



March 20, 2025  
240577-01

Steve Puleo, Planning Director  
Amanda Lessard, Senior Planner/Project Manager  
Town of Windham Planning Department  
8 School Road  
Windham, ME 04062

**RE: Response to Staff Review & Completeness Memorandum, March 17, 2025**  
**#24-25 Amended Major Subdivision & Site Plan – WDCJCS Subdivision**  
**Preliminary Plan Review Application; 55 High Street, MBLU: 37-24**

Dear Planning Staff and Members of the Planning Board,

On behalf of Great Falls Construction, Inc., and Westbrook Development Corporation, Sebago Technics, Inc., is pleased to submit this letter and associated attachments as a response to town comments outlined within the Staff Review & Completeness Memo, dated March 17, 2025. This memo was prepared for the former Andrew School site redevelopment project for an approved mixed-income senior housing development consisting of eighteen (18) units, and a proposed additional seventeen (17) market-rate apartment units. The project site is located at 55 High Street or 0 Academy Street, and the site can further be identified on the Town's Tax Map 37 as Lot 24.

Attached with this comment response letter is a revised application form, and a updated plan set with revised Sheet C-504. We offer the following responses:

**PLANNING DEPARTMENT:**

- 1. For Preliminary Plan Review, please submit the Major Subdivision – Preliminary Plan Review Application and Agent Authorization. In accordance with §120-913.B.2., where the proposed revisions to approved plans involves the creation of additional lots or dwelling units, the procedures for preliminary plan approval shall be followed and per §120-913.B.3.c., the application shall include enough supporting information to allow the Board to make a determination that the proposed revisions meet the standards of Article 9 and the criteria of the state statute.*

**Response: Please see the Major Subdivision – Preliminary Plan Review application form and associated agent authorization forms attached with this comment response letter.**

- 2. For Preliminary Plan Review, please provide Amended Subdivision Application Fees in accordance with the Master Fee Schedule.*

**Response: Acknowledged, the Applicant will provide the application fee to the Town in junction with this comment response letter.**

3. *For Final Plan review, please provide the estimated cost of the market rate portion of the development. Only the cost of the affordable housing apartments is addressed in the bank letters.*

**Response: Acknowledged.**

4. *For Final Plan Review, the plan shall indicate that it is the revision of a previously approved and recorded plan and shall show the title of the subdivision and the book and page or cabinet and sheet on which the original plan is recorded at the Registry of Deeds per §120-913.B.3.d.*

**Response: Acknowledged, no response required.**

5. *Conditions of Approval included on the Site Plan & Subdivision Plan are from October 28, 2024, approval, and may change as part of this amended review. COA-5 impact fee dollar amounts should be removed or recalculated for 35 units.*

**Response: The impact fees from the eighteen (18) senior affordable housing units will be listed separately from the proposed seventeen (17) market-rate units. As such, we have calculated the impact fees for the new seventeen (17) units below, that will also be shown on our Final Plan submission:**

**Recreation Impact Fee (\$600 x 2 = \$1,200), Open Space Impact Fee (\$450 x 17 = \$7,650), Public Safety Impact Fee (\$1,008 x 2 = \$2,016), and Municipal Office Impact Fee (\$333 x 2 = \$666). All Phase 2 Fees (\$1,200 + \$7,650 + \$2,016 + \$666 = \$11,532) will be determined and collected for building phase 2, or any other permits necessary for development as listed within Sec. 120-1201.C. (MASTER FEE SCHEDULE).**

6. *For Final Plan Review, please provide a Portland Water District "Ability to Serve" letter and a sewer "Capacity to Serve" letter if the submitted PWD Ability to Serve letter dated October 29, 2024, only for the previously approved 18 units.*

**Response: The Ability to Serve letter obtained from the Portland Water District (PWD), dated October 29, 2024, was based on anticipated total design flows for thirty-five (35) units. The assessment was based on eighteen (18) one-bedroom units in the initial phase, and an additional seventeen (17) two-bedroom units, which aligns with our amended application submission totals.**

7. *For Final Plan Review, please provide evidence of approval of a Stormwater Permit issued by Maine DEP.*

**Response: Acknowledged, our Stormwater Management Law permit application has been submitted to the Maine Department of Environmental Protection (MDEP). Approval from MDEP will be forwarded to the Town upon receipt, and included within our Final Plan application submission.**

8. *For the Final Plan Review, §120-911.N., the applicant shall provide draft condominium association documents for the Town Attorney's review and comment.*

**Response: Acknowledged, condominium association documents will be provided with our Final Plan submission.**

9. *The Planning Director has approved your request for a waiver of the Traffic Impact Analysis submission requirement of §120-910.C.3.e. Note: The Planning Director approved waiving the submission of high intensity soils mapping and a hydrogeologic assessment for the October 28, 2024, approved plan.*

**Response: Acknowledged, no response required.**

**ENVIRONMENTAL & SUSTAINABILITY COORDINATOR:**

1. *Since the proposed development is greater than 1 acre and it is in the MS4 urbanized area: Approval is subject to the requirements of the Post-Construction Stormwater Ordinance, Chapter 201. Any person owning, operating, leasing, or having control over stormwater management facilities required by the post-construction stormwater management plan must annually engage the services of a qualified third-party inspector who must certify compliance with the post-construction stormwater management plan on or by June 1<sup>st</sup> of each year.*

**Response: Acknowledged, no response required.**

**TOWN ENGINEER:**

1. *The Applicant's Traffic Impact Assessment has estimated that the amended subdivision will generate 174 trips on the typical weekday, but 15 or less trips for each of the peak hour traffic counts. They have requested a waiver from preparing a full Traffic Impact Analysis, per §120-910.C.3.e. of Windham's Subdivision Ordinance for developments that will generate total daily trips exceeding 140. I agree with granting this waiver request since the peak hour trips are quite low.*

**Response: Acknowledged, no response required.**

2. *Portland Water District issued An Ability to Serve letter for water and sewer for the project to the Applicant's engineer on October 29, 2024. The letter indicates that it is for "approval of the water system as currently designed" but the proposed development has doubled in size since the time of that approval, so water and sewer needs have proportionately increased. Therefore, new approval or confirmation that the previous approval still applies should be sought from PWD.*

**Response: Acknowledged, please see our previous response under Planning Department Comment #6.**

3. *The Stormwater Management Plan submitted indicates that the proposed development includes water quality treatment that complies with Maine DEP Ch. 500 and the Town of Windham's Subdivision Ordinance through the use of a subsurface sand filter and drip edge filters for the 6 building units. The analysis is based on the Ch. 500's Redevelopment Standard, which is appropriate considering the current site conditions. A flow modeling analysis was conducted to show that the peak flows after development at three analysis points will be less*

*than or equal to the predevelopment peak flows, which demonstrates compliance with Windham's Subdivision Ordinance, §120-911.J. However, I have one concern/question that requires clarification: The detail for the sand filter outlet control structure (OCS) appears to have different elevations for some key points than those used in the HydroCAD model. For example, the plans show a weir opening with dimensions of 3" by 2'8" with an invert elevation of 175.00 and a top of weir at 175.80, but the HydroCAD analysis includes a 26" by 2" weir opening with an invert elevation of 174.50. And the top of weir on the plans is at 175.80 and in the HydroCAD it is at 176.50. I may be missing something, but please clarify.*

**Response: Please see the revised Sheet C-504. The Detail–Outlet Control Structure (OCS-1) has been updated to reflect how it was modeled in the Hydro-CAD.**

- 4. The plans show both the subsurface sand filter and roof drip edge filters discharging to the municipal storm sewer system on High Street, the former to a new drain manhole DMH-3 and the latter to an existing catch basin in High Street just opposite to where Androscoggin Street comes in. Details specific to these drain connections will need to be provided in a construction plan set before construction occurs.*

**Response: Acknowledged, additional drain connection details will be provided within our Final Plan submission.**

- 5. Street opening permits from Windham Public Works for all utility connections that involve excavations of High Street. This includes both storm drain connections, the water lines, sewer line, and gas line.*

**Response: Acknowledged, no response required.**

#### **CONDITIONS OF APPROVAL:**

- 1. Approval is dependent upon and limited to the proposals and plans contained in the application dated March 3, 2025 as amended **DATE**, and supporting documents and oral representations submitted and affirmed by the application, and conditions, if any, imposed by the Planning Board. Any variation from such plans, proposals, supporting documents, and representations is subject to review and approval by the Planning Board or the Town Planner, in accordance with §120-912 or §120—815 of the Land Use Ordinance.*

**Response: Acknowledged, this will be listed as a Condition of Approval on the Final Plan submission for approval by the Planning Board.**

- 2. Per §120-912.G., no subdivision plan shall be released for recording at the Registry of Deeds until the required performance guarantee has been posted. If an approved plan is not recorded in the Registry of Deeds within three years of the original approval, it shall become null and void.*

**Response: Acknowledged, this will be listed as a Condition of Approval on the Final Plan submission for approval by the Planning Board.**

- 3. In accordance with §120-815.C.1.b. and §120-914.B.5. the Land Use Ordinance, the Construction of improvements covered by any site plan approval and any subdivision plan*

*shall be completed within two years of the date upon which the performance guarantee is accepted by the Town Manager. If construction has not been completed within the specified period, the Town shall, at the Town Manager's discretion, use the performance guarantee to either reclaim and stabilize the site or to complete the improvements as shown on the approved plan. The developer may request a one-year extension of the construction complete deadline prior to the expiration of the period. Such request shall be in writing and shall be made to the Planner. The Town Manager may require an update to the schedule of values and the amount of the guarantee when accepting an extension of the construction period. If construction has not been completed within the specified period, the Town shall, at the Town Manager's discretion, use the performance guarantee to either reclaim and stabilize or to complete the improvements as shown on the approved plan.*

**Response: Acknowledged, this will be listed as a Condition of Approval on the Final Plan submission for approval by the Planning Board.**

- 4. Approval is subject to the requirements of the Post-Construction Stormwater Ordinance, Chapter 201. Any person owning, operating, leasing, or having control over stormwater management facilities required by the post-construction stormwater management plan must annually engage the services of a qualified third-party inspector who must certify compliance with the post-construction stormwater management plan on or by June 1<sup>st</sup> of each year.*

**Response: Acknowledged, this will be listed as a Condition of Approval on the Final Plan submission for approval by the Planning Board.**

- 5. Recreation Impact Fee, Open Space Impact Fee, Public Safety Impact Fee, and Municipal Office Impact Fee will be determined and collected for any building, or any other permits necessary for the development, §120-1201.C. (Master Fee Schedule).*

**Response: Acknowledged. As previously detailed within Planning Department Comment #5, the following will be listed as a Condition of Approval on our Final Plan submission:**

**Recreation Impact Fee (\$600 x 2 = \$1,200), Open Space Impact Fee (\$450 x 17 = \$7,650), Public Safety Impact Fee (\$1,008 x 2 = \$2,016), and Municipal Office Impact Fee (\$333 x 2 = \$666). All Phase 2 Fees (\$1,200 + \$7,650 + \$2,016 + \$666 = \$11,532) will be determined and collected for building phase 2, or any other permits necessary for development as listed within Sec. 120-1201.C. (MASTER FEE SCHEDULE).**

- 6. The applicant shall provide to the Director of Planning and the Director of Public Works approval to connect to Windham's MS4 system and offer to Town Council any of the stormwater pipes and manholes location in High Street.*

**Response: Acknowledged, this will be listed as a Condition of Approval on the Final Plan submission for approval by the Planning Board.**

- 7. Prior to receiving authorization to connect the private stormwater management system with the Town's stormwater collection system, the applicant shall provide a written approval from the Town Engineer to the Town Planner.*

**Response: Acknowledged, this will be listed as a Condition of Approval on the Final Plan submission for approval by the Planning Board.**

8. *In accordance with §120-911.N.5. of the Land Use Ordinance, the condominium association documents shall be recorded in the Cumberland County Registry of Deeds within 90 days of the date that the subdivision plan is recorded in the Cumberland County Registry of Deeds. Evidence of such recording shall be provided to the Planning Department. No units shall be sold in the subdivision prior to recording and all deeds shall reference the declaration establishing the condominium association.*

**Response: Acknowledged, this will be listed as a Condition of Approval on the Final Plan submission for approval by the Planning Board.**

We appreciate your attention to this project, and we look forward to its successful completion. Upon your review, please contact me if you have any additional comments or require additional information. Thank you for your time and consideration.

Sincerely,

SEBAGO TECHNICS, INC.



Amy Bell Segal, RLA  
Senior Project Manager & Landscape Architect  
Maine Licensed Landscape Architect

ABS/bjw



**MAJOR SUBDIVISION - PRELIMINARY PLAN - REVIEW APPLICATION**

<b>FEES FOR MAJOR SUBDIVISION PRELIMINARY PLAN REVIEW</b>	<b>APPLICATION FEE:</b> + EACH LOT > 10 = \$300/LOT	<input checked="" type="checkbox"/> \$1,300.00 <input type="checkbox"/> \$ _____	<b>AMOUNT PAID:</b>  \$ \$6,200.00  <b>DATE:</b> _____
	<b>REVIEW ESCROW:</b> Up to 10 Lots = \$2,500 11 - 15 Lots = \$3,000 16 - 30 Lots = \$4,000 30 + Lots = \$5,000	<input checked="" type="checkbox"/> \$ _____ <input type="checkbox"/> \$ _____	

<b>PROPERTY DESCRIPTION</b>	Parcel ID	Map(s) #	37	Lot(s) #	24	Zoning District(s)	Village Comm. (VC)	Office Use:	Office Stamp:
	# Lots/dwelling units:	18	Total Distr. >1Ac.	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N					
	Physical Address	55 High Street, Windham				Watershed:	Upper Presumpscot River		

<b>PROPERTY OWNER'S INFORMATION</b>	Name	Jonathan Smith, President			Name of Business	Great Falls Construction, Inc.		
	Phone	(207) 839-2744			Mailing Address:	20 Mechanic Street		
	Fax or Cell				Gorham, ME 04038			
	Email	jon@greatfallsinc.com						

<b>APPLICANT'S INFORMATION (IF DIFFERENT FROM OWNER)</b>	Name	Tyler Norod			Name of Business:	Westbrook Development Corp.		
	Phone	(207) 956-1575			Mailing Address	30 Liza Harmon Drive		
	Fax or Cell				Westbrook, ME 04092			
	Email	tnorod@westbrookdevelopmentcorp.org						

<b>APPLICANT'S AGENT INFORMATION</b>	Name	Amy Bell Segal, RLA			Name of Business	Sebago Technics, Inc.		
	Phone	(207) 200-2055			Mailing Address	75 John Roberts Rd. Ste. 4A		
	Fax or Cell	(207) 856-2206			South Portland, ME 04106			
	Email	absegal@sebagotechnics.com						

<b>PROJECT INFORMATION</b>	<b>Existing Land Use (Use extra paper, if necessary):</b> Please see the Cover Letter attached with this application for information regarding the proposed changes to the approved subdivision.
	<b>Provide a narrative description of the Proposed Project (Use extra paper, if necessary):</b> Please see the Cover Letter attached with this application for information regarding the proposed project.
	<b>Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non-conformance, etc.):</b> Please see the Cover Letter attached with this application for a description of development and construction constraints.

# MAJOR SUBDIVISION - PRELIMINARY 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.

<p><b>The Major Plan document/map:</b></p> <p>A) Plan size: 24" X 36"</p> <p>B) Plan Scale: No greater 1":100'</p> <p>C) Title block: Applicant's name and address</p> <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 before 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:                             <ul style="list-style-type: none"> <li>Windham Planning Department (207) 894-5960, ext. 2</li> <li>Steve Puleo, Town Planner <a href="mailto:sipuleo@windhammaine.us">sipuleo@windhammaine.us</a></li> <li>Amanda Lessard, Planning Director <a href="mailto:allessard@windhammaine.us">allessard@windhammaine.us</a></li> </ul> </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> <p><i>Staff recommends the applicant provide a proposed construction schedule, a draft Homeowner's Association (HOA) documentation, public open space to be provided, and written offers of cession to the Town, and/or road maintenance agreement with at the Preliminary Plan application submission.</i></p>
--	---

Major Subdivision Preliminary Plan Submission Requirements:			Major Subdivision Preliminary Plan Submission Requirements (Continued):	Applicant	Staff
<b>A. Mandatory Written Information submitted in a bound format:</b>	Applicant	Staff	6. Vicinity plan showing the area within 250 feet, to include:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1. A fully executed application form, signed by a person with right, title, or interest in the property or Authorized Agent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	i. approximate location of all property lines and acreage of parcels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Evidence of payment of the application and escrow fees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ii. locations, widths, and names of existing, filed, or proposed streets, easements, or building footprints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Proposed name of the Subdivision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	iii. location and designations of any public spaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Verification of right, title, or interest in the property, and any abutting property, by deed, purchase and sales agreement, option to purchase, or some other proof of interest.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	iv. outline of the proposed subdivision, together with its street system and an indication of future probably street system, if the proposed subdivision encompasses only part of the applicant's entire property.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Copy(ies) of the most recently recorded deed for the parcel, along with a copy(ies) of all existing deed restrictions, easements, rights-of-way, or some other proof of interest.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Standard boundary survey of the parcel, including all contiguous land in common ownership within the last 5 years.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Copy(ies) of any existing and/or proposed covenants, deed restrictions intended to cover all or part of the lots or dwellings in the subdivision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Existing and proposed street names, pedestrian ways, lot easements, and areas to be reserved or dedicated to public use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Copy(ies) of any existing or proposed easements on the property	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Contour lines at 2-foot intervals, or intervals required by the Board, showing elevations to the required datum.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Name, registration number, and seal of Maine Licensed Professional Land Surveyor who conducted the survey.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Typical cross-sections of the proposed grading for roadways, sidewalks, etc., including width, type of pavement, elevations, and grades.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Name, registration number, and seal of the licensed professional who prepared the plan (if applicable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
10. An indication of the type of sewage disposal to be used in the subdivision.			11. Wetland areas shall be delineated on the survey. If none, please note.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i. If connecting to the public sewer, provide a letter from Portland Water District stating the District can collect and treat the wastewater	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12. The number of acres within the proposed subdivision, location of property lines, existing buildings, vegetative cover type, specimen trees, if present, and other essential existing physical features.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Mandatory Written Information submitted in a bound format (continued):	Applicant	Staff			
			13. Rivers, streams, and brooks within or adjacent to the proposed subdivision. If any portion of the proposed subdivision is in the direct watershed of a great pond, note which great pond.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ii. If using subsurface wastewater disposal systems (septic), submit test pit analyses prepared by a Maine Licensed Site Evaluator or Certified Soil Scientist. Test pit locations must be shown on a map.	N/A	<input type="checkbox"/>	14. Rivers, streams, and brooks within or adjacent to the proposed subdivision. If any portion of the proposed subdivision is in the direct watershed of a great pond, note which great pond.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Indicate the type of water supply system(s) to be used in the subdivision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15. Location & size of existing and proposed sewers, water mains, culverts, bridges, and drainage ways on or adjacent to the property to be subdivided. The Board may require this information to be depicted via cross-section, plan, or profile views.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. If connecting to public water, submit a written statement from the Portland Water District indicating there is adequate supply and pressure for the subdivision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	16. Location, names, and present width of existing streets, highways, easements, building lines, parks, and other open spaces on or adjacent to the subdivision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Names and addresses of the record owner, applicant, and adjoining property owners.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17. Location and widths of any streets, public improvements, or open space within the subdivision (if any) are shown on the official map and the comprehensive plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. An acceptable title opinion proving the right of access to the proposed subdivision or site for any property proposed for development on or off a private way or private road.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	18. All parcels of land proposed to be dedicated to public use and the conditions of such dedication.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. The name and contact information for the road association whose private way or road is used to access the subdivision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. Location of any open space to be preserved or common areas to be created, and general description of proposed ownership, improvement, and management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Financial Capacity. Estimated costs of development, and an itemization of major costs.			20. Approximate location of treeline after development.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i. Estimated costs of development, and an itemization of major costs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	21. Delineate boundaries of any flood hazard areas and the 100-year flood elevation as depicted on the Town's Flood Insurance Rate Map.	N/A	<input type="checkbox"/>
			22. Show any areas within or adjacent to the proposed subdivision which has been identified by the Maine Department of Inland Fisheries and Wildlife "Beginning with Habitat project maps or within the Comprehensive Plan.		
ii. Financing - provide one of the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. Show areas within or adjacent to the proposed subdivision which is either listed on or eligible for the National Register of Historic Places, or have been identified in the comprehensive plan or by the Maine Historic Preservation Commission as sensitive or likely to contain such sites.	N/A	<input type="checkbox"/>
a. Letter of commitment to funding from a financial institution, governmental agency, or other funding agency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
b. Annual corporate report with explanatory material showing the availability of liquid assets to finance development	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
c. Bank statement showing the availability of funds if personally financing development	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
d. Cash equity commitment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. Erosion & Sedimentation control plan, prepared by MDEP Stormwater Law Chapter 500 Basic Standards, and the MDEP Maine Erosion and Sediment Control Best Management Practices, published March 2003.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Financial plan for remaining financing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	25. A stormwater management plan, prepared by a Maine licensed Professional Engineer by the most recent edition of Stormwater Management For Maine: BMPS Technical Design Manual, published by the MDEP 2006.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Letter from financial institution indicating an intention to finance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26. For Cluster Subdivisions that do not maximize the development potential of the property being subdivided, a conceptual master plan for the remaining land showing future roads, Open Space, and lot layout, consistent with the requirements of 911.K., Cluster Developments will be submitted.	N/A	<input type="checkbox"/>
iii. If a corporation, Certificate of Good Standing from the Secretary of State	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>C. Submission information for which a waiver may be granted.</b>		
2. Technical Capacity:			1. High-intensity soil survey by a Certified Soil Scientist	Waiver Granted	<input type="checkbox"/>
			2. Landscape Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			3. Hydrogeologic assessment - required if i) subdivision is not served by public sewer and either any part of the subdivision is over a sand and gravel aquifer or has an average density of more than one dwelling unit per 100,000 square feet, or ii) where site considerations or development design indicate the greater potential of adverse impacts on groundwater quality.	N/A	Waiver Granted

i. A statement of the applicant's experience and training related to the nature of the development, including developments receiving permits from the Town.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	a) Map showing basic soil types.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			b) Depth to the water table at representative points	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ii. Resumes or similar documents showing experience and qualifications of full-time, permanent, or temporary staff contracted with or employed by the applicant who will design the development.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	c) Drainage conditions throughout the subdivision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			d) Data on existing groundwater quality.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			e) Analysis and evaluation of the effect of the subdivision on groundwater.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Name and contact information for the road association whose private way or road is used to access the subdivision (if applicable).	N/A	<input type="checkbox"/>	f) map showing the location of any subsurface wastewater disposal systems and drinking water wells within the subdivision & within 200 feet of the subdivision boundaries.	N/A	<input type="checkbox"/>
			4. Estimate the amount and type of vehicular traffic to be generated on a daily basis and at peak hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>B. Mandatory Preliminary Plan Information</b>		<b>Applicant</b>	<b>Staff</b>		
1. Name of subdivision, date, and scale.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Traffic Impact Analysis for subdivisions involving 28 or more parking spaces or projected to generate more than 140 vehicle trips per day.	N/A	<input type="checkbox"/>
2. Stamp of the Maine License Professional Land Surveyor that conducted the survey, including at least one copy of the original stamped seal that is embossed and signed.	<input checked="" type="checkbox"/>	Under Final	6. If any portion of the subdivision is in the direct watershed of a great pond.	N/A	<input type="checkbox"/>
			i. phosphorous impact analysis and control plan.	N/A	<input type="checkbox"/>
3. Stamp with the date and signature of the Maine Licensed Professional Engineer that prepared the plans.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ii. long term maintenance plan for all phosphorous control measures.	N/A	<input type="checkbox"/>
4. North arrow identifying all of the following: Grid North, Magnetic North, declination between Grid and Magnetic, and whether Magnetic or Grid bearings were used in the plan design.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	iii. contour lines at an interval of 2 feet.	N/A	<input type="checkbox"/>
			iv. delineate areas with sustained slopes greater than 25% covering more than one acre.	N/A	<input type="checkbox"/>
5. Location map showing the subdivision within the municipality.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Electronic Submission</b>	<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.

 . 03/20/2025  
DATE

Amy Bell Segal, RLA of Sebago Technics, Inc.  
PLEASE TYPE OR PRINT THE NAME

# TOWN OF WINDHAM MINOR\MAJORSUBDIVISION APPLICATION

## Performance and Design Standards Waiver Request Form

([Section 120-908](#) – Minor\Major Subdivision Review, Waivers)

For each waiver request from the [Performance and Design Standards](#) detailed in [Section 120-911](#) of the Town of Windham Land Use Ordinance, please submit separate completed copy of this waiver request form for all waivers requested

**Subdivision or**

**Project Name:**

**Tax Map:**

**Lot(s):**

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

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

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

**This project is not anticipated to generate any adverse impacts to adjacent public roadways, or result in unreasonable congestion internal to and around the site. This proposed subdivision amendment includes a total of thirty-five (35) units, of which eighteen (18) are senior affordable housing units and seventeen (17) are market-rate units.**

**The existing site holds two (2) access points along High Street. This project proposed to close off one (1) of the entrances and improve the southernmost entrance to bring it up to Town standards. The site has also been designed to include sufficient turnaround room for emergency vehicular services. Additionally, through discussions with the Town Fire Chief, they do not have concern with the proposed amount of entrances or overall site layout.**

(Continued next page)

Ordinance Section: \_\_\_\_\_ (PLEASE PROVIDE A SEPERATE IMPACT CRITERIA FRO EACH ORDIANCE SECTION)

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

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

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