



August 21, 2024

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

Re: Final Subdivision Plan Application – Cross Ridge Subdivision
Applicants: Peter Gilman, Tammy Gilman, Anna Gilman, Emily Gilman, Michael Gilman, & PTG Properties

Dear Steve:

We have enclosed a Final Subdivision Plan Application for the above referenced project, along with a detailed explanation of the specific waivers that are being requested from the Appendix B Road Construction Standards.

At the Planning Board Site Walk that was conducted on Saturday, August 17th we distributed a draft copy of the attached waiver request explanation, and we have made a few minor edits based on comments received at the site walk meeting. It should be noted that the Planning Board site walk did not include observation of any portion of Cross Ridge Drive that extends easterly from the intersection of Lockland Drive because it was generally understood that the Consent Agreement and our client's application for Subdivision Approval does not include any development responsibility for the portion of Cross Ridge Drive that extends easterly of Lockland Drive.

We are working with the Assessing Department to obtain new tax lot numbers for the proposed lots, and we will include those new numbers on the final recording plan once they are provided to us.

Upon your review of this information, please let us know if you have any questions or require any additional information.

Sincerely,

DM ROMA CONSULTING ENGINEERS

Dustin Roma

Dustin M. Roma, P.E.
President



MAJOR SUBDIVISION – FINAL PLAN - REVIEW APPLICATION

FEES FOR MAJOR SUBDIVISION FINAL PLAN REVIEW	APPLICATION FEE: <input type="checkbox"/> \$350.00 AMENDED APPLICATION FEE: <input type="checkbox"/> \$350.00	AMOUNT PAID: \$ _____ DATE: _____	
<input type="checkbox"/> Amended Major Subdivision Each Lot / Revision	REVIEW ESCROW: <input type="checkbox"/> \$250.00 AMENDED REVIEW ESCROW: <input type="checkbox"/> \$250.00		

PROPERTY DESCRIPTION	Parcel ID	Map(s) #	22	Lot(s) #	See Below	Zoning District(s)	FR	Total Land Area SF:	1,152,351 SF (26 AC)
	# Lots/dwelling units:		Total Distr. >1Ac.	<input type="checkbox"/> Y	<input type="checkbox"/> N			Est. Road Length(ft):	
	Physical Address:	Lockland Drive & Flintlock Drive				Watershed:	Pleasant River		

PROPERTY OWNER'S INFORMATION	Name:	Peter Gilman, Tammy Gilman, Anna Gilman, Emily Gilman Kyle Gilman, Michael Gilman & PTG Properties, Inc.	Name of Business:	
	Phone:	650 - 8909	Mailing Address:	75 Lockland Drive
	Fax or Cell:			Windham, ME 04062
	Email:	tammy@ptgproperties.com		

APPLICANT'S INFORMATION (IF DIFFERENT FROM OWNER)	Name:	Same as Owner	Name of Business:	
	Phone:		Mailing Address:	
	Fax or Cell:			
	Email:			

APPLICANT'S AGENT INFORMATION	Name:	Dustin Roma	Name of Business:	DM Roma Consulting Engineers
	Phone:	(207) 591 - 5055	Mailing Address:	PO Box 1116
	Fax or Cell:	(207) 310 - 0506		Windham, ME 04062
	Email:	dustin@dmroma.com		

PROJECT INFORMATION	Existing Land Use (Use extra paper, if necessary):	Undeveloped Lots accessed by existing road. Current configuration of lots are shown on Tax Map 22 as Lots 20-5, 23-3, 23-3B, 23-6, 23-7, 23-8, 23-9, 23-10, 23-11 and 23-12.
	Provide a narrative description of the Proposed Project (Use extra paper, if necessary):	After-the-fact subdivision approval which will result in the creation of 8 lots intended for single-family residential use
	Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non-conformance, etc.):	No significant constraints noted.

MAJOR SUBDIVISION - FINAL 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>The Major Plan document/map:</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"> • Name of the preparer of plans with professional information • Parcel's tax map identification (map and lot) and street address, if available 	<ul style="list-style-type: none"> • Complete application submission deadline: three (3) weeks prior to the desired Staff Review Committee meeting. <ul style="list-style-type: none"> - Five copies of the application and plans - Application Payment and Review Escrow • A pre-submission meeting with the Town staff is required. • Contact information: <ul style="list-style-type: none"> Windham Planning Department (207) 894-5960, ext. 2 Steve Puleo, Town Planner sipuleo@windhammaine.us Amanda Lessard, Planning Director allessard@windhammaine.us
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APPLICANT/PLANNER'S CHECKLIST FOR MAJOR SUBDIVISION REVIEW

<p><u>SUBMITTALS THAT THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BOARD REVIEW.</u></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., & 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><u>IT IS THE RESPONSIBILITY OF THE APPLICANT TO PRESENT A CLEAR UNDERSTANDING OF THE PROJECT.</u></p>
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Final Plan - Major Subdivision - Submission Requirements:	Applicant	Staff	B. Mandatory Plan Information	Applicant	Staff
A. Written information – submitted in a bound report.					
1. A fully executed application form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. All information presented on the Preliminary Plan, and any amendments suggested or required by the Board.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Evidence that the escrow account balance is greater than 25% of the initial Preliminary Plan deposit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Map and lot numbers for all lots as assigned by the Town of Windham Assessing Department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. 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"/>	3. Seal of the Maine Licensed Professional who prepared the plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. If the subdivider reserves title to spaces within the subdivision, provide copies of agreements or other documents.	<input type="checkbox"/>	<input type="checkbox"/>	4. 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"/>
5. Copies of any outside agency approvals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Location of all permanent monuments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Statement from the Maine Inland Fisheries & Wildlife that no significant wildlife habitat exists on the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PDF\Electronic Submission.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Digital transfer of subdivision plan data (GIS format).	<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.

Dustin Roma

8-21-24

Dustin Roma - Authorized Agent

APPLICANT OR AGENT'S SIGNATURE

DATE

PLEASE TYPE OR PRINT THE NAME

**Summary of Waiver Request of Appendix B Road Standards
Cross Ridge and Lockland Drive Subdivision Application**

The following is a partial list of dimensional requirements for **Major Private Roads** as defined in the Windham Land Use Ordinance, Chapter 120, Appendix B:

Surface Type:	Paved
Min. ROW Width:	50 feet
Min. Travel Way Width:	20 feet
Primary Shoulder Type:	Paved
Min. Primary Shoulder Width:	2 feet
Secondary Shoulder Type:	Gravel
Min. Secondary Shoulder Width:	2 feet
Min. Grade without curb:	0.5%
Min. Grade with curb:	1.0%
Max Grade:	11%
Min. Centerline Radius:	100 feet
Min Tangent b/w reverse curves:	100 feet
Min. Aggregate Subbase:	21 inches
Min. Aggregate Base:	3 inches
Min. HMA Pavement:	4 inches

The following is a partial list of dimensional requirements for **Minor Private Roads** as defined in the Windham Land Use Ordinance, Chapter 120, Appendix B:

Surface Type:	Gravel
Min. ROW Width:	50 feet
Min. Travel Way Width:	18 feet
Primary Shoulder Type:	Gravel
Min. Primary Shoulder Width:	2 feet
Secondary Shoulder Type:	N/A
Min. Secondary Shoulder Width:	N/A
Min. Grade without curb:	0.5%
Min. Grade with curb:	1.0%
Max Grade:	11%
Min. Centerline Radius:	60 feet
Min Tangent b/w reverse curves:	N/A
Min Paved Apron Length:	20 feet
Min. Aggregate Subbase:	18 inches
Min. Aggregate Base:	3 inches
Min. HMA Pavement:	N/A

The following is a summary of the measured conditions of road segments and indication of whether the road sections appear to be compliant or require a waiver:

Road Segment 1 – Cross Ridge Drive (750 feet +/-) – Major Private Road Standard

Surface Type:	Compliant
Min. ROW Width:	Compliant
Min. Travel Way Width:	Compliant – overlay will be 20 feet width
Primary Shoulder Type:	Waiver Required
Min. Primary Shoulder Width:	Compliant
Secondary Shoulder Type:	Waiver Required
Min. Secondary Shoulder Width:	Waiver Required
Min. Grade without curb:	Compliant
Min. Grade with curb:	N/A
Max Grade:	Compliant
Min. Centerline Radius:	Compliant
Min Tangent b/w reverse curves:	Compliant
Min. Aggregate Subbase:	Waiver Required - unknown
Min. Aggregate Base:	Waiver Required - unknown
Min. HMA Pavement:	Waiver Required – 1.5” additional HMA to be set
Suitable turn-around area:	Compliant

Road Segment 2 – Lockland Drive from Cross Ridge Drive Intersection to Winchester Drive Intersection (1,500 feet +/-) – Major Private Road Standard

Surface Type:	Compliant
Min. ROW Width:	Compliant
Min. Travel Way Width:	Compliant
Primary Shoulder Type:	Waiver Required
Min. Primary Shoulder Width:	Compliant
Secondary Shoulder Type:	Waiver Required
Min. Secondary Shoulder Width:	Waiver Required
Min. Grade without curb:	Compliant
Min. Grade with curb:	N/A
Max Grade:	Compliant
Min. Centerline Radius:	Compliant
Min Tangent b/w reverse curves:	Waiver Required
Min. Aggregate Subbase:	Waiver Required - unknown
Min. Aggregate Base:	Waiver Required - unknown
Min. HMA Pavement:	Waiver Required
Suitable Turn-Around Area:	Compliant

Road Segment 3 – Lockland Drive from Winchester Drive Intersection to end of roadway (1,900 feet +/-) – Major Private Road Standard

Surface Type:	Compliant
Min. ROW Width:	Compliant
Min. Travel Way Width:	Waiver Required for Curbed Section only
Primary Shoulder Type:	Waiver Required
Min. Primary Shoulder Width:	Waiver Required for Curbed Section only
Secondary Shoulder Type:	Waiver Required
Min. Secondary Shoulder Width:	Waiver Required
Min. Grade without curb:	Compliant
Min. Grade with curb:	Compliant (Needs repair for puddling)
Max Grade:	Compliant
Min. Centerline Radius:	Waiver for 90-degree turn portion
Min Tangent b/w reverse curves:	Compliant
Min. Aggregate Subbase:	Waiver Required - unknown
Min. Aggregate Base:	Waiver Required - unknown
Min. HMA Pavement:	Waiver Required
Suitable Turn-Around Area;	Compliant

Road Segment 4 – Winchester Drive (700 feet +/-) – Minor Private Road Standard

Surface Type:	Compliant
Min. ROW Width:	Compliant
Min. Travel Way Width:	Compliant
Primary Shoulder Type:	Compliant
Min. Primary Shoulder Width:	Compliant
Secondary Shoulder Type:	N/A
Min. Secondary Shoulder Width:	N/A
Min. Grade without curb:	Compliant
Min. Grade with curb:	N/A
Max Grade:	Compliant
Min. Centerline Radius:	Compliant
Min Tangent b/w reverse curves:	N/A
Min Paved Apron Length:	Compliant
Min. Aggregate Subbase:	Compliant
Min. Aggregate Base:	Compliant
Min. HMA Pavement:	N/A
Suitable Turn-Around Area:	Compliant

Road Segment 5 –Flintlock Drive (700 feet +/-) – Minor Private Road Standard

Surface Type:	Compliant
Min. ROW Width:	Compliant
Min. Travel Way Width:	Compliant
Primary Shoulder Type:	Compliant
Min. Primary Shoulder Width:	Compliant
Secondary Shoulder Type:	N/A
Min. Secondary Shoulder Width:	N/A
Min. Grade without curb:	Compliant
Min. Grade with curb:	N/A
Max Grade:	Compliant
Min. Centerline Radius:	Compliant
Min Tangent b/w reverse curves:	N/A
Min Paved Apron Length :	Compliant
Min. Aggregate Subbase:	Compliant
Min. Aggregate Base:	Compliant
Min. HMA Pavement:	N/A
Suitable Turn-Around Area:	Compliant