

July 18, 2016

Amanda Lessard, Town Planner  
8 School Road  
Windham, ME 04062

**RE: Peter Gilman 2-lot subdivision, Roosevelt Trail and Provost Drive AKA Odd Fellows Subdivision  
Final Plan Application**

Dear Amanda and Members of the Planning Board,

On behalf of the P.T.G. Properties, Inc., we are pleased to submit this subdivision application for Final Plan review. The proposal is for a 2-lot residential minor subdivision located at the intersection of Roosevelt Trail and Provost Drive. The land is identified on the Town's tax maps as Map 48, Book 28, Lot 00 and is zoned RM: Medium Density Residential. The lot is also in the RCCF, Retirement Community and Care Facility overlay district. The subject property is 50,235 square feet. The minimum lot size is 20,000 sf if served by municipal water, which this parcel is. The Net Residential Density is 15,000 sf, which would allow up to 3 units of housing on 2 lots.

As shown on the enclosed plan, Lot 1 has an existing single family home and subsurface disposal field. Lot 2 could either have a single family home or a duplex unit. The subsurface disposal field has been designed for a total of 6 bedrooms (duplex). The approval of this subdivision plan would allow for a duplex to be built on Lot 2. We have included an erosion and sedimentation control details and notes sheet. The sheet includes a detail for an individual house construction. The site is very level and flat and has a sandy loam substrate. Stormwater flows will be minimal and can be handled on-site if necessary. Stormwater changes are associated with the home construction only.

This submission included 5 copies following items:

- A. Final Plan Application Form
- B. Submission Narrative
- C. 11"x17" 2-lot subdivision Plan, dated July 2016, prepared by Wayne Wood.
- D. Erosion and Sedimentation Control Details and Notes.

Thank you in advance of your review. We look forward to discussing the project with you at the August 8, 2016 Planning Board meeting.

Sincerely,



Tom Farmer, Maine Licensed Landscape Architect  
Wright-Pierce

## Roosevelt Trail and Provost Drive Ordinance Narrative

The following information is provided to introduce the project and to address items within the Final Plan Application.

This Final Plan submission consist of fifteen (15) copies of the information requested below per Ordinance Section 910.B.1. The information taken directly from the Ordinance is shown in *italics*. The applicant's response follows in **normal bold type**

### *Mandatory Written Information*

- (1) *A fully executed application form signed by a person with right, title, or interest in the property proposed for subdivision.*

**Attached**

- (2) *Evidence of payment of the application and escrow fees (See Appendix A Fee Schedule).*

**A check will be delivered by the applicant to the Town office in the amount of \$2,400 (\$900 for Final Application and \$1500 for review escrow).**

- (3) *The name, registration number and seal of the Maine Licensed Professional Land Surveyor who conducted the survey.*

**Shown on survey Plan**

- (4) *Name, registration number and seal of the licensed professional who prepared the plan (if applicable).*

**Thomas Farmer, Maine Licensed Landscape Architect #2266**

- (5) *Description of how solid waste generated from the proposed subdivision is to be collected and disposed of.*

**Any solid waste generated by the construction of the new home will be collected and disposed of in a construction dumpster operated by Pine Tree Waste. The waste will be taken to the appropriate facility.**

- (6) *A statement from the Maine Department of Inland Fisheries and Wildlife that no significant wildlife habitat exists on the site.*

**NA. The site is open lawn and surrounded by other residential and business development.**

- (7) *Copies of existing or proposed deed restrictions or covenants.*

**Any restrictions are shown on the enclosed Subdivision Recording Plan.**

- (8) *Copies of existing or proposed easements on the property.*

**Any easements are shown on the enclosed Subdivision Recording Plan.**

- (9) *An acceptable title opinion proving right of access to the proposed subdivision or site for any property proposed for development on or off of a private way or private road.*

**The use of Provost Drive has a legal easement over it to Lot 2. The easement is shown and described on the Recording Plan.**

(10) *Financial Capacity*

- (i) *Estimated costs. Specify the estimated total cost of the development and itemize the estimated major expenses. The itemization of major costs may include, but not be limited to, the cost of the following activities: land purchase, roads, sewers, structures, water supply, erosion control, pollution abatement and landscaping.*

**The land is owned by the applicant and a house and associated site improvements have been completed on Lot 1. There are not roads or significant infrastructure associated with the subdivision. Other improvements to the site relate to the costs for erosion control and any site development on Lot 2. The costs associated this project are privately finance by the applicant by the sale of the home and land known as Lot 1.**

- (11) *Technical Capacity. Describe the technical ability of the applicant and consultant(s) to undertake the development. Include the following information: (i) Prior experience. A statement of the applicant's prior experience and appropriate training relating to the nature of the development. Specify prior experience relating to developments that have received permits from the Town. Sec. 900 Subdivision Review Land Use Ordinance Town of Windham 9 - 26 (ii) Personnel. Resumes or similar documents detailing the experience and qualifications of full-time, permanent or temporary staff contracted with or employed by the applicant who will design the development.*

**The applicant has developed numerous projects in the Town of Windham and has a good track record of complete and successful projects. Cobalt Court Subdivision off Smith Road was the most recent project undertaken by the applicant through Bauer and Gilman Construction, LLC.**

- (12) *The name and contact information for the road association whose private way or road is used to access the subdivision (if applicable).*

**A road association does not exist for this subdivision. There is an access easement over Provost Drive to access Lot 2.**

**Additional information regarding the proposal was submitted during the Sketch Plan Application.**

Project Name: Provost Drive Subdivision

Tax Map: 48 Lot: 28

Estimated square footage of building(s): 4000 S.F. total

If no buildings proposed, estimated square footage of total development/disturbance:

**Contact Information**

1. Applicant

Name: P.T.G. Properties, Inc.  
Mailing Address: 75 Lockland Dr. Windham, ME 04062  
Telephone: 650-8909 Fax: E-mail: tammy@ptgproperties.com

2. Record owner of property

☒ (Check here if same as applicant)

Name:

Mailing Address:

Telephone:

Fax:

E-mail:

3. Contact Person/Agent (if completed and signed by applicant's agent, provide written documentation of authority to act on behalf of applicant)

Name: Tom Farmer  
Company Name: Wright-Pierce  
Mailing Address: 75 Washington Ave. Suite 202 Portland ME 04101  
Telephone: 523-1418 Fax: E-mail: tom.farmere.wright-pierce.com

I certify all the information in this application form and accompanying materials is true and accurate to the best of my knowledge.

T. Farmer  
Signature

7.15.16  
Date

### Final Plan - Minor Subdivision: Submission Requirements

A. Mandatory Written Information		Applicant	Staff
1	A fully executed application form, signed by person with right, title, or interest in the property	✓	
2	Evidence of payment of the application and escrow fees 900 + 1500	✓	
3	Name, registration number and seal of the Maine Licensed Professional Land Surveyor who conducted the survey	✓	
4	Name, registration number and seal of the licensed professional who prepared the plan (if applicable)	✓	
5	Description of how solid waste generated at the site is to be collected and disposed of.	NA	
6	Statement from the Maine Inland Fisheries & Wildlife that no significant wildlife habitat exists on the site	NA	
7	Copies of existing or proposed deed restrictions or covenants.	✓	
8	Copies of existing or proposed easements over the property	✓	
9	Title opinion proving right of access to the proposed subdivision or site for any property proposed for development on or off of a private way or private road	✓	
10	Financial Capacity. Estimated costs of development, and itemization of major costs	NA	
	i. Estimated costs of development, and itemization of major costs		
	ii. Financing - provide one of the following:		
	a. Letter of commitment to fund from financial institution, governmental agency, or other funding agency		
	b. Annual corporate report with explanatory material showing availability of liquid assets to finance development		
	c. Bank statement showing availability of funds if personally financing development		
	d. Cash equity commitment		
	e. Financial plan for remaining financing		
	f. Letter from financial institution indicating an intention to finance		
	iii. If a corporation, Certificate of Good Standing from the Secretary of State		
11	Technical Capacity	✓	
	i. A statement of the applicant's experience and training related to the nature of the development, including developments receiving permits from the Town.	NA	
	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.	NA	
12	Name and contact information for the road association who's private way or road is used to access the subdivision (if applicable)	NA	

<b>B. Mandatory Plan Information</b>		<b>Applicant</b>	<b>Staff</b>
1	Name of subdivision, date and scale	✓	
2	Stamp of the Maine License Professional Land Surveyor that conducted the survey, including at least one copy of original stamped seal that is embossed and signed	✓	
3	Stamp with date and signature of the Maine Licensed Professional Engineer that prepared the plans.	✓	
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	✓	
5	Location map showing the subdivision within the municipality		
6	Vicinity plan showing the area within 250 feet, to include:	✓	
	i. approximate location of all property lines and acreage of parcels	✓	
	ii. locations, widths, and names of existing, filed, or proposed streets, easements or building footprints	✓	
	iii. location and designations of any public spaces	NA	
	iv. outline of proposed subdivision, together with its street system and indication of future probably street system, if the proposed subdivision encompasses only part of the applicants entire property.	✓	
7	Standard boundary survey of parcel, including all contiguous land in common ownership within the last 5 years	✓	
8	Existing and proposed street names, pedestrian ways, lot easements, and areas to be reserved or dedicated to public use	✓	
9	All lots within the subdivision, including numbers for each lot, and map and lot number assigned by the Windham Assessing Department	✓	
10	Location of all monuments as required by ordinance		
11	Location of any important or unique natural and site features including, but not limited to wetlands, water bodies, streams, scenic areas, sand and gravel aquifers, significant wildlife habitats, significant fisheries, treelines, historic and/or archaeological resources.	NA	
12	Location of all yard setback lines.	✓	
13	Medium intensity soils map for the area to be subdivided. The Planning Board may require submission of a high intensity soils map in instances where poor soils are evident.	NA	
14	Location and results of test pits performed by a Maine Licensed Site Evaluator or Certified Soil Scientist if subsurface wastewater disposal systems (septic) are proposed.	✓	
15	Written offers of cessation to the Town of all public open space shown on the plan.	NA	
16	All conditions of approval and/or waivers required or granted by the Planning Board, with the exception of waivers from the submission requirements.		
17	Boundaries of any flood hazard areas and the 100-year flood elevation as depicted on the Town's Flood Insurance Rate Map	NA	



**C. Submission information for which a waiver may be granted.**

- 1 Contour lines at intervals of 5 feet, or at lesser intervals as the Planning Board may require
- 2 Description of how stumps and demolition debris will be disposed of  
A surface drainage plan or stormwater management plan with profiles and cross-sections showing the design of all facilities and conveyances necessary to meet the stormwater management standards set forth in Section 900.
- 3 A soil erosion and sediment control plan prepared by a Maine Licensed Professional Engineer or a Certified Professional in Erosion and Sediment Control (CPESC).
- 4 If subsurface wastewater disposal systems (septic) are proposed, a hydrogeologic assessment prepared by a Maine Licensed Site Evaluator or Certified Geologist.
- 5 Show location of driveways

Applicant	Staff
NA	
NA	
✓	
NA	