

January 17, 2025

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

**Subject: Amended Subdivision Application
Windham Village Apartments – Windham, ME
Cover Letter**

Dear Steve:

Windham Village Apartments, LLC. has retained Gorrill Palmer to assist in the preparation of plans and permitting for the approved Major Site Plan and Subdivision project #23-18 – Windham Village Apartments. This project was approved at Windham's July 1, 2024, Planning Board meeting with a vote of 5 to 0. The applicant received the approval letter dated July 2, 2024 with (6) six Conditions of Approval listed. A Minor Revision Site Plan Review Application dated October 17, 2024, was submitted to comply with Condition of Approval #6. A letter dated November 25, 2024, was received from the Planning Director that confirmed the approval of the minor change request.

We provide this letter notifying the Town that Windham Village Apartments was required to apply for a Traffic Movement Permit (TMP) from the Maine Department of Transportation (MDOT). The TMP is currently in draft approval awaiting signature. As part of TMP process, revised impact and mobility fees have been required from the MDOT as part of mitigation. The Site & Subdivision Plan (C004) has been updated with language revisions to Conditions of Approval #3, which reflects the correct and revised fee amount.

For ease of review, the table below summarizes the revised fee amounts between the previously approved plan and that currently proposed.

Mobility & Impact Fees		
Paid To	Previous	Current
Town of Windham	\$7,653	\$7,653
MaineDOT	\$18,274	\$56,854
Total	\$25,927	\$64,507

An updated Site & Subdivision Plan has been provided for review with this submission.

CLOSURE

As discussed with your office, an electronic version of this application is submitted for your review and approval. We look forward to continuing discussion of this project with you.

If you have any questions on the information being submitted, please contact our office.



STRUCTURAL



FALL PROTECTION
SAFETY



TRANSPORTATION



SITE DESIGN



SURVEY



WATER
RESOURCES



TECHNOLOGY
& INNOVATION



Sincerely,

GORRILL PALMER

Drew Gagnon, PE
Project Manager
Phone 207-772-2515 x288
dgagnon@gorrillpalmer.com

c: Loni Graiver, Windham Village Apartments, LLC
Angelo Coppola, Windham Village Apartments, LLC

\\gpstorage-srv\job_numbers\gravier homes\3796_gravier homes_tandberg trail mixed residential housing - windham\p applications\local\minor subdivision amendment\3796 - minor change request cover letter for tmp.docx



MAJOR SUBDIVISION – FINAL PLAN - REVIEW APPLICATION

FEES FOR MAJOR SUBDIVISION FINAL PLAN REVIEW		APPLICATION FEE: <input type="checkbox"/> \$350.00		AMOUNT PAID: \$ _____ DATE: _____	
		AMENDED APPLICATION FEE: <input type="checkbox"/> \$350.00			
<input type="checkbox"/> Amended Major Subdivision Each Lot / Revision		REVIEW ESCROW: <input type="checkbox"/> \$250.00		Office Use: _____ Office Stamp: _____	
		AMENDED REVIEW ESCROW: <input type="checkbox"/> \$250.00			
PROPERTY DESCRIPTION	Parcel ID	Map(s) #	Lot(s) #	Zoning District(s)	Total Land Area SF:
	# Lots/dwelling units:	Total Distr. >1Ac. <input type="checkbox"/> Y <input type="checkbox"/> N			Est. Road Length(ft):
	Physical Address:	Watershed:			
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 (Use extra paper, if necessary): Existing wooded and meadow areas bordered by Tandberg Trail to the south and Manchester Drive to the west.				
	Provide a narrative description of the Proposed Project (Use extra paper, if necessary): Development of 172 unit multifamily project with associated stormwater, utilities and roadway infrastructures				
	Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non-conformance, etc.): No wetlands exist on site. The site is mostly sand and existing topography general slopes slightly south towards Tandberg trail. The site is not within shoreland zone or a flood plain.				

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.

The Major Plan document/map:

- A) Plan size: 24" X 36"
 B) Plan Scale: No greater 1":100'
 C) Title block: Applicant's name and address
- Name of the preparer of plans with professional information
 - Parcel's tax map identification (map and lot) and street address, if available

- Complete application submission deadline: three (3) weeks prior to the desired Staff Review Committee meeting.
 - Five copies of the application and plans
 - Application Payment and Review Escrow
- A pre-submission meeting with the Town staff is required.
- Contact information:
 - Windham Planning Department (207) 894-5960, ext. 2
 - Steve Puleo, Town Planner sipuleo@windhammaine.us
 - Amanda Lessard, Planning Director allessard@windhammaine.us

APPLICANT/PLANNER'S CHECKLIST FOR MAJOR SUBDIVISION REVIEW

SUBMITTALS THAT THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BOARD REVIEW.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PRESENT A CLEAR UNDERSTANDING OF THE PROJECT.

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).

Final Plan - Major Subdivision - Submission Requirements:	Applicant	Staff			
A. Written information – submitted in a bound report.			B. Mandatory Plan Information	Applicant	Staff
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 checked="" 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 checked="" 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 checked="" 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.

APPLICANT OR AGENT'S SIGNATURE

DATE

PLEASE TYPE OR PRINT THE NAME