brunswick, ME 04011
207-725-1200 • www.sitelinespa.com

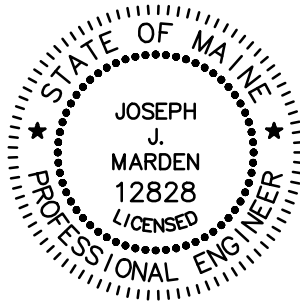
SUMMARY

We trust that this information satisfactorily addresses the requirements for Sketch Plan Review and we look forward to meeting with you and the Planning Board at their next available meeting to review the project and obtain their feedback. Should you have any questions, please call or contact met via email at jmarden@sitelinespa.com

Very truly yours,



Joseph J. Marden, P.E.
Engineering Manager



Enclosures

cc: Wayne Nelson, DWN Asset Management Inc.

Major Site Plan/Minor Subdivision
Sketch Application Applications
Duplex Development, Windham

Attachment A
Application Forms & Checklists

A completed copy of the Major Site Plan Review Sketch Application Form and the Checklist, and the Minor Subdivision Application and the Checklist are enclosed.

A

Application Forms & Checklists



SKETCH PLAN - MAJOR SITE PLAN REVIEW APPLICATION

FEES FOR SKETCH PLAN REVIEW		APPLICATION FEE: <input checked="" type="checkbox"/> \$200.00 REVIEW ESCROW: <input checked="" type="checkbox"/> \$400.00		AMOUNT PAID: \$ _____ DATE: _____ <small>Office Use:</small>		<small>Office Stamp:</small>			
PROPERTY DESCRIPTION	Parcel ID	Map(s) #	38	Lot(s) #	1-D	Zoning District(s)	VC	Total Land Area SF	20,000
	Total Disturbance. >1Ac		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Est. Building SF: 2,688		No Building; Est. SF of Total Development:		6,758	
	Physical Address:	High Street				Watershed:	Presumpscot River		
PROPERTY OWNER'S INFORMATION	Name:	Wayne Nelsen				Name of Business:	DWN Asset Management Inc.		
	Phone:	(207) 671-1235				Mailing Address:	6 Hardy Road Falmouth, ME 04105		
	Fax or Cell:								
	Email:	wnelson1@maine.rr.com							
APPLICANT'S INFORMATION (IF DIFFERENT FROM OWNER)	Name:	Same				Name of Business:			
	Phone:					Mailing Address:			
	Fax or Cell:								
	Email:								
APPLICANT'S AGENT INFORMATION	Name:	Joseph J. Marden, P.E.				Name of Business:	Sitelines, PA		
	Phone:	(207) 725-1200 ext. 7005				Mailing Address:	119 Purinton Road, Suite A Brunswick, ME 04011		
	Fax or Cell:								
	Email:	jmarden@sitelinespa.com							
PROJECT INFORMATION	Existing Land Use (Use extra paper, if necessary): See cover letter								
	Provide a narrative description of the Proposed Project (Use extra paper, if necessary): See cover letter								
	Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non-conformance, etc.): See cover letter								



SKETCH PLAN REVIEW REQUIREMENTS FOR A MAJOR SITE PLAN APPLICATION

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 a waiver of a submission requirement is granted.

The Sketch 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 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 Planning Board or Staff Review Committee meeting.

- Five copies of application and plans
- Application Payment and Review Escrow
- Pre-submission meeting with the Town staff is required.
- Contact information:

Windham Planning Department
 Steve Puleo, Town Planner
 Amanda Lessard, Planning Director

(207) 894-5960, ext. 2
spuleo@windhammaine.us
allessard@windhammaine.us

APPLICANT/PLANNER'S CHECKLIST FOR SKETCH PLAN REVIEW REQUIREMENTS

SUBMITTALS THAT THE TOWN PLANNER DEEMS INCOMPLETE 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 811, 812, & 813. 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: PRIOR TO THE SITE WALK, TEMPORARY MARKERS MUST BE ADEQUATELY PLACED THAT ENABLE THE PLANNING BOARD TO READILY LOCATE AND APPRAISE THE LAYOUT OF DEVELOPMENT (SEE RULES OF PLANNING BOARD FOR MORE SPECIFICS, PER SECTION 120-807D(2)).

Submission Requirements:	Applicant	Staff	Submission Requirements (continued)	Applicant	Staff
a) Completed Sketch Plan Application form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-If yes, submit letter with the waivers being requested, along with a completed "Performance and Design Standards Waiver Request" form.	N/A <input type="checkbox"/>	<input type="checkbox"/>
b) Proposed Project Conditions:					
- Condition of the site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plan Requirements		
- Proposed use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please note: the Sketch Plan does not need to be surveyed. However, if it is surveyed, please refer to the GIS requirements for Final Plan review. It may be in the applicant's interest to obtain the required GIS data while the surveyor is on site		
- Constraints/opportunities of site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1] The name of the development, North arrow, date, and scale.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Outline any of the follow			2] The boundaries of the parcel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Traffic Study	N/A <input type="checkbox"/>	<input type="checkbox"/>	3] The relationship of the site to the surrounding area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Utility Study	N/A <input type="checkbox"/>	<input type="checkbox"/>	4] The topography of the site at an appropriate contour interval depending on the nature of the use and character of the site (in many instances, submittal of the applicable USGS ten-foot contour map will be adequate).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Market Study	N/A <input type="checkbox"/>	<input type="checkbox"/>	5] The approximate size and location of major natural features of the site, including wetlands, streams, ponds, floodplains, groundwater aquifers, significant wildlife habitats and fisheries or other important natural features (if none, so state).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Name, address, phone for record owner and applicant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6] Existing buildings, structure, or other improvements on the site (if none, so state).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Names and addresses of all consultants working on the project.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7] Existing restrictions or easements on the site (if none, so state).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) Evidence of right, title, or interest in the property	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8] Approximate location and size of existing utilities on and adjacent to the tract, including utility poles and hydrants (if none, so state)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f) Evidence of payment of Sketch Plan fees and escrow deposit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9] A Class D medium-intensity soil survey (information from the most current soil survey for Cumberland County, Maine, is acceptable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g) Any anticipated waiver requests (Section 120-808)					
Waivers from Submission Criteria. Will the applicant be requesting waivers from the "Submission information for which a Waiver May be Granted"?	N/A <input type="checkbox"/>	<input type="checkbox"/>			
- If yes, submit letter with waivers being requested, along with a completed "Performance & design Standards Waiver Request Form.	N/A <input type="checkbox"/>	<input type="checkbox"/>	10] The location and size of proposed buildings, structures, access drives, parking areas, and other development features (if applicable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Waivers from Subdivision Performance Standards in Section 120-812 of the Land Use Ordinance.	N/A <input type="checkbox"/>	<input type="checkbox"/>	PDF Electronic Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The undersigned hereby makes 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.

07/01/25

Joseph J. Marden as Agent

APPLICANT OR AGENT'S SIGNATURE

DATE

PLEASE TYPE OR PRINT NAME

**SKETCH PLAN REVIEW – MAJOR\MINOR SUBDIVISION APPLICATION**

FEES FOR SKETCH PLAN REVIEW		APPLICATION FEE:		<input checked="" type="checkbox"/> \$200.00	AMOUNT PAID:				
		REVIEW ESCROW:		<input checked="" type="checkbox"/> \$300.00 - MINOR <input type="checkbox"/> \$400.00 - MAJOR	\$ _____ DATE: _____				
				<i>Office Use:</i>		<i>Office Stamp:</i>			
PROPERTY DESCRIPTION	Parcel ID	Map #	38	Lot(s) #	1-D	Zoning District(s)	VC	Total Land Area SF	20,000
	Physical Address	High Street				Watershed:	Presumpscot River		
PROPERTY OWNER'S INFORMATION	Name	DWN Asset Management Inc.				Mailing Address	6 Hardy Road Falmouth, ME 04105		
	Phone	(207) 671-1235							
	Fax or Cell								
	Email	wnelson@maine.rr.com							
APPLICANT'S INFORMATION (IF DIFFERENT FROM OWNER)	Name	Same				Name of Business			
	Phone					Mailing Address			
	Fax or Cell								
	Email								
APPLICANT'S AGENT INFORMATION	Name	Joseph J. Marden, P.E.				Name of Business	Sitelines, PA		
	Phone	(207) 725-1200 ext. 7005				Mailing Address	119 Purinton Road, Suite A Brunswick, ME 04011		
	Fax or Cell								
	Email	jmarden@sitelinespa.com							
PROJECT INFORMATION	Existing Land Use (Use extra paper, if necessary): See cover letter								
	Provide a narrative description of the Proposed Project (Use extra paper, if necessary): See cover letter								
	Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non- conformance, etc. Use extra paper, if necessary): See cover letter								



SKETCH PLAN MAJOR\MINOR SUBDIVISION APPLICATION REQUIREMENTS

Section 120-910 of the Land Use Ordinance

The submission shall contain, five (5) copies of 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 Sketch 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 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 Planning Board or Staff Review Committee meeting.
 - Five copies of application and plans
 - Application Payment and Review Escrow
- Pre-submission meeting with the Town staff is required.
- Contact information:

Windham Planning Department
 Steve Puleo, Town Planner
 Amanda Lessard, Planning Director

(207) 894-5960, ext. 2
sipuleo@windhammaine.us
allessard@windhammaine.us

APPLICANT/PLANNER'S CHECKLIST FOR SKETCH PLAN REVIEW REQUIREMENTS

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

The following checklist includes items generally required for development by the Windham's LAND USE ORDINANCE, [Section 120-910](#). Due to projects specifics, are required to provide a complete and accurate set of plans, reports and supporting documentation.

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

NOTE TO APPLICANT: PRIOR TO THE SITE WALK, TEMPORARY MARKERS MUST BE ADEQUATELY PLACED THAT ENABLE THE PLANNING BOARD TO READILY LOCATE AND APPRAISE THE LAYOUT OF DEVELOPMENT (SEE RULES OF PLANNING BOARD FOR MORE SPECIFICS, PER SECTIONS [120-906C\(3\)](#) and [120-907A\(2\)\(b\)\(2\)](#)).

Submission Requirements:	Applicant	Staff		Applicant	Staff
a) Completed Sketch Plan Application form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	h) Copy of portion of the USGS topographic map of the area, showing the boundaries of the proposed subdivision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Proposed Project Conditions:			i) An existing resources inventory and site analysis sketch plan for conservation subdivisions as described in § 120-911K(3)	N/A <input type="checkbox"/>	<input type="checkbox"/>
- Condition of the site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	j) Copy of that portion of the Cumberland County Medium Intensity Soil Survey covering the proposed subdivision, showing the boundaries of the proposed subdivision Submit initialed form regarding additional fees, from applicant intro packet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Proposed use	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
- Constraints/opportunities of site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plan Requirements		
Outline any of the follow			1. Name of subdivision, north arrow, date and scale.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Traffic Study	N/A <input type="checkbox"/>	<input type="checkbox"/>	2. Boundary and lot lines of the subdivision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Utility Study	N/A <input type="checkbox"/>	<input type="checkbox"/>	3. Approximate location, width, and purpose of easements or restrictions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Market Study	N/A <input type="checkbox"/>	<input type="checkbox"/>	4. Streets on and adjacent to the tract.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Name, address, phone for record owner and applicant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Approximate location and size of existing utilities on and adjacent to the tract, including utility poles and hydrants (if none, so state).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Names and addresses of all consultants working on the project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Existing buildings, structures, or other improvements on the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) Evidence of right, title, or interest in the property	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
f) Evidence of payment of Sketch Plan fees and escrow deposit	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
g) Any anticipated waiver requests (Section 120-908)					
Waivers from Submission Criteria. Will the applicant be requesting waivers from the "Submission information for which a Waiver May be Granted"?	N/A <input type="checkbox"/>	<input type="checkbox"/>	7. Major natural features of the site, approximated by the applicant including wetlands, streams and ponds, floodplains, groundwater aquifers, treelines, significant wildlife habitat and fisheries, and any other important features.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- If yes, submit letter with waivers being requested, along with a completed "Performance & design Standards Waiver Request Form.	N/A <input type="checkbox"/>	<input type="checkbox"/>			
Waivers from Subdivision Performance Standards in Section 120-911 of the Land Use Ordinance.	N/A <input type="checkbox"/>	<input type="checkbox"/>			
- If yes, submit letter with the waivers being requested, along with a completed "Performance and Design Standards Waiver Request" form.	N/A <input type="checkbox"/>	<input type="checkbox"/>	PDF Electronic Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The undersigned hereby makes 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.

07/01/25

Joseph J. Marden as Agent

APPLICANT OR AGENT'S SIGNATURE

DATE

PLEASE TYPE OR PRINT NAME



June 27, 2025
Project Number: 5109

Mr. Wayne Nelsen
DWN Asset Management Inc.
<via email>

**Re: Designation of Agent Authorization
Duplex Development
High Street, Windham, Maine
Tax Map 38, Lot 1-D**

Dear Wayne:

As required by various approval agencies, please indicate by signing below that Sitelines, PA is authorized to act as agent for DWN Asset Management Inc. for the specific purpose of preparation and submission of local, state, and federal permitting applications on your behalf for the duplex development to be located along High Street in Windham, Maine.

Sincerely,

Joseph J. Marden, P.E.
Engineering Manager

The undersigned hereby gives Sitelines, PA the authority to act as agent for DWN Asset Management Inc. for the specific purpose of preparation and submission of local, state, and federal permitting applications for the project specifically identified above.

Wayne Nelsen, DWN Asset Management Inc.

6-27-25

Date

Major Site Plan/Minor Subdivision
Sketch Application Applications
Duplex Development, Windham

Attachment B
Right, Title, & Interest

A copy of the current deed is included with this attachment.

B

Right, Title, & Interest

WARRANTY DEED
(Maine Statutory Short Form)

KNOW ALL PERSONS BY THESE PRESENTS

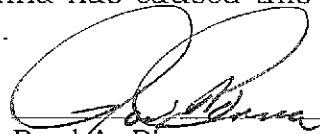
DLN: 2533808

THAT PAUL A. PENNA, of Windham, Maine, for consideration paid, grants to **DWN ASSET MANAGEMENT, INC., a Maine corporation**, whose mailing address is 6 Hardy Road, Falmouth, Maine 04105, **with Warranty Covenants**, a certain lot or parcel of land, situated in the Town of Windham, County of Cumberland, State of Maine, and being more particularly described as follows:

SEE EXHIBIT A ATTACHED HERETO AND BY REFERENCE MADE A PART
HEREOF

Reference is hereby made to a Warranty Deed from Sandra N. Penna and Paul A. Penna to the Grantor herein, dated February 5, 2024 and recorded in said Registry in Book 40602, Page 142.

IN WITNESS WHEREOF, Paul A. Penna has caused this instrument to be executed on this 12th day of March, 2025.


Paul A. Penna

STATE OF MAINE
COUNTY OF CUMBERLAND

Personally appeared before me on this 12th day of March, 2025, the above named Paul A. Penna and acknowledged the foregoing instrument to be his free act and deed.

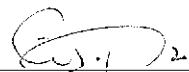

Christopher J. Ryer/Attorney at Law

EXHIBIT A

A certain lot or parcel of land, with the buildings and improvements thereon, located on the northeasterly sideline of High Street in **Windham**, Cumberland County, Maine, being more particularly bounded and described as follows:

Beginning at a set #5 rebar on the northeasterly sideline of High Street marking the most westerly corner of land now or formerly of Andrew Palmer, as described in a warranty deed from Karl F. Ochse dated September 1, 2000 and recorded in the Cumberland County Registry of Deeds in Book 15712, Page 216;

Thence North 58° - 11' - 12" East along said Palmer land one hundred and 00/100 (100.00) feet to a set #5 rebar marking an angle in said Palmer line;

Thence North 47° - 10' - 21" East continuing along said Palmer land forty-three and 87/100 (43.87) feet to a set #5 rebar and a parcel designated as "#25 Depot Street" as shown on a certain plan entitled "Plan of Boundary Survey & Lot Division, 23 Depot Street, Windham, Maine," made for Paul Penna and Sandra Penna by Titcomb Associates, dated August 21, 2023, Job No. 21588;

Thence North 26° - 15' - 11" West along said "#25 Depot Street" parcel ninety-five and 72/100 (95.72) feet to a set #5 rebar at the most easterly corner of a parcel designated as "#23 Depot Street" as shown on a certain plan entitled "Plan of Boundary Survey & Lot Division, 23 Depot Street, Windham, Maine," made for Paul Penna and Sandra Penna by Titcomb Associates, dated August 21, 2023, Job No. 21588, said "#23 Depot Street" being now or formerly of Sandra N. Penna;

Thence South 58° - 14' - 11" West along said "#23 Depot Street" parcel sixty-four and 81/100 (64.81) feet to a set #5 rebar;

Thence North $42^{\circ} - 25' - 56''$ West along said "#23 Depot Street" parcel sixty-four and 32/100 (64.32) feet to a set #5 rebar;

Thence South $58^{\circ} - 14' - 11''$ West along said "#23 Depot Street" parcel seventy-two and 59/100 (72.59) feet to a set #5 rebar and the northeasterly sideline of High Street;

Thence South $30^{\circ} - 45' - 30''$ East along the northeasterly sideline of High Street one hundred sixty-seven and 02/100 (167.02) feet to the point of beginning.

Bearings are referenced to Grid North, Maine State Plane Coordinate System, West Zone, and NAD83. The above-described parcel contains 20,000 square feet, or 0.46 acres.

The above described premises is Parcel A as shown on a certain plan entitled "Plan of Boundary Survey & Lot Division, 23 Depot Street, Windham, Maine," made for Paul Penna and Sandra Penna by Titcomb Associates, dated August 21, 2023, Job No. 21588.

Reference is also made to a certain plan entitled "Plan of Boundary Survey & Lot Reconfiguration, 23 - 25 Depot Street, Windham, Maine," made for Paul Penna and Sandra N. Penna by Titcomb Associates, dated June 24, 2021, Job No. 21568, and recorded in the Cumberland County Registry of Deeds in Plan Book 221, Page 437.

The above described premises is conveyed together with **perpetual easement rights** to install and maintain a sewer line and appurtenances to benefit and provide sewer and waste water service for the above described premises, in the following described easement location:

A certain ten (10) foot square parcel of land situated in Windham, Cumberland County, Maine, extending northwesterly from the northwest side of the above described premises along High Street, and more particularly bounded and described as follows:

Beginning at a set #5 rebar located on the northeasterly sideline of High Street at the most northwesterly corner of the above described and conveyed Parcel A as shown on a certain plan entitled "Plan of Boundary Survey & Lot Division, 23 Depot Street, Windham, Maine," made for Paul Penna and Sandra Penna by Titcomb Associates, dated August 21, 2023, Job No. 21588;

Thence North $58^{\circ} - 14' - 11''$ East along the northwesterly boundary line of said Parcel A ten and 00/100 (10.00) feet to a point;

Thence North $30^{\circ} - 45' - 30''$ West parallel to and equidistant ten and 00/100 (10.00) feet from the northeasterly sideline of High Street a distance of ten and 00/100 (10.00) feet, more or less, to a point;

Thence South 58° - 14' - 11" West ten and 00/100 (10.00) feet to the northeasterly sideline of High Street;

Thence South 30° - 45' - 30" East along the northeasterly sideline of High Street ten and 00/100 (10.00) feet, more or less, to the point of beginning.

Bearings are referenced to Grid North, Maine State Plane Coordinate System, West Zone, and NAD83. The above-described easement location parcel contains 100 square feet.

Reference is made to a certain plan entitled "Plan of Boundary Survey & Lot Division, 23 Depot Street, Windham, Maine," made for Paul Penna and Sandra Penna by Titcomb Associates, dated August 21, 2023, Job No. 21588.

These easement rights shall include the right to enter upon such easement location with men and equipment, to construct and perpetually maintain through, under, upon and across said location, sewers, sewer pipe and/or pipes for conveying sewerage and wastes, and to lay, relay, repair, alter, enlarge, maintain and remove sewers, sewer pipes and/or pipes upon or under said location with all necessary fixtures and appurtenances, which may include pumps, sewer man holes or other access and service structures; to trim, cut down and remove bushes and trees growing on said parcel and to excavate or fill said parcel, all to such extent as in the judgment of the holder and beneficiary of the sewer easement rights, or in the judgment of the local municipality or other sewer service provider, may be necessary for any of the foregoing purposes.

These easement rights shall include the right and obligation to grant the same or similar easement rights to the local municipality or other sewer service provider.

The holder and beneficiary of the sewer easement rights shall be obligated to return the surface of the easement location substantially to its prior condition within a reasonable period of time after having exercised any sewer line service installation or maintenance rights under the easement.

The above described premises is subject to certain sewer easement rights granted from Sandra N. Penna and Paul A. Penna to Sandra N. Penna and Paul A. Penna, for the benefit of the premises located at 25 Depot Street, Windham, Maine, by instrument of even or recent date recorded or to be recorded in the Cumberland County Registry of Deeds.

Major Site Plan/Minor Subdivision
Sketch Application Applications
Duplex Development, Windham

Attachment C
Abutting Property Owners

A copy of the abutters map and a list of abutting property owners are included in this attachment for reference.

C

Abutting Property Owners



500' Abutters Map

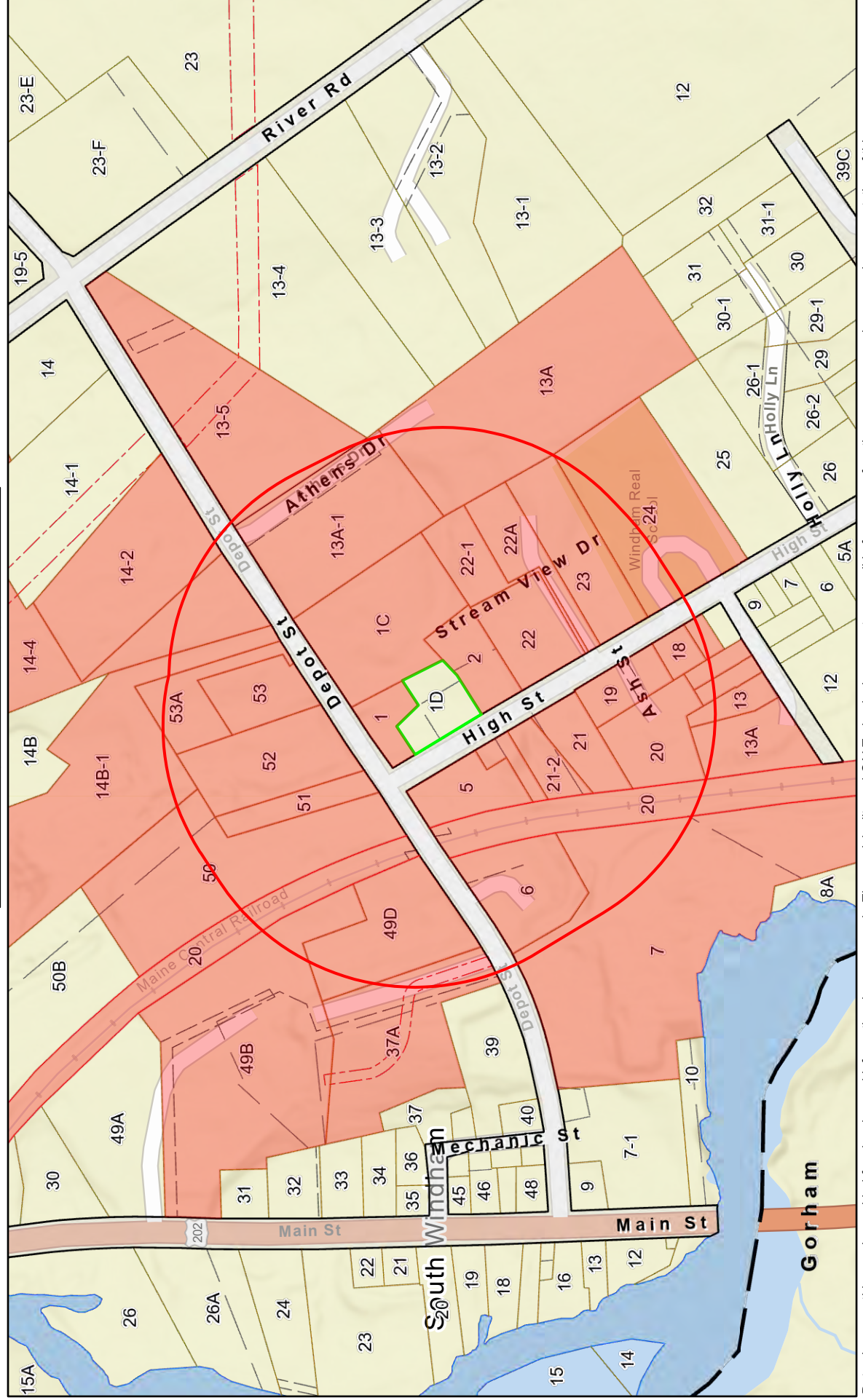
Town of Windham, ME

1 inch = 300 Feet

June 17, 2025



www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



500 feet Abutters List Report

Windham, ME

June 17, 2025

Subject Property:

Parcel Number: 038001D00000
CAMA Number: 038-001-D00-000
Property Address: HIGH ST

Mailing Address: DWN ASSET MANAGEMENT INC
6 HARDY ROAD
FALMOUTH, ME 04105-2417

Abutters:

Parcel Number: 001020000000
CAMA Number: 001-020-000-000
Property Address: VARIOUS LOCATIONS

Mailing Address: STATE OF MAINE DEPT OF
TRANSPORTATION - RAILROAD
16 STATE HOUSE STATION
AUGUSTA, ME 04333

Parcel Number: 003013005000
CAMA Number: 003-013-005-000
Property Address: 35 DEPOT ST

Mailing Address: ALLEN CHRISTOPHER M & ALLEN
MELISSA N
35 DEPOT STREET
WINDHAM, ME 04062

Parcel Number: 003013A00000
CAMA Number: 003-013-A00-000
Property Address: 11 ATHENS DR

Mailing Address: REED HOLLY A
11 ATHENS DRIVE
WINDHAM, ME 04062

Parcel Number: 003013A01000
CAMA Number: 003-013-A01-000
Property Address: 5 ATHENS DR

Mailing Address: GEORGATOS BILL G
5 ATHENS DRIVE
WINDHAM, ME 04062

Parcel Number: 003014002000
CAMA Number: 003-014-002-000
Property Address: 36 DEPOT ST

Mailing Address: LORD ANDREW S - RTDD
36 DEPOT ST
WINDHAM, ME 04062

Parcel Number: 003014004000
CAMA Number: 003-014-004-000
Property Address: 338 RIVER RD

Mailing Address: POSTVANDERBURG LADD &
POSTVANDERBURG COURTNEY E
338 RIVER ROAD
WINDHAM, ME 04062

Parcel Number: 003014B01000
CAMA Number: 003-014-B01-000
Property Address: 30A DEPOT ST

Mailing Address: BOULANGER JOHN H
209 US ROUTE ONE
FALMOUTH, ME 04105

Parcel Number: 037013000000
CAMA Number: 037-013-000-000
Property Address: 11 ANDROSCOGGIN ST

Mailing Address: SUKAINI NAWAF AL
11 ANDROSCOGGIN STREET
WINDHAM, ME 04062

Parcel Number: 037013A00000
CAMA Number: 037-013-A00-000
Property Address: 15 ANDROSCOGGIN ST

Mailing Address: STAX BUILDING INC
PO BOX 981
WINDHAM, ME 04062

Parcel Number: 037014000000
CAMA Number: 037-014-000-000
Property Address: 7 ANDROSCOGGIN ST

Mailing Address: ABDULHADI FARAH
7 ANDROSCOGGIN ST
WINDHAM, ME 04062



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500 feet Abutters List Report

Windham, ME

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Parcel Number: 037015000000
CAMA Number: 037-015-000-000
Property Address: 5 ANDROSCOGGIN ST

Mailing Address: ANDERSON CHAD J
5 ANDROSCOGGIN ST
WINDHAM, ME 04062

Parcel Number: 037017000000
CAMA Number: 037-017-000-000
Property Address: 56 HIGH ST

Mailing Address: HO CHARLIE HO TIMMY
56 HIGH ST
WINDHAM, ME 04062

Parcel Number: 037018000000
CAMA Number: 037-018-000-000
Property Address: 58 HIGH ST

Mailing Address: VILLACCI TERRI
58 HIGH STREET
WINDHAM, ME 04062

Parcel Number: 037019000000
CAMA Number: 037-019-000-000
Property Address: 60 HIGH ST

Mailing Address: RANDALL ARNOLD P & RANDALL
PATRICIA A - RTDD
60 HIGH STREET
WINDHAM, ME 04062

Parcel Number: 037020000000
CAMA Number: 037-020-000-000
Property Address: 18 ASH ST

Mailing Address: FOSTER JANET G
18 ASH STREET
WINDHAM, ME 04062

Parcel Number: 037021000000
CAMA Number: 037-021-000-000
Property Address: 68 HIGH ST

Mailing Address: HORM LLC
46 WADSWORTH AVE
WESTBROOK, ME 04092

Parcel Number: 037021002000
CAMA Number: 037-021-002-000
Property Address: 70 HIGH ST

Mailing Address: TREFETHEN-BOILEAU TARYN K
70 HIGH ST
WINDHAM, ME 04062

Parcel Number: 037021003000
CAMA Number: 037-021-003-000
Property Address: 72 HIGH ST

Mailing Address: STAX BUILDING INC
PO BOX 981
WINDHAM, ME 04062

Parcel Number: 037022000000
CAMA Number: 037-022-000-000
Property Address: 65 HIGH ST

Mailing Address: MCGILL DAVID W & MCGILL ELLEN
65 HIGH STREET
WINDHAM, ME 04062

Parcel Number: 037022001000
CAMA Number: 037-022-001-000
Property Address: 4 STREAM VIEW DR

Mailing Address: ITH KIM S
4 STREAM VIEW DR
WINDHAM, ME 04062

Parcel Number: 037022A00000
CAMA Number: 037-022-A00-000
Property Address: 5 STREAM VIEW DR

Mailing Address: GRAHAM KEVIN & GRAHAM SUE
5 STREAM VIEW DR
WINDHAM, ME 04062

Parcel Number: 037023000000
CAMA Number: 037-023-000-000
Property Address: 59 HIGH ST

Mailing Address: JACKSON SARAH
59 HIGH ST
WINDHAM, ME 04062



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Windham, ME

June 17, 2025

Parcel Number: 037024000000 CAMA Number: 037-024-000-000 Property Address: ACADEMY ST	Mailing Address: TOWN OF WINDHAM JOHN A ANDREW SCHOOL 8 SCHOOL ROAD WINDHAM, ME 04062
Parcel Number: 038001000000 CAMA Number: 038-001-000-000 Property Address: 23 DEPOT ST	Mailing Address: BERZINIS REALTY LIMITED LIABILITY COMPANY 483 ROOSEVELT TRAIL WINDHAM, ME 04062
Parcel Number: 038001C00000 CAMA Number: 038-001-C00-000 Property Address: 25 DEPOT ST	Mailing Address: PENNA PAUL A & PENNA SANDRA N 25 DEPOT ST WINDHAM, ME 04062
Parcel Number: 038002000000 CAMA Number: 038-002-000-000 Property Address: 71 HIGH ST	Mailing Address: PALMER ANDREW 71 HIGH STREET WINDHAM, ME 04062
Parcel Number: 038005000000 CAMA Number: 038-005-000-000 Property Address: 19 DEPOT ST	Mailing Address: MONTANEZ MARY ELLEN 19 DEPOT ST WINDHAM, ME 04062
Parcel Number: 038006000000 CAMA Number: 038-006-000-000 Property Address: 2-19 STATION LN	Mailing Address: J & J DEPOT STREET LLC PO BOX 957 WINDHAM, ME 04062
Parcel Number: 038007000000 CAMA Number: 038-007-000-000 Property Address: 7 DEPOT ST	Mailing Address: TOWN OF WINDHAM KEDDY MILL PROPERTY 8 SCHOOL ROAD WINDHAM, ME 04062
Parcel Number: 038037A00000 CAMA Number: 038-037-A00-000 Property Address: 4,5,6 STOCKYARD DR	Mailing Address: DEPOT STREET APARTMENTS LLC & BEYLIN DEVELOPMENT LLC 547 MAIN STREET WESTBROOK, ME 04092
Parcel Number: 038049B00000 CAMA Number: 038-049-B00-000 Property Address: 33 MAIN ST	Mailing Address: MCL REALTY LLC PO BOX 1206 WINDHAM, ME 04062
Parcel Number: 038049B00000 CAMA Number: 038-049-B00-L00 Property Address: 33 MAIN ST	Mailing Address: MERRIFIELD LYNN 12A DEPOT ST WINDHAM, ME 04062
Parcel Number: 038049B00000 CAMA Number: 038-049-B01-000 Property Address: 33 MAIN ST #1	Mailing Address: TOWN OF WINDHAM FIRE STATION 8 SCHOOL ROAD WINDHAM, ME 04062
Parcel Number: 038049B00000 CAMA Number: 038-049-B02-000 Property Address: 33 MAIN ST #2	Mailing Address: DARBOY DEVELOPMENT LLC PO BOX 347 LITTLE CHUTE, WI 54140



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500 feet Abutters List Report

Windham, ME

June 17, 2025

Parcel Number: 038049B00000
CAMA Number: 038-049-B03-000
Property Address: 33 MAIN ST #3

Mailing Address: DARBOY DEVELOPMENT LLC
PO BOX 347
LITTLE CHUTE, WI 54140

Parcel Number: 038049B00000
CAMA Number: 038-049-B04-000
Property Address: 33 MAIN ST #4

Mailing Address: DARBOY DEVELOPMENT LLC
PO BOX 347
LITTLE CHUTE, WI 54140

Parcel Number: 038049B00000
CAMA Number: 038-049-B05-000
Property Address: 33 MAIN ST #5

Mailing Address: DARBOY DEVELOPMENT LLC
PO BOX 347
LITTLE CHUTE, WI 54140

Parcel Number: 038049B00000
CAMA Number: 038-049-B06-000
Property Address: 33 MAIN ST #6

Mailing Address: DARBOY DEVELOPMENT LLC
PO BOX 347
LITTLE CHUTE, WI 54140

Parcel Number: 038049B00000
CAMA Number: 038-049-B07-000
Property Address: 33 MAIN ST #7

Mailing Address: GLEDHILL INVESTMENT GROUP LLC
68 CAPISIC STREET
PORTLAND, ME 04102

Parcel Number: 038049D00000
CAMA Number: 038-049-D00-000
Property Address: DEPOT ST

Mailing Address: DEPOT ST COMMERCIAL
DEPOT ST
WINDHAM, ME 04062

Parcel Number: 038049D00000
CAMA Number: 038-049-D01-000
Property Address: 16 DEPOT ST

Mailing Address: THE LITTLE NAIL COVE LLC
16 DEPOT ST
WINDHAM, ME 04062

Parcel Number: 038049D00000
CAMA Number: 038-049-D02-000
Property Address: 14 DEPOT ST

Mailing Address: GIGUERE PATRICIA M
PO BOX 1272
WINDHAM, ME 04062

Parcel Number: 038049D00000
CAMA Number: 038-049-D03-000
Property Address: 10 DEPOT ST

Mailing Address: GORE JOHN W
257 VARNEY MILL ROAD
WINDHAM, ME 04062

Parcel Number: 038049D00000
CAMA Number: 038-049-D04-000
Property Address: 12 DEPOT ST

Mailing Address: GIGUERE PATRICIA M
PO BOX 1272
WINDHAM, ME 04062

Parcel Number: 038050000000
CAMA Number: 038-050-000-000
Property Address: 20 DEPOT ST

Mailing Address: PINEHURST DEVELOPMENT LLC
PO BOX 452
GORHAM, ME 04038

Parcel Number: 038051000000
CAMA Number: 038-051-000-000
Property Address: 22 DEPOT ST

Mailing Address: WESCOTT JAMES A & WESCOTT LINDA
A
7 DOWN HOME ROAD
WINDHAM, ME 04062



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500 feet Abutters List Report

Windham, ME

June 17, 2025

Parcel Number: 038052000000
CAMA Number: 038-052-000-000
Property Address: 24 DEPOT ST

Mailing Address: 24 DEPOT STREET LLC
PO BOX 981
WINDHAM, ME 04062

Parcel Number: 038053000000
CAMA Number: 038-053-000-000
Property Address: 26 DEPOT ST

Mailing Address: MURPHY JULIE A
26 DEPOT ST
WINDHAM, ME 04062

Parcel Number: 038053A00000
CAMA Number: 038-053-A00-000
Property Address: 28 DEPOT ST

Mailing Address: MURPHY MORGAN B
28 DEPOT ST
WINDHAM, ME 04062



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Major Site Plan/Minor Subdivision
Sketch Application Applications
Duplex Development, Windham

Attachment D **Photographs**

Photographs of the existing conditions of the project site are enclosed.

D

Photographs

SITE PHOTOGRAPHS
Duplex Development
High Street, Windham, Maine



Photo 1 – Looking South on High Street from New Entrance



Photo 2 – Looking North on High Street from New Entrance

SITE PHOTOGRAPHS
Duplex Development
High Street, Windham, Maine



Photo 3 – Existing Site from Depot/High Street Intersection



Photo 4 – Existing Site Conditions

Major Site Plan/Minor Subdivision
Sketch Application Applications
Duplex Development, Windham

Attachment E
Supporting Documents

Copies of relevant correspondence and documents pertaining to the project are enclosed.

E

Supporting Documents



MAINE

Department of the Secretary of State

Bureau of Corporations, Elections and Commissions

Corporate Name Search

Information Summary

Subscriber activity report

This record contains information from the CEC database and is accurate as of: Fri Jun 27 2025 12:43:34. Please print or save for your records.

Legal Name	Charter Number	Filing Type	Status
DWN ASSET MANAGEMENT, INC.	19982697 D	BUSINESS CORPORATION	GOOD STANDING

Filing Date	Expiration Date	Jurisdiction
06/24/1998	N/A	MAINE

Other Names (A=Assumed ; F=Former)

NONE

Principal Home Office Address

Physical

6 HARDY ROAD
FALMOUTH, ME 04105

Mailing

6 HARDY ROAD
FALMOUTH, ME 04105

Clerk/Registered Agent

Physical

CHRISTOPHER J. RYER
55 STROUDWATER ST.
WESTBROOK, ME 04092

Mailing

CHRISTOPHER J. RYER
55 STROUDWATER ST.
WESTBROOK, ME 04092

New Search

Click on a link to obtain additional information.

List of Filings

[View list of filings](#)

Obtain additional information:

Certificate of Existence (Good Standing) ([more info](#))

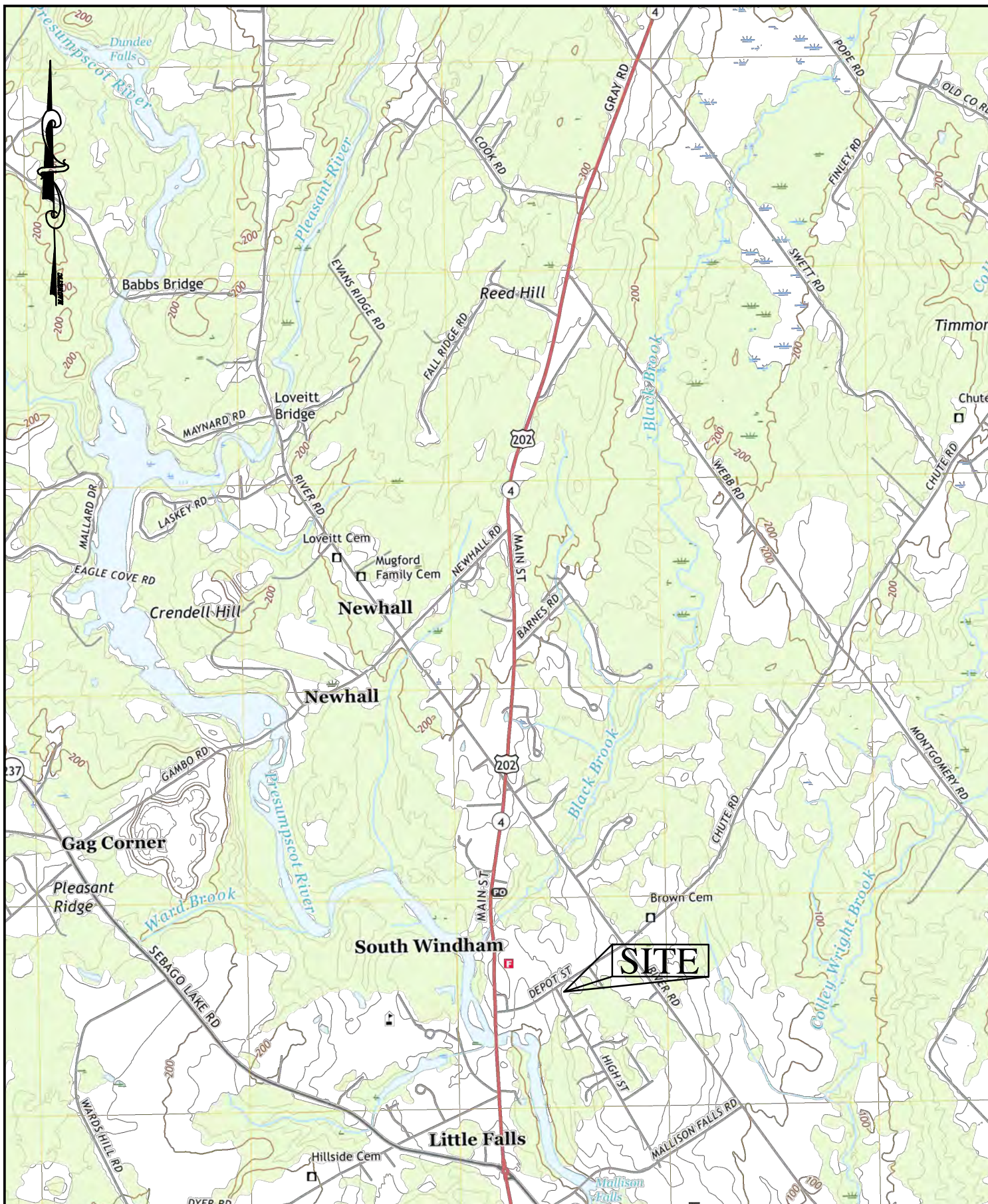
<u>Short Form without amendments</u>	<u>Long Form with amendments</u>
(\$30.00)	(\$30.00)

Certificate of Legal Existence ([more info](#))

<u>Short Form without amendments</u>	<u>Long Form with amendments</u>
(\$30.00)	(\$30.00)

Attachment F **Supporting Graphics**

This attachment includes supporting materials and graphics for the application. This includes an excerpt of the FEMA flood rate insurance map (FIRM) and reduced size copies of the zoning map and tax maps. An excerpt of the applicable USGS 7.5-minute quadrangle map is provided for reference.



SHEET: 1 OF 1

SITELINES

119 PURINTON ROAD, SUITE A
BRUNSWICK, ME 04011
207.725.1200



CIVIL ENGINEERS • LAND SURVEYORS

USGS LOCATION MAP

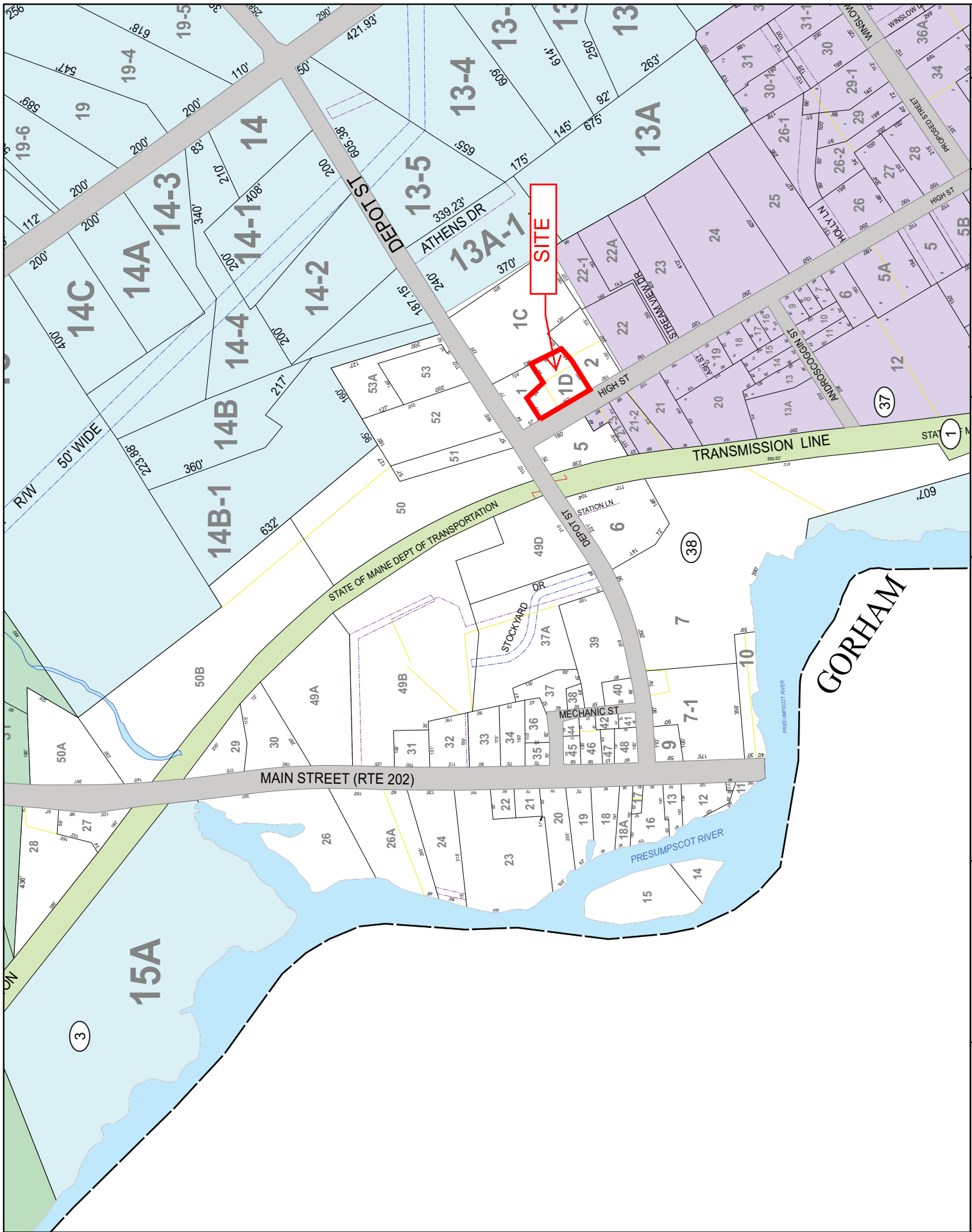
PROPOSED RESIDENTIAL DEVELOPMENT
25 DEPOT STREET
WINDHAM MAINE

DATE: 06-17-25

SCALE: 1" = 2000'

JOB: 5109

FILE: 5109-USGS



REVISIONS & REPRINTED BY CAI Technologies 1170 Main Street, Suite 100, Windham, ME 04092 403.222.2442, www.caito.com		THIS MAP IS FOR INFORMATION PURPOSES. IT IS NOT VALID FOR LEGAL DESCRIPTION OR CONVEYANCE. THE HORIZONTAL DATUM IS THE MAINE STATE PLANE. COORDINATE SYSTEM IS NAD 83. ORIGINAL MAPPING BY JAMES W. SEWELL COMPANY, OLD TOWN, MAINE.	
LEGEND Parcel Number Record Dimension Subdivision Other Stakes Nonconformity Conformity Parish Utility Lines		SCALE 1" = 100' 0 50 100 150 200 250 300 FEET 0 25 50 75 100 METERS REVISED TO: APRIL 1, 2024	
INDEX DIAGRAM 		PROPERTY MAPS WINDHAM MAINE	
MAP NO. 38			

National Flood Hazard Layer FIRMMette

70°25'35"W 43°44'24"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS

Without Base Flood Elevation (BFE)
Zone A, V, AE
With BFE or Depth Zone AE, AO, AH, VE, AR
Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD

0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X

Future Conditions 1% Annual Chance Flood Hazard Zone X

Area with Reduced Flood Risk due to Levee. See Notes. Zone X

Area with Flood Risk due to Levee Zone D

OTHER AREAS

NO SCREEN
Area of Minimal Flood Hazard Zone X
Effective LOMRs
Area of Undetermined Flood Hazard Zone D

GENERAL STRUCTURES

Channel, Culvert, or Storm Sewer
Levee, Dike, or Floodwall

OTHER FEATURES

Cross Sections with 1% Annual Chance Water Surface Elevation
Coastal Transect
Base Flood Elevation Line (BFE)
Limit of Study
Jurisdiction Boundary
Coastal Transect Baseline
Profile Baseline
Hydrographic Feature

MAP PANELS

Digital Data Available
No Digital Data Available
Unmapped

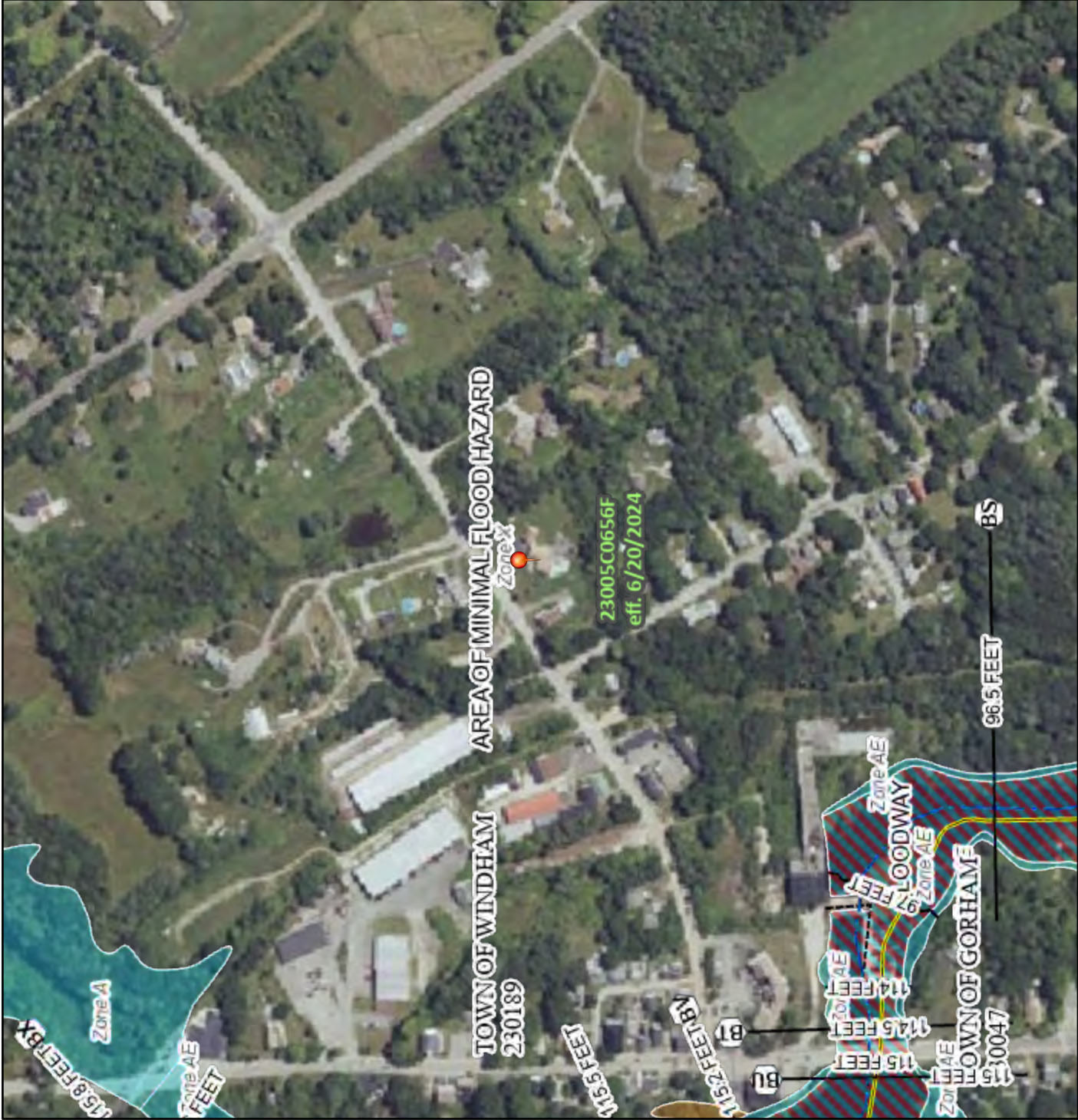


The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **2/3/2025 at 4:05 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



70°24'58"W 43°43'58"N

0 250 500 1,000 1,500 2,000 Feet 1:6,000



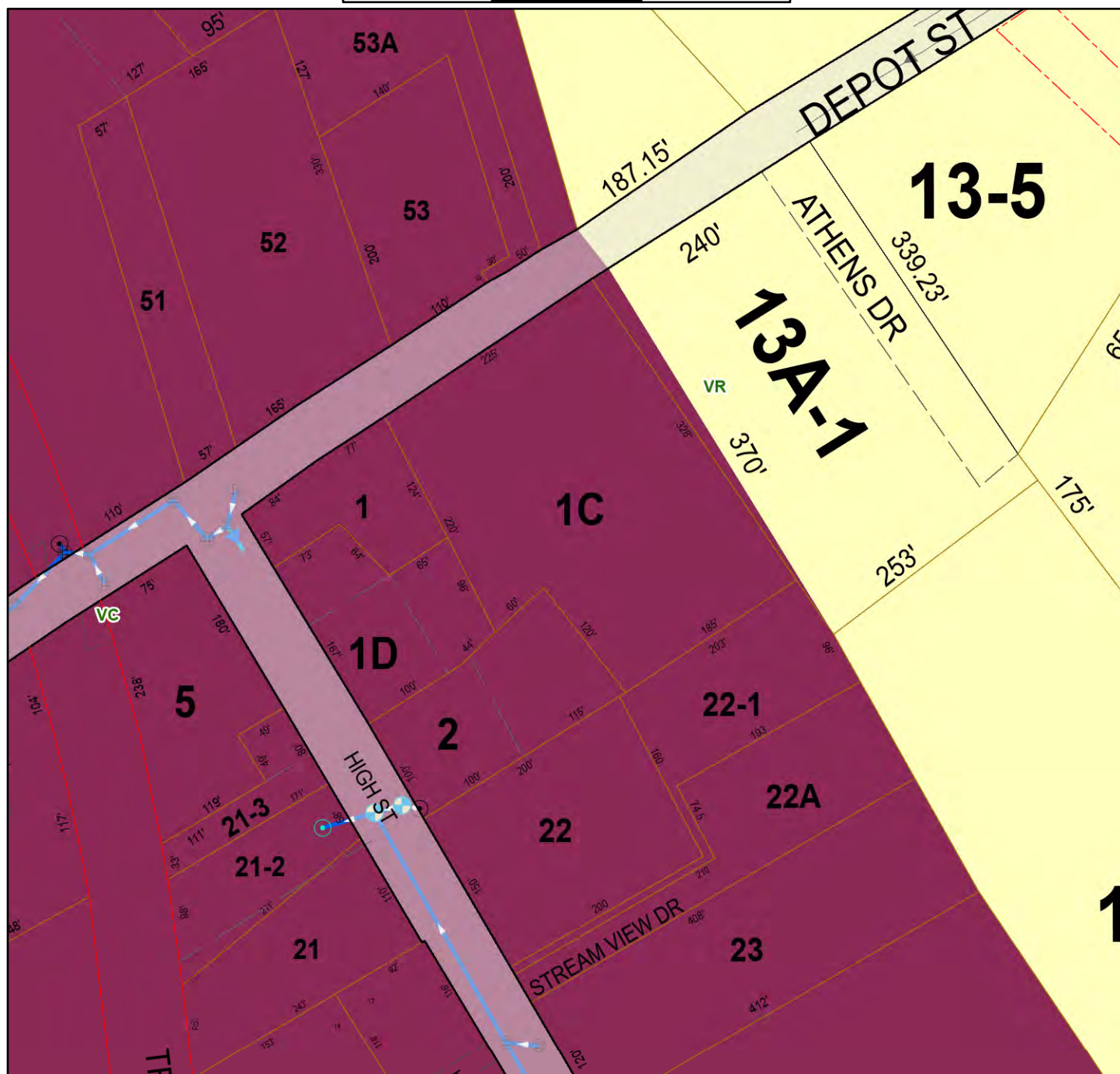
Town of Windham, ME

1 inch = 136 Feet



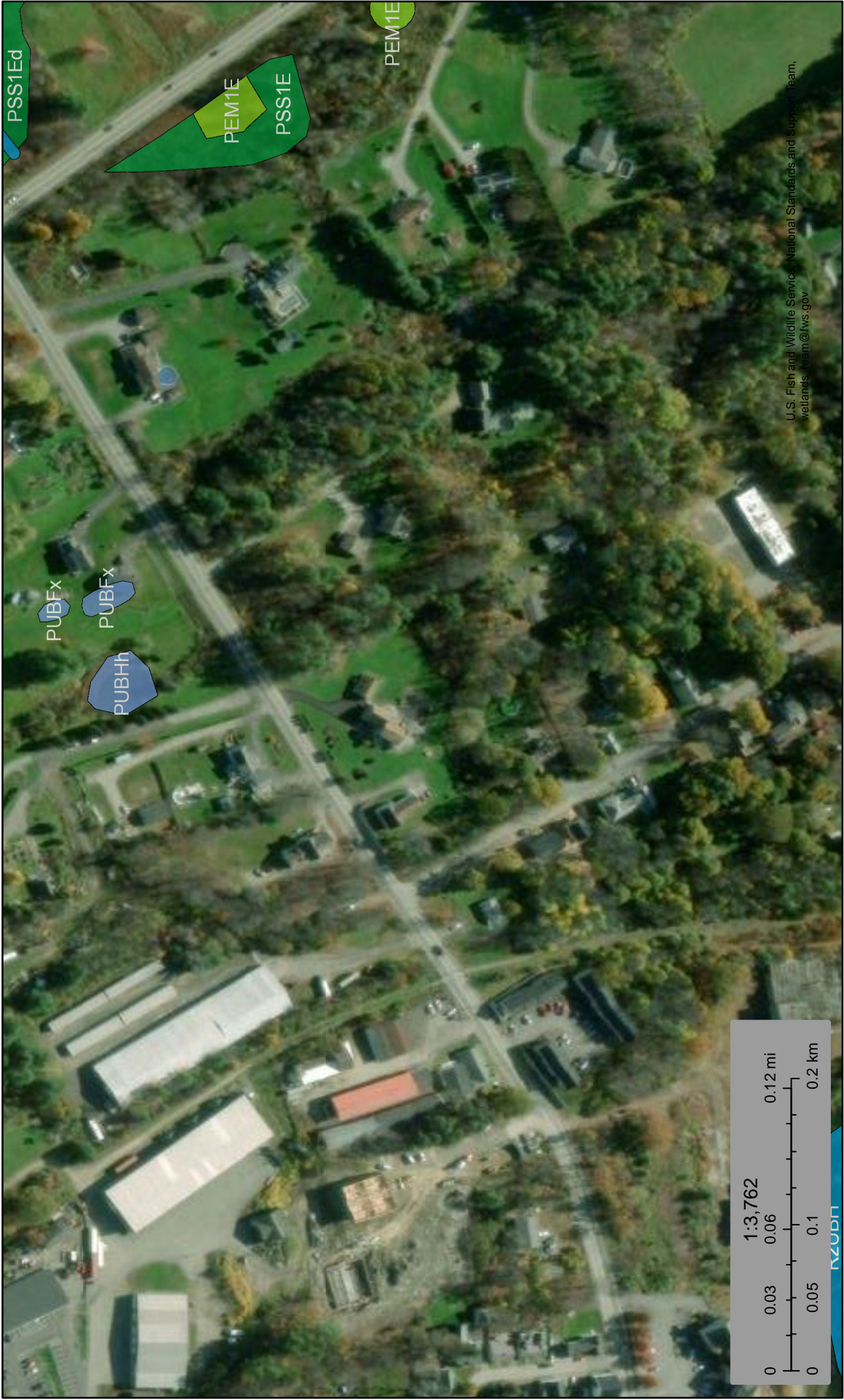
www.cai-tech.com

February 3, 2025



Private Road	Private Road ROW	Windham Ditches	Drain
Property Line	Property Hook	dDIN	Gravity
Public Road	Right of Way	dIN	VC = Village Center
Railroad	Tract Line	dOF	VR = Village Residential
Utility	Right of Ways	dCB	

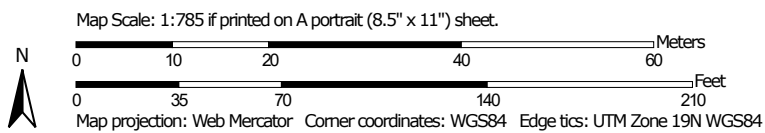
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Soil Map—Cumberland County and Part of Oxford County, Maine



Soil Map may not be valid at this scale.



**Natural Resources
Conservation Service**

Web Soil Survey
National Cooperative Soil Survey

6/27/2025
Page 1 of 3

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
BgB	Nicholville very fine sandy loam, 0 to 8 percent slopes	0.3	23.2%
BuC2	Buxton silt loam, 8 to 15 percent slopes	0.0	0.0%
Cu	Cut and fill land	0.1	6.9%
EmB	Elmwood fine sandy loam, 0 to 8 percent slopes	0.9	67.8%
HfD2	Hartland very fine sandy loam, 15 to 25 percent slopes, eroded	0.0	2.1%
Totals for Area of Interest		1.4	100.0%

Major Site Plan/Minor Subdivision
Sketch Application Applications
Duplex Development, Windham

Attachment G **Site Plans**

G

The project site plans are included for review as a separate plan set of full-size documents.

Site Plans