



## MAJOR SUBDIVISION – FINAL PLAN - REVIEW APPLICATION

<b>FEES FOR MAJOR SUBDIVISION FINAL PLAN REVIEW</b>		APPLICATION FEE: <input type="checkbox"/> \$350.00		AMOUNT PAID:  \$ _____  DATE: _____	
		REVIEW ESCROW: <input type="checkbox"/> \$250.00			
<input type="checkbox"/> Amended Major Subdivision Each Lot / Revision		AMENDED APPLICATION FEE: <input type="checkbox"/> \$350.00 AMENDED REVIEW ESCROW: <input type="checkbox"/> \$250.00		Office Use: _____ Office Stamp: _____	
<b>PROPERTY DESCRIPTION</b>	Parcel ID	Map(s) #	Lot(s) #	Zoning District(s)	Total Land Area SF:
	# Lots/dwelling units:		Total Distr. >1Ac.	<input type="checkbox"/> Y <input type="checkbox"/> N	Est. Road Length(ft):
	Physical Address:				Watershed:
<b>PROPERTY OWNER'S INFORMATION</b>	Name:				Name of Business:
	Phone:				Mailing Address:
	Fax or Cell:				
	Email:				
<b>APPLICANT'S INFORMATION (IF DIFFERENT FROM OWNER)</b>	Name:				Name of Business:
	Phone:				Mailing Address:
	Fax or Cell:				
	Email:				
<b>APPLICANT'S AGENT INFORMATION</b>	Name:				Name of Business:
	Phone:				Mailing Address:
	Fax or Cell:				
	Email:				
<b>PROJECT INFORMATION</b>	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.):				



# MAJOR SUBDIVISION - FINAL PLAN - REVIEW APPLICATION REQUIREMENTS

## Section 120-910 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 Major 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
- A 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](mailto:sipuleo@windhammaine.us)
  - Amanda Lessard, Planning Director [allessard@windhammaine.us](mailto:allessard@windhammaine.us)

## APPLICANT/PLANNER'S CHECKLIST FOR MAJOR SUBDIVISION 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 [120-907C](#), [120-910D](#), & [120-911](#). 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.**

<u>Section 120-910D</u> - Final Plan - Submission Requirements:			(h) Draft homeowners' association documents and a draft lot deep as per the requirements of <a href="#">Section 120-911N</a>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Section 120-910D(1)</u> - Mandatory Written Information submitted in a bound and tabbed format.	Applicant	Staff	<u>Section 120-910D(2)</u> - Mandatory Plan Information		
(a) A fully executed application form.	<input type="checkbox"/>	<input type="checkbox"/>	(a) All information presented on the Preliminary Plan, and any amendments suggested or required by the Board.	<input type="checkbox"/>	<input type="checkbox"/>
(b) Evidence that the escrow account balance is greater than 25% of the initial Preliminary Plan deposit.	<input type="checkbox"/>	<input type="checkbox"/>	(b) Map and lot numbers for all lots as assigned by the Town of Windham Assessing Department.	<input type="checkbox"/>	<input type="checkbox"/>
(c) 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"/>	(c) Seal of the Maine Licensed Professional who prepared the plan.	<input type="checkbox"/>	<input type="checkbox"/>
(d) If the subdivider reserves title to spaces within the subdivision, provide copies of agreements or other documents.	<input type="checkbox"/>	<input type="checkbox"/>	(d) 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"/>
(e) Copies of any outside agency approvals per <a href="#">Section 120-907C(4)(f)</a> .	<input type="checkbox"/>	<input type="checkbox"/>	(e) Location of all permanent monuments.	<input type="checkbox"/>	<input type="checkbox"/>
(f) Statement from the Maine Inland Fisheries & Wildlife that no significant wildlife habitat exists on the site.	<input type="checkbox"/>	<input type="checkbox"/>	<b>Electronic Submission (PDF and DWG).</b>	<input type="checkbox"/>	<input type="checkbox"/>
(g) 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.

APPLICANT OR AGENT'S SIGNATURE

DATE

PLEASE TYPE OR PRINT THE NAME

May 29, 2025

Stephen Puleo, Director of Planning  
Town of Windham  
Planning Department  
8 School Road  
Windham, ME 04062

The Cove at Highland Lake  
19 Roosevelt Trail LLC  
12 Liberty Hill Rd.  
Bedford, NH 03110

**Amended Subdivision Application, The Cove at Highland Lake**

Dear Steve and Board members, I am filing this application as one of the Developers of the 55+ Community off Route 302 at the Southern tip of Windham called The Cove at Highland Lake. This new submission is to request approval for limiting the Performance Guarantee on homes 21-60. As per town ordinance §120-914A(1)(d), the Planning Board may accept the agreement with certain provisions.

The Cove at Highland Lake project broke ground in March of 2024, and has made significant progress since. Currently, all infrastructure is complete for the first 20 homes on Driftwood and Daybreak Lane. The water has been tied into Portland Water District for all 60 homes. We have brought the power in from the street with CMP for all 60 homes. All storm water management systems have been completed for the first 20 homes. Landscaping has begun on the first 20 units and the common area directly adjacent to Route 302. Curbing and sidewalks will be installed mid-June and we are starting the Club House construction mid-June as well. We have successfully installed the culvert that crosses the stream on the property with the water and sewer infrastructure carried just beyond that point as well. Also, as required by the Town and Engineers, all erosion control is set up and continuously maintained around the entire project site. We are slated to begin the infrastructure for homes 21-60 in Early Fall of this year, and will then progress to vertical construction on the 40 homes in that area in the Spring of 2026.

The purpose of this application is to eliminate the Performance Guarantee on homes 21-60 by completing the infrastructure before any building permits are issued for those homes as the Ordinance allows. The erosion control, which has been in place since the groundbreaking in 2024, will remain in place with continued inspection and monitoring by the 3<sup>rd</sup> party engineers. Maintenance on the erosion control will not be disrupted. The development has already paid the "observation fee" for the entire project in full, so we note that there is no reduction needed on that item.

I want to thank Steve Puleo, Amanda Lessard, and the staff at Windham Town Offices for their diligence and support throughout this project. It has been a pleasure working with all departments to date and we look forward to continuing to bring The Cove at Highland Lake Community to life for future 55+ residents.

Please let me know if you have any questions or need any additional information.

Sincerely,  
19 Roosevelt Trail LLC



Benjamin Chandonnet, Member