



April 2, 2018
12270

Amanda Lessard, Planner
Town of Windham
8 School Street
Windham, ME 04062

**Sketch Plan Application, Minor Subdivision for Two Duplex Lots,
29 Smith Road, Tax Map 19, Lot 94, Mayberry Associates, LLC**

Dear Amanda:

On behalf of Mayberry Associates, LLC, Sebago Technics is pleased to submit the enclosed Sketch Plan Application for two proposed lots each containing a duplex residential building on the approximately 2.43 acres of property located at the intersection of Smith Road and Tandberg Trail (Route 115). This site was originally approved for a 5-unit apartment building in May of 2013, but due to the economics of the required infrastructure construction, the project was never developed. Instead, the applicant constructed a duplex on the property, and is now looking to subdivide the lot to allow for the construction of one additional duplex.

The site is located in the Medium-Density Residential (RM) District and is identified as Lot 94 on the Town of Windham Tax Map 19. The minimum lot size in the Medium-Density Residential (RM) District is 20,000 square feet with a public water and the standard net residential density is 15,000 sf per unit. The net residential density calculations for the project site indicate a total of 5.45 units are allowed for the parcel and four are proposed within the two duplex buildings. As the property has more land than required for the four units, and based upon discussions with the abutting property owner, Justin Saunders, the applicant is proposing to convey approximately 0.35 acres of land with approximately 162 feet of frontage on Tandberg Trail to Mr. Saunders, which will make his lot conforming in regards to required street frontage.

The attached Sketch Plan shows the existing duplex with a driveway from Smith Road and parking, as well as the proposed duplex and its associated access drive and parking area. The proposed duplex building will be very similar to the existing and building plans are included. Proposed lot lines and areas are depicted such that each duplex will be on its own lot, as well as the area proposed to be conveyed to the abutter which is so noted. A wetland area exists on the property as shown and divides the site from northwest to southeast. The driveway access to the proposed duplex will have to cross the wetland and a culvert will be installed as shown. The remainder of the wetland will be maintained as undeveloped woodland.

Stormwater runoff from the site generally drains to the wetland area and then flows in a southeasterly direction toward the abutting property. As a large wooded area is proposed to be retained at the rear of the property, no formal stormwater management is proposed to be constructed, but rather to simply direct the runoff from the developed areas of the site to the wooded areas and utilize the existing wetland area for stormwater management. The existing duplex is currently served by overhead electric

and telecommunications from the existing overhead lines on Smith Road. A private subsurface waste water disposal system has been installed for the existing duplex and a second system will be installed for the proposed duplex. The existing duplex is served by public water service which will also be installed to service the new duplex.

We do not anticipate this project will require any permitting through the Maine Department of Environmental Protection as the disturbed area will be less than 1 acre and less than 4,300 square feet of wetlands will be impacted. Additionally, we have reviewed the submission criteria for a Minor Subdivision application as well as the Subdivision Performance Standards and currently do not believe that the project will require any waivers from the Planning Board.

We are hopeful that we have provided the required material for a Sketch Plan application for a Minor Subdivision so that we may present the project to the Planning Board at their next regularly scheduled meeting. In the interim, we will finalize the plan set and application materials to allow for the submission of a Final Minor Subdivision Application.

Upon your review of the enclosed submission, please call with any questions or if you require additional information. Thank you for your consideration.

Sincerely,

SEBAGO TECHNICS, INC.

A handwritten signature in black ink, appearing to read "Shawn M. Frank". The signature is fluid and cursive, with the first name "Shawn" and last name "Frank" clearly distinguishable.

Shawn Frank, P.E.
Senior Project Manager

SMF/llg
Enc.

cc: Mayberry Associates, LLC

Sketch Plan - Minor & Major Subdivision

Project Name: Mayberry Two Units

Tax Map: 19 **Lot:** 94

Number of lots/dwelling units: 4 dwelling units **Estimated road length:** n/a

Is the total disturbance proposed > 1 acre? ☐ Yes ☒ No

Contact Information

1. Applicant

Name: Mayberry Associates, LLC

Mailing Address: 60 Sandbar Road, Windham, ME 04062

Telephone: 671-2400 Fax: _____ E-mail: mmayberry1962@aol.com

2. Record owner of property

X (Check here if same as applicant)

Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ Email: _____

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

Name: Shawn Frank, PE

Company Name: Sebago Technics, Inc.

Mailing Address: 75 John Roberts Road, South Portland, ME 04106

Telephone: 200-2062 Fax: 850-2207 E-mail: sfrank@sebagotechnics.com

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

Signature

Date

Sketch Plan - Minor & Major Subdivisions: Submission Requirements

Applicant Staff

Sketch Plan - Minor & Major Subdivision

Project Name: Mayberry Two Units

Tax Map: 19 Lot: 94

Number of lots/dwelling units: 4 dwelling units Estimated road length: n/a

Is the total disturbance proposed > 1 acre? ☐ Yes ☒ No

Contact Information

1. Applicant

Name: Mayberry Associates, LLC

Mailing Address: 60 Sandbar Road, Windham, ME 04062

Telephone: 671-2400 Fax: _____ E-mail: mmayberry1962@aol.com

2. Record owner of property

☒ (Check here if same as applicant)

Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ Email: _____

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

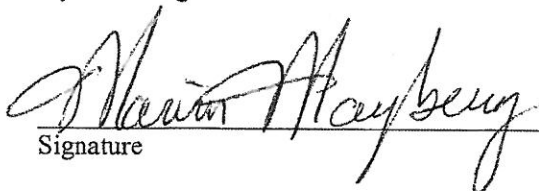
Name: Shawn Frank, PE

Company Name: Sebago Technics, Inc.

Mailing Address: 75 John Roberts Road, South Portland, ME 04106

Telephone: 200-2062 Fax: 850-2207 E-mail: sfrank@sebagotechnics.com

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

 4/2/18
Signature Date

Sketch Plan - Minor & Major Subdivisions: Submission Requirements

Applicant Staff

a.	Complete Sketch Plan Application form	X	
b.	Project Narrative	X	
	conditions of the site	X	
	number of lots	X	
	constraints/opportunities of site	X	
	Outline any of the following studies that will be completed at a future stage:	n/a	
	traffic study	n/a	
	utility study	n/a	
	market study	n/a	
c.	Name, address, phone for record owner and applicant	X	
d.	Names and addresses of all consultants working on the project	X	
e.	Evidence of right, title, or interest in the property	X	
f.	Evidence of payment of Sketch Plan fees and escrow deposit	X	
g.	Any anticipated waiver requests (Section 908)	no	
	Waivers from Submission Criteria. Will the applicant be requesting waivers from the "Submission information for which a Waiver May be Granted"?	no	
	If yes, submit letter with the waivers being requested, along with reasons for each waiver request.		
	Waivers from Subdivision Performance Standards. Will the applicant be requesting waivers from any of the performance and design standards detailed in Section 911 of the Land Use Ordinance?	no	
	If yes, submit letter with the waivers being requested, along with a completed "Performance and Design Standards Waiver Request" form.		
h.	Copy of portion of the USGS topographic map of the area, showing the boundaries of the proposed subdivision.	X	
i.	Copy of that portion of the Cumberland County Medium Intensity Soil Survey covering the proposed subdivision, showing the boundaries of the proposed subdivision.	X	
	Submit initialed form regarding additional fees, from applicant intro packet	X	
j.	Plan Requirements		
1	Name of subdivision, north arrow, date and scale	X	
2	Boundary and lot lines of the subdivision	X	
3	Approximate location, width, and purpose of easements or restrictions	X	
4	Streets on and adjacent to the tract.	X	
5	Approximate location and size of existing utilities on and adjacent to the tract, including utility poles and hydrants (if none, so state).	X	
6	Existing buildings, structures, or other improvements on the site	X	
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.	X	
Electronic Submission		X	

Subdivision Review			
Item	Fee	Review Escrow	Effective Date
Development Team		\$100	10/22/09
Minor or Major Subdivision Sketch Plan	\$200	\$300	7/28/11
Minor Subdivision Final Plan	1-4 lots \$900	\$1,500	7/28/11
Major Subdivision Preliminary Plan	1-10 lots \$1,300 PLUS Each lot over 10 \$300	Up to 10 lots = \$2,500 11-15 lots = \$3,000 16-30 lots = \$4,000 30+ lots = \$5,000	7/28/11
Major Subdivision Final Plan	\$350	\$250	
Amended Suidivison Each Lot/Revision	\$350	\$250	7/28/11

Site Plan Review			
Item	Fee	Review Escrow	Effective Date
Development Team		\$100	10/22/09
Minor or Major Site Plan Sketch Plan	\$200	\$300	7/28/11
Minor Site Plan Final Plan	\$850	\$2,000	7/28/11
Major Site Plan Final Plan	\$1,300 PLUS \$25 each 1K s.f. over 5K s.f. GFA	2K to 5K s.f. GFA = \$2,000 5K to 15K s.f. GFA = \$3,000 15K to 35K s.f. GFA = \$4,000 over 35K s.f. GFA = \$5,000	7/28/11
Amended Site Plan Each Revision	\$350	\$250	7/28/11

Zone Change & Other Review Fees			
Item	Fee	Review Escrow	Effective Date
Zone Change Request	\$600	n/a	7/28/11
Contract Zone Request	\$800	\$500	7/28/11
Conditional Use	\$400	\$250	7/28/11
Board of Appeals			7/28/11
Incl. Variances and Appeals	\$400	n/a	
Mineral Extraction			7/28/11
New Operation	\$100 + \$100/acre	\$500	
Expansion over 5 acres	\$100 + \$100/acre	\$500	
Renewal	\$50	n/a	
Renewal, Late Fee	\$50	n/a	

WARRANTY DEED
(Statutory Short Form)

MARVIN R. MAYBERRY, of Windham, Cumberland County, Maine, for consideration paid, grants to **MAYBERRY ASSOCIATES, LLC**, of Maine Limited Liability Company with a principal place of business in Windham, Cumberland County, Maine, whose mailing address is: 60 Sandbar Road, Windham, ME 04062, with **WARRANTY COVENANTS**, the following-described real property located in the Town of Windham, County of Cumberland County, and State of Maine:

A certain lot or parcel of land, with any improvements thereon, situated in Windham, Cumberland County, Maine, more particularly described as follows:

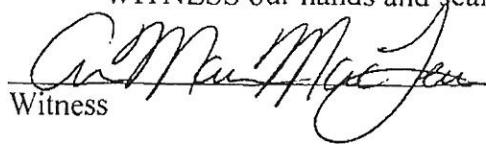
COMMENCING at a point on the southerly side of the road leading from North Windham to Gray, and at a point where the road leading from Silas Lamb Estate to the road leading by the Estate of the late E. H. McDonald crosses the first named road, thence southerly, along the line of the second named road, to land owned by the Estate of William B. Lamb, thence northeasterly, along the line of the Lamb Estate and land of the Sanders Estate, to the road first named, thence westerly, along the line of the Gray Road, to the first named bound.

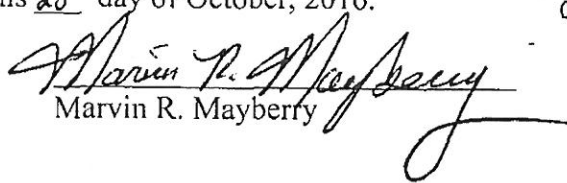
Meaning and intending to describe all and the same premises conveyed to Marvin R. Mayberry by Deed of Russell O. Lovejoy and Linda H. Lovejoy, dated June 11, 2013, and recorded in the Cumberland County Registry of Deeds in Book 30743, Page 35.

Also conveying all rights, easements, privileges and appurtenances belonging to the premises hereinabove described.

WITNESS our hands and seals this 28th day of October, 2016.

Witness



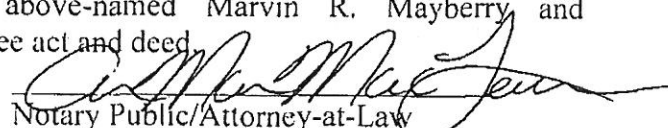

Marvin R. Mayberry

Received
Recorded Register of Deeds
Nov 08, 2016 01:14:23P
Cumberland County
Nancy A. Lane

STATE OF MAINE
Cumberland, ss.

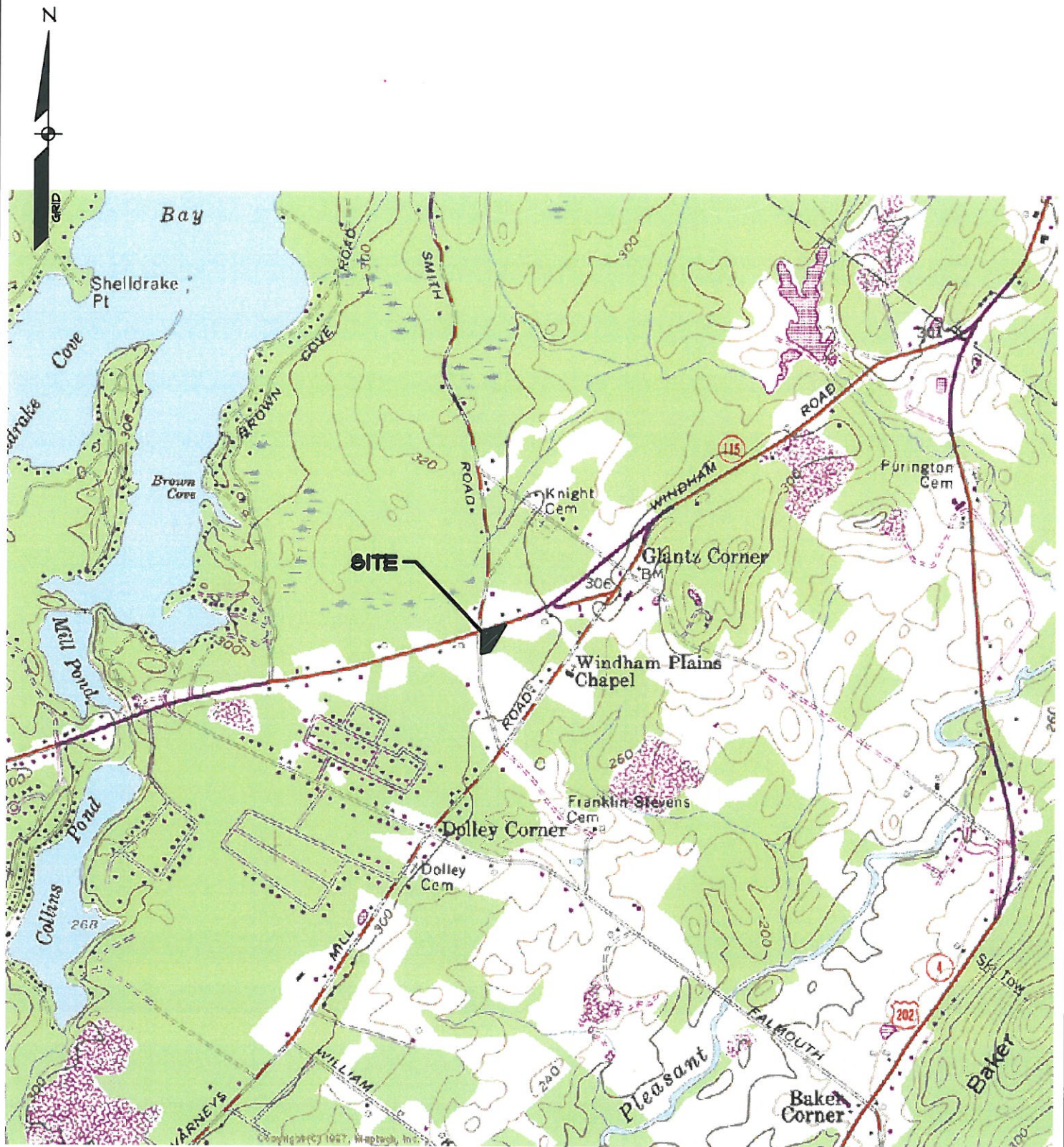
October 28, 2016

Personally appeared, before me, the above-named Marvin R. Mayberry and acknowledged the foregoing instrument to be his free act and deed.


Notary Public/Attorney-at-Law

Print Name: Ann Marie MacLean

SEAL



SEBAGO
TECHNICS

WWW.SEBAGOTECHNICS.COM

75 John Roberts Rd. - Suite 1A
South Portland, ME 04106
Tel. 207-200-2100

250 Goddard Rd. - Suite B
Lewiston, ME 04240
Tel. 207-783-5656

SITE LOCATION MAP OF: MULTI-PLEX SITE

LOCATION:

SMITH ROAD
WINDHAM, MAINE

FOR:

MAYBERRY ASSOC., LLC
WINDHAM, MAINE

SCALE: 1" = 1600'

DATE: 11-09-12

SHEET:

1 OF 1






































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



Map Unit Legend

Cumberland County and Part of Oxford County, Maine (ME005)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
DeB	Deerfield loamy sand, 3 to 8 percent slopes	3.0	25.0%
HIB	Hinckley gravelly sandy loam, 3 to 8 percent slopes	1.2	9.7%
WmB	Windsor loamy sand, 0 to 8 percent slopes	7.9	65.3%
Totals for Area of Interest		12.2	100.0%

MAP LEGEND

	Area of Interest (AOI)		Very Stony Spot
	Area of Interest (AOI)		Wet Spot
	Soils		Other
	Soil Map Units		Special Line Features
	Special Point Features		Gully
	Blowout		Short Steep Slope
	Borrow Pit		Other
	Clay Spot		Political Features
	Closed Depression		Cities
	Gravel Pit		Water Features
	Gravelly Spot		Streams and Canals
	Landfill		Transportation
	Lava Flow		Rails
	Marsh or swamp		Interstate Highways
	Mine or Quarry		US Routes
	Miscellaneous Water		Major Roads
	Perennial Water		Local Roads
	Rock Outcrop		
	Saline Spot		
	Sandy Spot		
	Severely Eroded Spot		
	Sinkhole		
	Slide or Slip		
	Sodic Spot		
	Spoil Area		
	Stony Spot		

MAP INFORMATION

Map Scale: 1:1,750 if printed on A size (8.5" x 11") sheet.
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 accurate map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL: <http://websoilsurvey.nrcs.usda.gov>
Coordinate System: UTM Zone 19N NAD83

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 7, Jan 8, 2009

Date(s) aerial images were photographed: Data not available.

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.