



TOWN STREET ACCEPTANCE APPLICATION

Section 120-911M(6) - Process for Town acceptance of streets.

A street constructed on private lands by the owner, developer, or association thereof and not dedicated for public travel prior to October 22, 2009, may be laid out and offered for acceptance as a public street by the Town Council. **For the Town Council to accept a public street, the procedures and conditions of this section must be met.** In the event that all procedures and conditions are met, the Town Council reserves the right to reject any street offered for public acceptance.

Office Stamp

SUBDIVISION AND STREET INFORMATION	Location and Name of the Subdivision:	Majestic Woods Phase 3 Windham, Maine	Planning Board Approval Date:	10/26/2018	CCRD Recording Date:	11/14/2018
			CCRD Plan Book #:	219	CCRD Page #:	48
	Name of the Street:	Revolution Drive	Length of the Street:	1,930'	Date of final pavement:	6/25/2024
	Applicant's Name:	Majestic Woods Homeowners Association	Applicant's Mailing Address	P.O. 675, Windham, ME 04062		
Name of the Homeowner's Association & Contact information:	Majestic Woods Homeowners Association Chandler Todd 207-712-8725	Address of the Homeowner's Association:	P.O. Box 675, Windham, ME 04062	CCRD Recording Date:	11/12/2019	
				CCRD Book #:	36161	
				CCRD Page #:	263	

TOWN ACCEPTANCE OF STREETS APPLICATION REQUIREMENTS

Section 120-911M(6) of the Land Use Ordinance

The submission shall contain two (2) copies of the following information, including full plan sets. Along with one (1) electronic version of the entire submission.

The Street Plan and Cross-Section map:

- A) Plan size: 24" X 36"
- B) Plan Scale: No greater 1":50'
- C) Title block: Applicant's name and address
 - Name of the preparer of plans with professional information, license number, signature, and State stamp.

NOTE: Complete application submission deadline: All required submission material must be submitted to the Town of Windham Planning Department three (3) weeks before the desired date to be heard by the Council.

Contact information:

Windham Planning Department (207) 894-5960, ext. 2
Steve Puleo, Town Planner sjpuleo@windhammaine.us
Amanda Lessard, Planning Director allessard@windhammaine.us

APPLICANT/PLANNER'S CHECKLIST

Submission Requirements:	Applicant	Staff
(a) The street proposed for acceptance shall be constructed, or improved, to the standards for the construction of a public street.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(b) The owner(s) shall give the Town within the boundaries of the right-of-way at the time of acceptance by the Town, a separate deed to areas reserved for the future development of streets, and separate easements for the provision of street stub hammerheads (see Section 120-911M(3)).		
- Warranty Deed with a deed description of the right-of-way offer for street acceptance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- A separate easement or warranty deed to areas reserved for the future street.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- A separate easement deeds for the street stub hammerheads.	<input type="checkbox"/>	<input type="checkbox"/>
(c) A plan of said street or way shall be recorded in the Cumberland County Registry of Deeds at the time of its acceptance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(d) A petition (Letter Cession) for the acceptance of said street shall be submitted to the Town Council on a form to be prescribed by the Town Attorney. Said petition shall be accompanied by a plan, profile, and cross section of said street as follows:		
[1] A plan drawn when practical to a scale of 50 feet to one inch, and to be on one or more sheets of paper not exceeding 24 inches by 36 inches in size. Said plan shall show the North point, the location and ownership of all adjoining lots of land, underground utilities, passageways, streetlights and electric lines, boundary monuments, waterways, topography and natural drainage courses with contours at two-foot intervals, all angles, bearing and radii necessary for the plotting of said street and lots and their reproduction on the ground.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[2] A profile of said street or way drawn to a horizontal scale of 50 feet to one inch, and a vertical scale of five feet to one inch, or other suitable engineering scale as required by the Town's consulting engineer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[3] The street profile shall show the profile of the center line of said street and the proposed grades thereof. Specific cross sections shall be submitted as required by the Town's Engineer. Any buildings abutting on said street shall be shown on said profile.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[4] A typical cross section of said street drawn to a horizontal scale of five feet to one inch and a vertical scale of five feet to one inch.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[5] The location and size of the proposed water and/or sewer mains in accordance with these regulations.	<input type="checkbox"/>	<input type="checkbox"/>
[6] The location and size of all culverts, storm drains, catch basins and manholes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>



(e) Streets offered for acceptance shall include the following:			
[1]	Streets to be offered to the Town for acceptance must have a written report of investigation prepared by the Town's Engineer after completion of construction based on review and observation of construction by the Town's Engineer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[2]	The owner shall warranty all public improvements for a period of one year from the date of acceptance and post a maintenance guarantee per the subdivision regulations. This maintenance guarantee shall ensure the workmanship and the durability of all materials used in the construction of the roadways, curbing, esplanades, sidewalks, sanitary sewerage systems, storm drainage systems, streetlighting, tree planting, and other public improvements located within the right-of-way which may become defective within the one-year period, all as determined by the Public Works Director or Town Engineer in accordance with Section 120-911M(6) . The amount of the maintenance guarantee shall be 10% of the total construction costs of all required improvements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[3]	At the conclusion of the one-year warranty period, the owner shall request the Town's Engineer to prepare a second written report of investigation prior to the release of the improvements guarantee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[4]	No street shall be placed on the Town Council's agenda for consideration or accepted by the Town Council until the following tasks have been completed:		
[a]	The applicant shall submit a complete set of as-built plans of the street proposed for acceptance showing all works of man.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[b]	The Town's consulting Engineer shall have made an investigation thereof and shall have reported to the Planning Department their recommendations, in writing, with respect thereto. Such investigation may include a minimum of the results of at least one core sample and may include more than one core sample for each road proposed for acceptance as a public way with the core sample and reports paid for by the applicant.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[5]	The surface pavement shall not be placed until the base paving has gone through at least one complete winter. The application of a tack coat and/or shim coat to the base may be required by the Town, when necessary, to ensure the appropriate bonding between base and final surface coats of pavement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[6]	Notwithstanding the provisions of any other section thereof, the Town may at any time lay out and accept any street or way in the Town of Windham, Maine, as a public street of said Town whenever the general public interest so requires. The cost of said street or way may be borne by said Town or may be borne by another party.		

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.

 7/7/2025
 APPLICANT OR AGENT'S SIGNATURE DATE

Chandler C. Todd
 PLEASE TYPE OR PRINT THE NAME