

Sketch Plan Review – Major Site Plan

&

Sketch Plan Review – Major Subdivision

Date Issued: June 30, 2025



Project Title: 209/211 Tandberg Trail Multi-Family Dwelling Units

Owner: Moon Apartments LLC

Site Location: 209/211 Tandberg Trail, Windham ME 04062



189 Main Street, Suite 200
Yarmouth, ME 04096

Attachments

- A. Cover Letter/Narrative
- B. Application
- C. Waiver Requests
- D. Deed
- E. Agent Authorization Letter
- F. Maps and Graphics
- G. Site Plans

A. Cover Letter/Narrative

June 30, 2025

Windham Town Hall
8 School Rd
Windham, ME 04062

**Re: 209 & 211 Tandberg Trail – Proposed Apartments
Project Narrative**

Dear Planning:

Trillium Engineering Group is providing this project narrative for the 209 & 211 Tandberg Trail Apartments Major Site Plan Sketch Plan Review and Major Subdivision Sketch Plan Review Applications. This project, located at 209 & 211 Tandberg Trail (Tax Map 19C, Lots 50C & 50D), proposes the internal renovation of two existing buildings on site with minimal exterior alterations, and construction of a proposed 8 unit multi-family dwelling the rear of the site. The client is proposing to add 2 units to the existing former daycare (4 units total) on lot 50D, 211 Tandberg Trail. The client is also proposing to renovate the existing building on lot 50C, 209 Tandberg trail, to maintain/improve 2 existing apartment units. with a total of 14 units overall on lots 50C and 50D, it is classified it as a subdivision per the State of Maine.

Submission Requirements:

A. Completed Sketch Plan Application Forms

- Response: See attached

B. Proposed Project Conditions

1. Conditions of the site

- Response: The existing site on lot 50D consists of a paved parking lot, playground area and an apartment building with 2 existing units on the second floor and a unit in the basement area. The proposed project involves interior alterations of the first floor which includes the addition of 2 apartment units and limited exterior alterations to the existing building, including removal of the basement apartment unit. The first floor was formerly used as a daycare which will now be renovated into the additional (2) residential units. The existing wood fencing has been removed to meet setbacks and we are also proposing to relocate the existing shed at the rear of the building to meet the side setback requirements.
- The existing site on lot 50C consists of an existing house and garage with paved parking area. The project proposes to renovate the existing units at the single family residence and the existing garage.
- The proposed 8 unit building and parking lot will be located behind the existing buildings, at the rear of the property. See site plan for detail

2. Proposed Use

- Response: The proposed use of the site is Multifamily Dwelling.

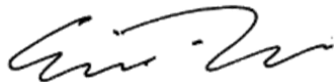
3. Constraints/opportunities of site

- Response: There are no site constraints that we are aware of.

4. *Traffic Study*
 - Response: We anticipate that due to the increase in dwelling units, further investigation into traffic impact is required. This is to be submitted at a later date.
5. *Utility Study*
 - Response: Existing utilities are planned to be used for the existing buildings and new utilities will be provided for the proposed building.
6. *Market Study*
 - Response: Market is not proposed to change.
- C. *Name, Address, phone for record owner and applicant*
 - Response: See attached
- D. *Names and addresses of all consultants working on the project*
 - Response: See attached
- E. *Evidence of right, title, or interest in the property*
 - Response: See attached
- F. *Evidence of payment of Sketch Plan fees and escrow deposit*
 - Response: See attached
- G. *Any anticipated waiver requests*
 - Anticipated waiver requests for the Site Plan Application are as follows:
 - 40 ft. minimum front setback waiver due to the existing building location.
 - 10% landscaping for parking lot. We have existing grass and plantings adjacent to the existing/proposed parking area at the rear of the building.
 - Anticipated waiver requests for the Subdivision Plan Application are as follows:
 - Reuse of existing overhead utilities to existing buildings.

Thank you for taking the time to review this. Should you have any further questions or require any additional information, please do not hesitate to ask.

Sincerely,



Eric Dube
Trillium Engineering Group

B. Application



SKETCH PLAN - MAJOR SITE PLAN REVIEW APPLICATION

FEES FOR SKETCH PLAN REVIEW		APPLICATION FEE: <input type="checkbox"/> \$200.00 REVIEW ESCROW: <input type="checkbox"/> \$400.00		AMOUNT PAID: \$ _____ DATE: _____ <small>Office Use:</small>		<small>Office Stamp:</small>			
PROPERTY DESCRIPTION	Parcel ID	Map(s) #		Lot(s) #		Zoning District(s)	C4	Total Land Area SF	
	Total Disturbance. >1Ac		<input type="checkbox"/> Y <input type="checkbox"/> N	Est. Building SF:		No Building; Est. SF of Total Development:			
	Physical Address:					Watershed:			
PROPERTY OWNER'S INFORMATION	Name:					Name of Business:			
	Phone:					Mailing Address:			
	Fax or Cell:								
	Email:								
APPLICANT'S INFORMATION (IF DIFFERENT FROM OWNER)	Name:					Name of Business:			
	Phone:					Mailing Address:			
	Fax or Cell:								
	Email:								
APPLICANT'S AGENT INFORMATION	Name:					Name of Business:			
	Phone:					Mailing Address:			
	Fax or Cell:								
	Email:								
PROJECT INFORMATION	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.):								



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 (207) 894-5960, ext. 2
Steve Puleo, Town Planner spuleo@windhammaine.us
Amanda Lessard, Planning Director 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 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.	<input type="checkbox"/>	<input type="checkbox"/>
b) Proposed Project Conditions:					
- Condition of the site	<input type="checkbox"/>	<input type="checkbox"/>	Plan Requirements		
- Proposed use	<input 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 type="checkbox"/>	<input type="checkbox"/>	1] The name of the development, North arrow, date, and scale.	<input type="checkbox"/>	<input type="checkbox"/>
Outline any of the follow			2] The boundaries of the parcel.	<input type="checkbox"/>	<input type="checkbox"/>
- Traffic Study	<input type="checkbox"/>	<input type="checkbox"/>	3] The relationship of the site to the surrounding area.	<input type="checkbox"/>	<input type="checkbox"/>
- Utility Study	<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 type="checkbox"/>	<input type="checkbox"/>
- Market Study	<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 type="checkbox"/>	<input type="checkbox"/>
c) Name, address, phone for record owner and applicant	<input type="checkbox"/>	<input type="checkbox"/>	6] Existing buildings, structure, or other improvements on the site (if none, so state).	<input type="checkbox"/>	<input type="checkbox"/>
d) Names and addresses of all consultants working on the project.	<input type="checkbox"/>	<input type="checkbox"/>	7] Existing restrictions or easements on the site (if none, so state).	<input type="checkbox"/>	<input type="checkbox"/>
e) Evidence of right, title, or interest in the property	<input 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 type="checkbox"/>	<input type="checkbox"/>
f) Evidence of payment of Sketch Plan fees and escrow deposit	<input 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 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"?	<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 type="checkbox"/>	<input type="checkbox"/>
- If yes, submit letter with waivers being requested, along with a completed "Performance & design Standards Waiver Request Form.	<input type="checkbox"/>	<input type="checkbox"/>			
Waivers from Subdivision Performance Standards in Section 120-812 of the Land Use Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>	PDF Electronic Submission	<input 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.

6/30/2025

Eric Dube

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 type="checkbox"/> \$300.00 - MINOR		\$ _____			
				<input checked="" type="checkbox"/> \$400.00 - MAJOR		DATE: _____			
				<i>Office Use:</i>				<i>Office Stamp:</i>	
PROPERTY DESCRIPTION	Parcel ID	Map #	19C	Lot(s) #	50C, 50D	Zoning District(s)	C4	Total Land Area SF	70,958
	Physical Address	209 and 211 Tandberg Trail, Windham ME 04062				Watershed:	Pleasant River (Per Maine DEP GIS data)		
PROPERTY OWNER'S INFORMATION	Name	Tyler Monahan Moon Apartments, LLC				Mailing Address	9 Scott St. Portland, ME 04102		
	Phone	(207) 608-5983							
	Fax or Cell								
	Email	tyler@eclipsemaine.com							
APPLICANT'S INFORMATION (IF DIFFERENT FROM OWNER)	Name					Name of Business			
	Phone					Mailing Address			
	Fax or Cell								
	Email								
APPLICANT'S AGENT INFORMATION	Name	Eric Dube, PE				Name of Business	Trillium Engineering Group		
	Phone	(207) 307-0872				Mailing Address	189 Main Street, Suite 200 Yarmouth, ME 04096		
	Fax or Cell								
	Email	ericd@trilliumeg.com							
PROJECT INFORMATION	Existing Land Use (Use extra paper, if necessary): The existing land use of the project is as follows, 211 Tandberg: Code: 3420, Description: Prof Bldg (per assessor database) 209 Tandberg: Code: 1011, Description: SFD W/ APT (per assessor database)								
	Provide a narrative description of the Proposed Project (Use extra paper, if necessary): - This project proposes the internal renovation of the existing building with minimal exterior alterations, and construction of a proposed 8 unit multi-family dwelling to the site. - The client is proposing to add 2 units to the existing former daycare, for a total of 4 units, at 211 Tandberg Trail, Lot 50D. - The existing 2 units at 209 Tandberg Trail, Lot 50C, will remain in place. - The client is proposing a new 8 unit building, making a total 14 units overall on lots 50C and 50D, thus classifying it as a subdivision per the State of Maine. - Per Windham Town Ordinance, chapter 120, Article 4, section 120-411 (b), Dwelling, Multifamily is a permitted use in zone C4								
	Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non- conformance, etc. Use extra paper, if necessary): To our knowledge there are no construction constraints.								



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 INCOMPLETE 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	Submission Requirements:	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)	<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	<input type="checkbox"/>	<input type="checkbox"/>	2. Boundary and lot lines of the subdivision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Utility Study	<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	<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"/>	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"/>
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"?	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Waivers from Subdivision Performance Standards in Section 120-911 of the Land Use Ordinance.	<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.	<input checked="" 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.

6/30/2025

Eric Dube

APPLICANT OR AGENT'S SIGNATURE

DATE

PLEASE TYPE OR PRINT NAME

C. Waiver Requests

**TOWN OF WINDHAM
SITE PLAN APPLICATION**

**Performance Standards Waiver Request Form
(Section 808 – Site Plan Review, Waivers)**

For each waiver request from the Submission Requirements found in Section 811 and Performance Standards detailed in Section 812 of the Town of Windham Land Use Ordinance, please submit a separate copy of this form for all waivers.

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"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<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.

(continues next page)

Ordinance 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 type="checkbox"/>
Pedestrian safety or access	<input type="checkbox"/>	<input type="checkbox"/>
Supply of parking	<input type="checkbox"/>	<input type="checkbox"/>
Sewage disposal capacity	<input type="checkbox"/>	<input type="checkbox"/>
Solid waste disposal capacity	<input type="checkbox"/>	<input type="checkbox"/>
Scenic or natural beauty, aesthetics, historic sites, or rare or irreplaceable natural areas	<input type="checkbox"/>	<input type="checkbox"/>
Flooding or drainage issues on abutting properties	<input type="checkbox"/>	<input type="checkbox"/>
The Town's ability to provide the subdivision with public safety services (if subdivision)	<input type="checkbox"/>	<input type="checkbox"/>

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

TOWN OF WINDHAM SITE PLAN APPLICATION

Performance Standards Waiver Request Form (Section 808 – Site Plan Review, Waivers)

For each waiver request from the Submission Requirements found in Section 811 and Performance Standards detailed in Section 812 of the Town of Windham Land Use Ordinance, please submit a separate copy of this form for all waivers.

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"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<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.

(continues next page)

Ordinance 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 type="checkbox"/>
Pedestrian safety or access	<input type="checkbox"/>	<input type="checkbox"/>
Supply of parking	<input type="checkbox"/>	<input type="checkbox"/>
Sewage disposal capacity	<input type="checkbox"/>	<input type="checkbox"/>
Solid waste disposal capacity	<input type="checkbox"/>	<input type="checkbox"/>
Scenic or natural beauty, aesthetics, historic sites, or rare or irreplaceable natural areas	<input type="checkbox"/>	<input type="checkbox"/>
Flooding or drainage issues on abutting properties	<input type="checkbox"/>	<input type="checkbox"/>
The Town's ability to provide the subdivision with public safety services (if subdivision)	<input type="checkbox"/>	<input type="checkbox"/>

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

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:	209/211 Tandberg Trail
Tax Map:	19C
Lot(s):	50C, 50D

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

Ordinance Section	Standard	Mark which waiver this form is for
120-911 A 2 (a)	Utilities shall be installed underground	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<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.

A waiver to keep existing overhead utilities to the existing structures. New proposed utilities to the proposed building will be installed in accordance with 120-911 A 2 (a).

(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.

D. Deed

QUITCLAIM DEED WITH COVENANT
Statutory Short Form

DLN: 1002440290375

KNOW ALL BY THESE PRESENTS, That, **Dilworth & Sons, LLC**, a Maine Limited Liability Company with a principal place of business at **7 Harvest Drive, Falmouth, Cumberland County, State of Maine**, for consideration paid, grants to **Moon Apartments LLC**, a Maine Limited Liability Company with a principal place of business at **9 Scott Street, Portland, ME 04102**, with Quitclaim Covenant the real property in the Town of **Windham**, County of **Cumberland** and State of **Maine**, more particularly described as follows:

211 Tandberg Trail

A certain lot or parcel of land situated on the southerly side of Route 115 in the Town of Windham, County of Cumberland and State of Maine bounded and described as follows:

Beginning at a point on the southerly sideline of said Route 115; thence South 01°49' 31" East a distance of one hundred forty-seven and nineteen hundredths (147.19) feet to a point of land now or formerly of Glantz as described in the Cumberland County Registry of Deeds in Book 3068, page 714; thence South 52° 27' 28" West along land of Glantz a distance of two hundred five (205) feet to a point; thence North 06° 42' 11" East a distance of two hundred eighty-eight and fifty-five hundredths (288.55) to a point; thence North 82° 21' 53" West a distance of twenty-five and two hundredths (25.02) feet to a point; thence North 07° 43' 05" East a distance of one (1) foot to a point on the southerly sideline of Route 115; thence Easterly along the southerly sideline of Route 115 following a curve to the left having a radius of eight thousand six hundred and forty-four and forty-two hundredths (8,644.42) feet and arc length of one hundred fifty and four hundredths (150.04) feet to the point of beginning.

209 Tandberg Trail

A certain lot or parcel of land, together with the buildings and improvements thereon, located on the southerly side of Tandberg Trail (Route 115) in the Town of Windham, County of Cumberland, State of Maine, bounded and described as follows:

Beginning at a 5/8" iron rod ("PLS 2273") on the southerly side of Tandberg Trail and the northwesterly corner of land now or formerly of Robbin W. Frost as described in a deed recorded in the Cumberland County Registry of Deeds in Book 29949, Page 108.

- 1) Thence S 07° 43' 05" W by said land of Frost a distance of One and 00/100 (1.00) foot to a 5/8" iron rod ("PLS 2273");
- 2) Thence S 82° 21' 53" E by said land of Frost a distance of Twenty-Five and 02/100 (25.02) feet to a 5/8" iron rod ("PLS 2273");
- 3) Thence S 06° 42' 11" W by said land of Frost a distance of Two Hundred Eighty-Eight and 55/100 (288.55) feet to a 5/8" iron rod ("PLS 2273") on line of land now or formerly of Gary E. Dodge and Catherine A. Dodge as described in a deed recorded in said Registry in Book 15383, Page 175;
- 4) Thence S 52° 27' 28" W by said land of Dodge a distance of Thirty-One and 96/100 (31.96) feet to a point at remaining land of Nouria Energy Windham, LLC ("Nouria");

- 5) Thence N 81° 30' 44" W by said remaining land of Nouria a distance of One Hundred Seven and 78/100 (107.78) feet to a point;
- 6) Thence N 08°29' 16" E by remaining land of Nouria a distance of Two Hundred Sixty-Three and 25/100 (263.25) feet to a point;
- 7) Thence N 81° 30' 44" W by said remaining land of Nouria a distance of Fifteen and 50/100 (15.50) feet to a point;
- 8) Thence N 30° 16' 41" W by said remaining land of Nouria a distance of Sixty-One and 56/100 (61.56) feet to a point on the southerly sideline of said Tandberg Trail;
- 9) Thence S 81° 30' 44" E by said Tandberg Trail a distance of Thirty-Three and 05/100 (33.05) feet to a point;
- 10) Thence easterly by said Tandberg Trail, following a curve to the left having a radius of Eight Thousand Six Hundred Forty-Four and 42/100 (8,644.42) feet, an arc distance of One Hundred Sixteen and 96/100 (116.96) feet to the point of beginning, said point of beginning being located S 81° 53' 40" E a distance of One Hundred Sixteen and 95/100 (116.95) feet from the last described point.

Bearings are referenced to magnetic north 1975.

The above described parcel contains 40,602 square feet or 0.93 acres, more or less, and is shown as "Parcel B" on a plan entitled "Plan of Boundary Survey 201 & 209 Tandberg Trail Made for Nouria Energy Windham, LLC" dated April 5, 2016 and prepared by Titcomb Associates and recorded at the Cumberland County Registry of Deeds in Plan Book 216, Plan 123 (the "Plan").

The foregoing conveyance is subject to the easements and the reservation of rights and restrictions in deed from Nouria Energy Windham, LLC to Banks Naples, LLC dated April 20, 2016 and recorded at the Cumberland County Registry of Deeds Book 33064, Page 138.

Meaning and intending to convey and conveying the real property described in two deeds to Dilworth & Sons LLC, one from Robbin W. Frost dated July 13, 2017 and recorded in the Cumberland County Registry of Deeds at Book 34161, Page 44 AND one from Amblerwood Lane LLC dated October 2, 2024 and recorded in the Cumberland County Registry of Deeds at Book 41033, Page 245.

Witness my hand and seal this 4th day of October, 2024.

Witness:

Dilworth & Sons, LLC

By: _____

Ann Yamin, Authorized Representative

STATE OF MAINE

COUNTY OF CUMBERLAND, ss.

October 4, 2024

Personally appeared on the above date, the above-named **Ann Yamin, Authorized Representative** of said **Dilworth & Sons, LLC, a Maine Limited Liability Company**, and acknowledged the foregoing to be her free act and deed in her said capacity and the free act and deed of said **Limited Liability Company**.

JACQUELINE V. JORDAN
NOTARY PUBLIC
State of Maine
My Commission Expires
June 17, 2028

Before me:

Notary Public/Attorney at Law

Print name:

Exp:



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 20 2025 13:58:48. Please print or save for your records.

Legal Name	Charter Number	Filing Type	Status
MOON APARTMENTS LLC	202505802DC	LIMITED LIABILITY COMPANY	GOOD STANDING

Filing Date	Expiration Date	Jurisdiction
09/23/2024	N/A	MAINE

Other Names (A=Assumed ; F=Former)

NONE

Principal Home Office Address

Physical

9 SCOTT STREET
PORTLAND, ME 04102

Mailing

9 SCOTT STREET
PORTLAND, ME 04102

Clerk/Registered Agent

Physical

ALAN E SHEPARD, ESQ
93 MAIN STREET
KENNEBUNK, ME 04043

Mailing

ALAN E SHEPARD, ESQ
93 MAIN STREET
KENNEBUNK, ME 04043

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

[Short Form without
amendments
\(\\$30.00\)](#)

[Long Form with
amendments
\(\\$30.00\)](#)

You will need Adobe Acrobat version 3.0 or higher in order to view PDF files.
If you encounter problems, visit the [troubleshooting page](#).



If you encounter technical difficulties while using these services, please contact the [Webmaster](#). If you are unable to find the information you need through the resources provided on this web site, please contact the Division of Corporations, UCC & Commissions Reporting and Information Section at 207-624-7752 or [e-mail](#).

© Department of the Secretary of State

E. Agent Authorization Letter



189 Main Street, Suite 200
Yarmouth, ME 04096

June 16, 2025

To Whom It May Concern:

We hereby authorize

Trillium Engineering Group
189 Main Street
Yarmouth, ME 04096

As our agent to act on our behalf in all matters relating to all town/city processes required for the proposed project located at 209 and 211 Tandberg Trail, Windham Maine

This certification commences on the date of signing and is valid for two years from 6/16/2025 to 6/15/2027.

This certificate will become null and void unless it is agreed between both parties to make an extension.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eric Dube', written over a solid horizontal line.

Eric Dube, P.E.
Trillium Engineering Group

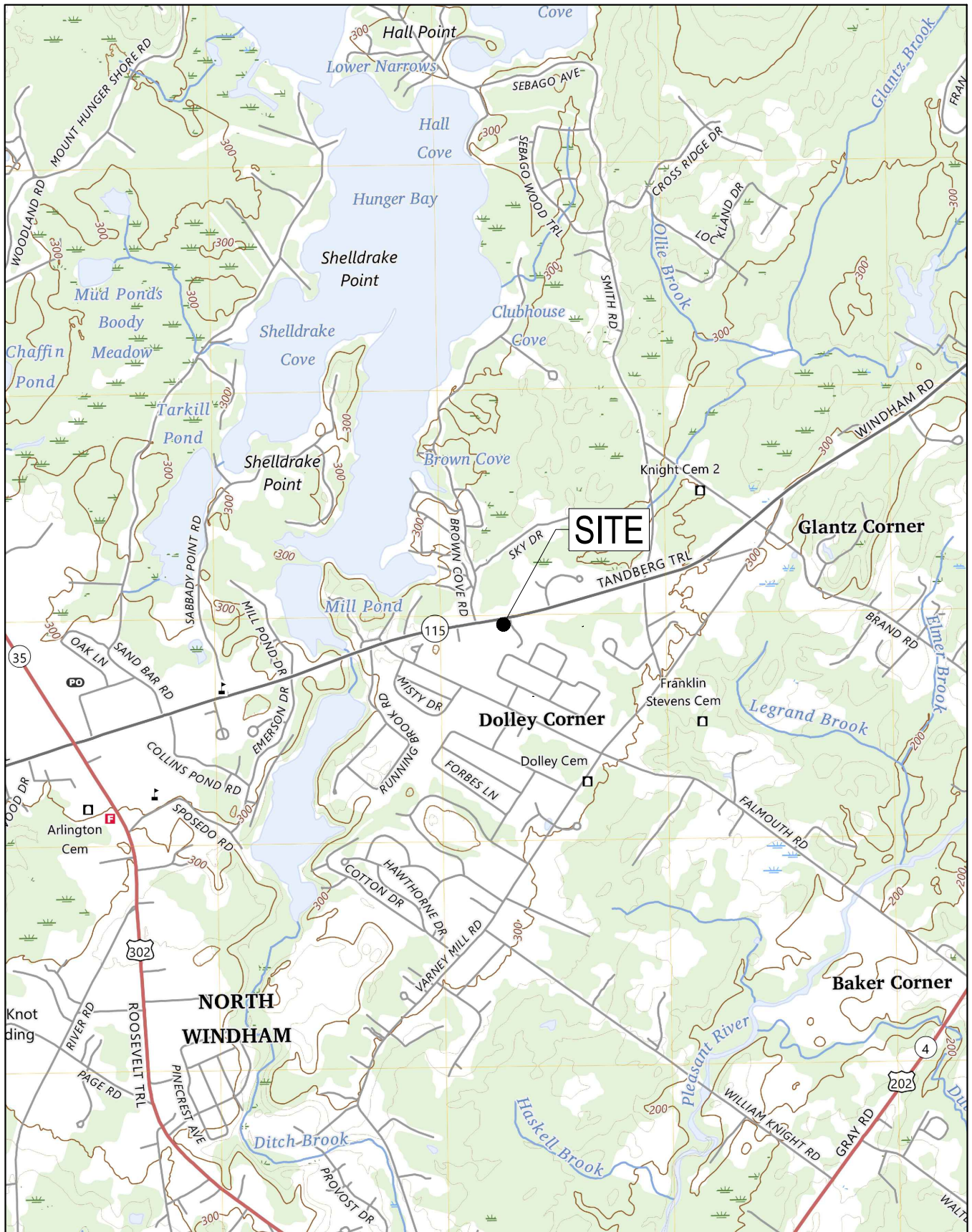
A handwritten signature in black ink, appearing to read 'Tyler Monahan', written over a dashed horizontal line.

Signature of Owners
Moon Apartments, LLC (Tyler Monahan)

A handwritten signature in black ink, appearing to read 'Eric Dube', written over a solid horizontal line.

Signature of Agent
Eric Dube, P.E.

F. Maps and Graphics



209/211 TANDBERG TRAIL

USGS LOCATION MAP

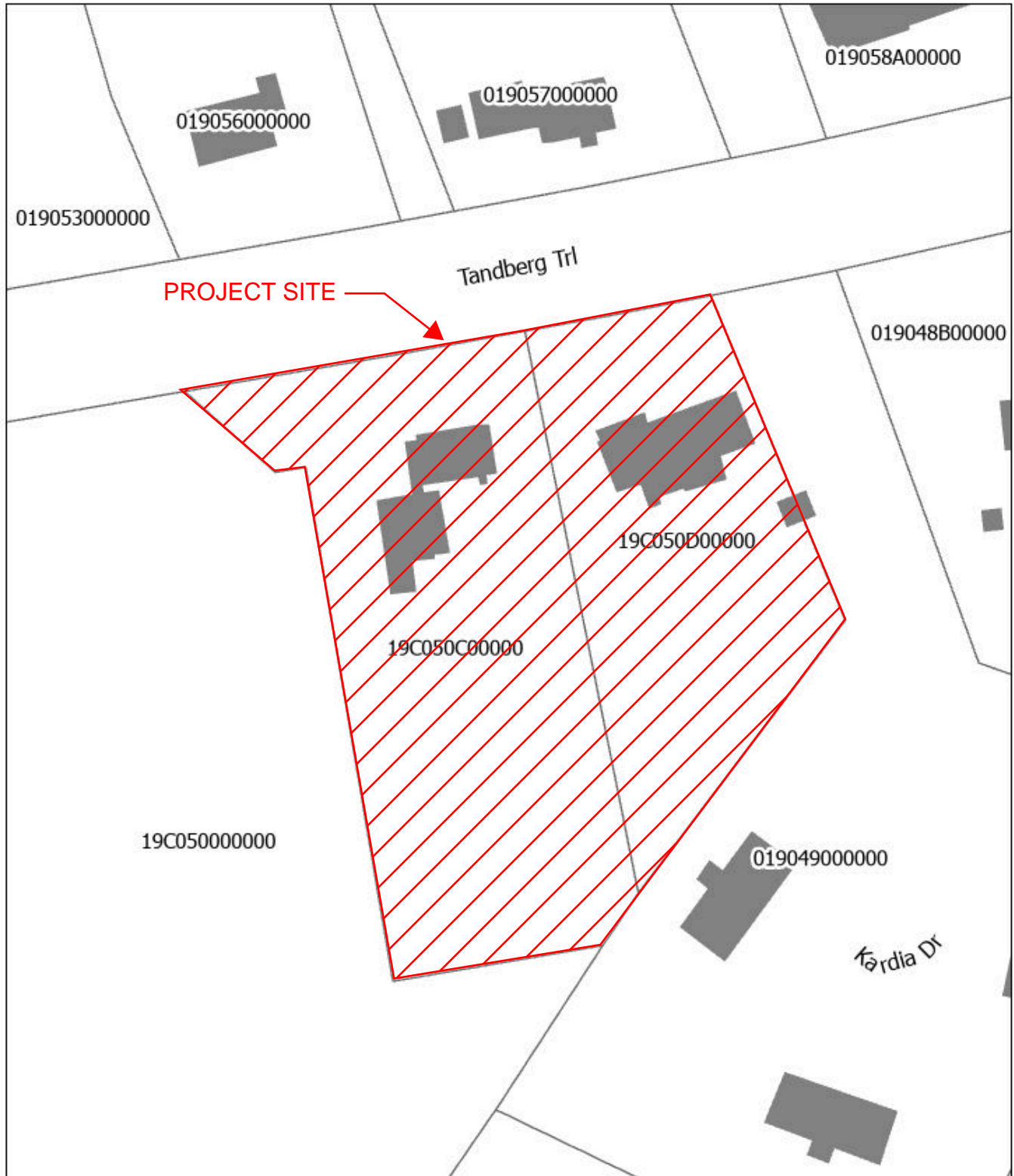
CLIENT:
MOON
APARTMENTS, LLC
9 SCOTT ST.
PORTLAND, ME 04102



SCALE: 1"=1'-0"
DESIGNED: XXX
DRAWN: XXX
DATE: XX-XX-XX
PROJECT NUMBER: XX-XXX

USGS

209/211 Tandberg Trail



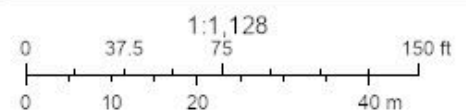
June 27, 2025

Parcel Boundaries

Buildings

Street Names

Municipal Boundary

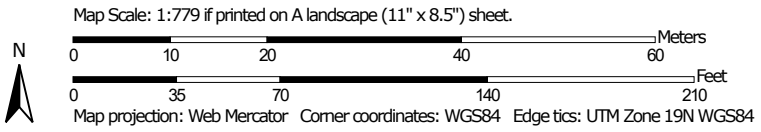


Sources: Esri, Maxar, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatasysteisen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community

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



Soil Map may not be valid at this scale.



MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

Special Point Features



Blowout



Borrow Pit



Clay Spot



Closed Depression



Gravel Pit



Gravelly Spot



Landfill



Lava Flow



Marsh or swamp



Mine or Quarry



Miscellaneous Water



Perennial Water



Rock Outcrop



Saline Spot



Sandy Spot



Severely Eroded Spot



Sinkhole



Slide or Slip



Sodic Spot



Spoil Area



Stony Spot



Very Stony Spot



Wet Spot



Other



Special Line Features

Water Features



Streams and Canals

Transportation



Rails



Interstate Highways



US Routes



Major Roads



Local Roads

Background



Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service

Web Soil Survey URL:

Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Cumberland County and Part of Oxford County, Maine

Survey Area Data: Version 21, Aug 26, 2024

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jul 22, 2021—Oct 7, 2021

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

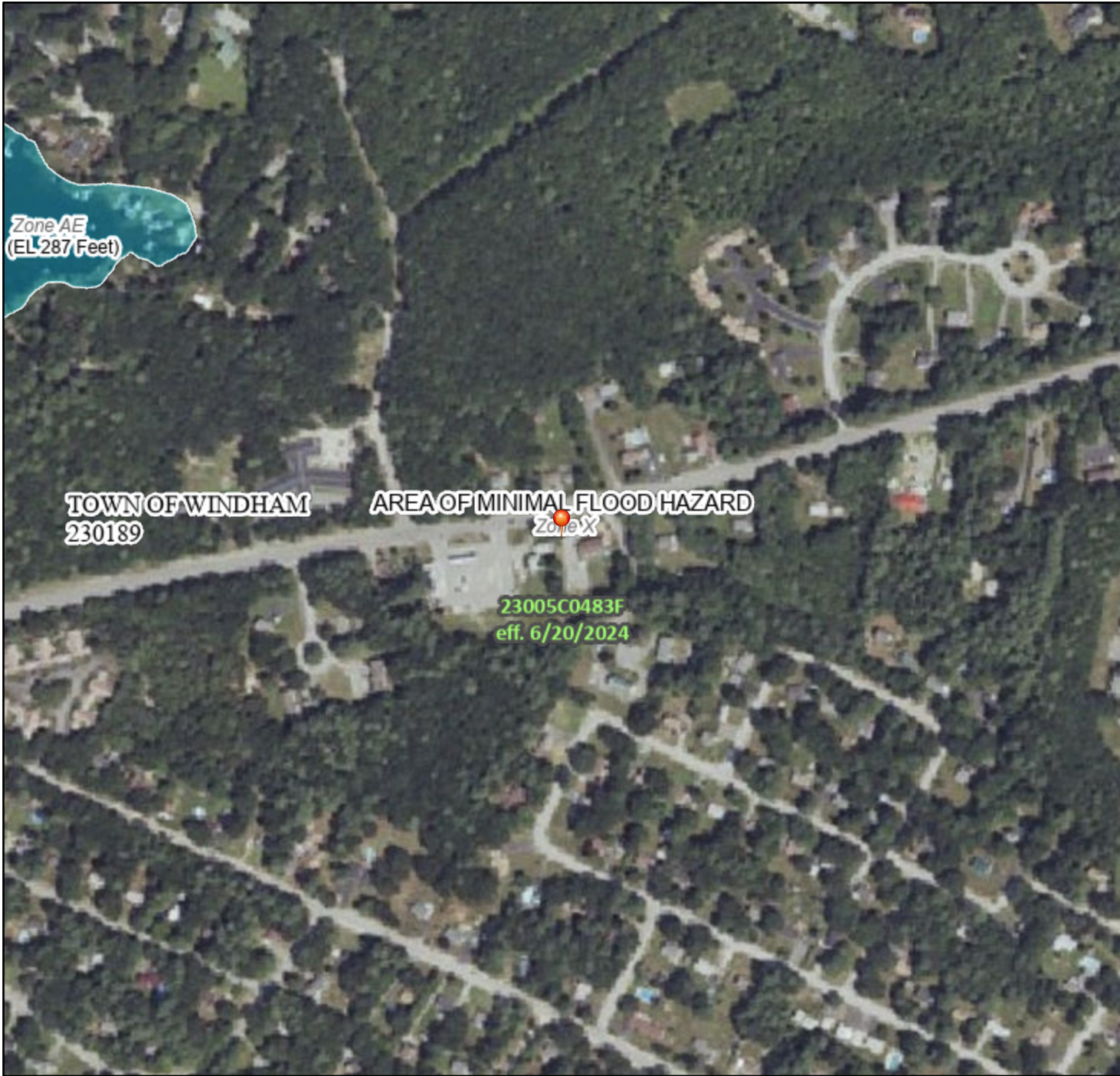
Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
Wa	Walpole fine sandy loam	0.0	1.7%
WmB	Windsor loamy sand, 0 to 8 percent slopes	2.8	98.3%
Totals for Area of Interest		2.9	100.0%

National Flood Hazard Layer FIRMMette



70°25'12"W 43°50'33"N



1:6,000

70°24'34"W 43°50'7"N

Basemap Imagery Source: USGS National Map 2023

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, A99
		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		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
		Profile Baseline
MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped



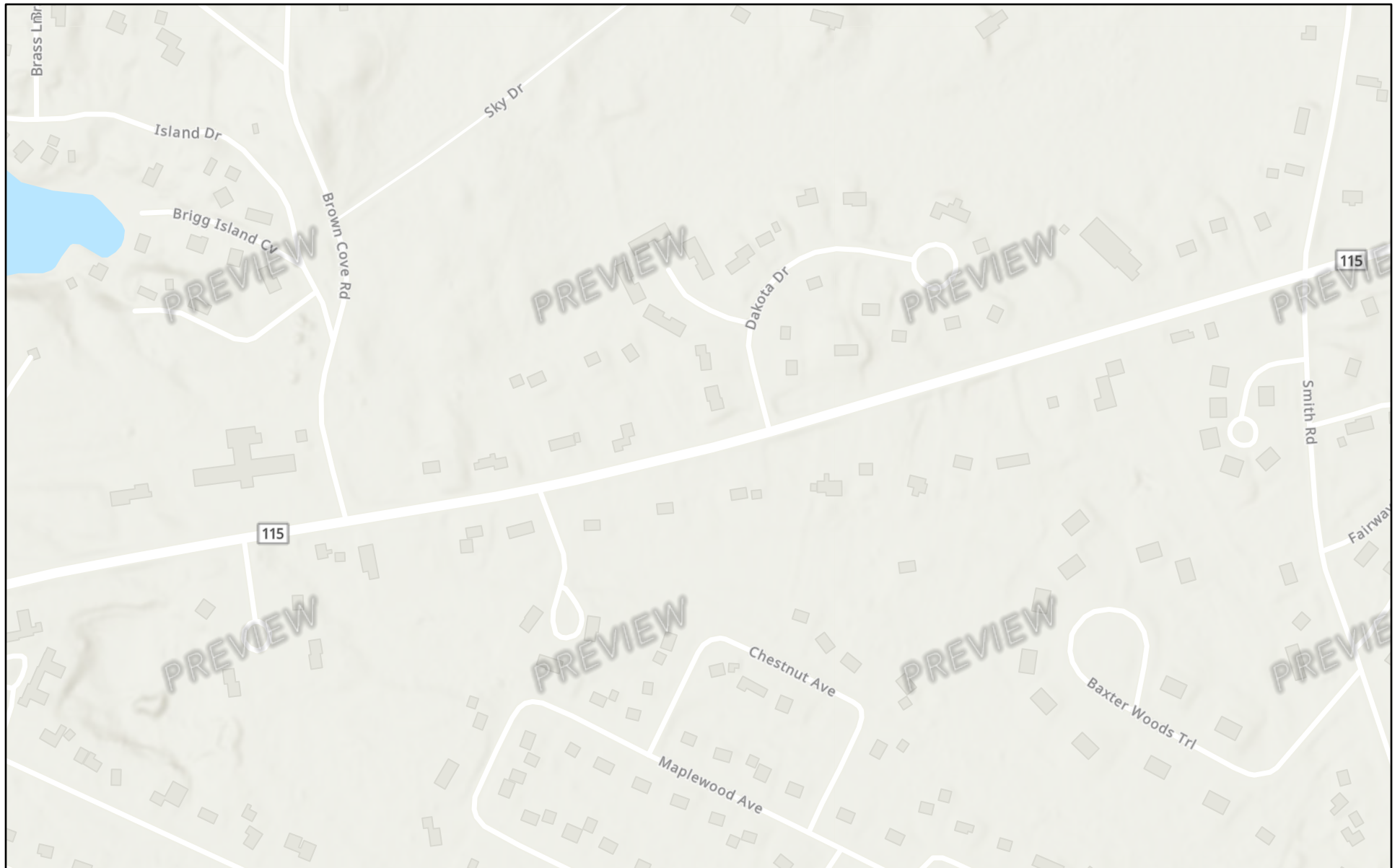
The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

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 6/18/2025 at 7:36 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.

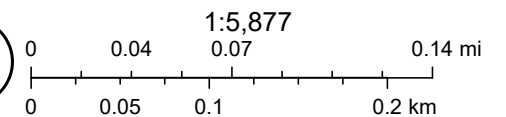
This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory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

Maine Department of Inland Fisheries and Wildlife Habitat Data Web Map



6/18/2025

World_Hillshade



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Sources: Esri, Maxar, Airbus DS,