



June 22, 2020

Jennifer Curtis, Town Planner
Town of Windham
8 School Road
Windham, ME 04062

**Re: Subdivision Amendment Application
 Woodside Condominium Retirement Community
 WELD, LLC. – Applicant/Owner**

Dear Jennifer:

Enclosed please find our application to amend the subdivision approval for the Woodside Condominium project to allow for 6 units to be moved from Phase 2 into Phase 1. Phase 1 of the project consisted of 14 units in 7 duplex buildings, and construction is mostly complete. We are requesting that the construction of Unity Lane and Units 45-50 be moved into Phase 1, which is a logical construction phase when considering the septic system design, stormwater management and utility design for the project.

The sales for Phase 1 have been strong, but construction costs have been substantial so it would be beneficial to be able to build out a few more units before getting into the extensive infrastructure costs associated with the full buildout of Phase 2. Additional performance guarantee will be provided by the developer to cover the infrastructure associated with the construction of Unity Drive and the additional 6 units.

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

Amended Subdivision - Minor Final Subdivision Submission Requirements (not all may be applicable)

A. Mandatory Written Information		Applicant	Staff
1	A fully executed application form, signed by person with right, title, or interest in the property	X	
2	Evidence of payment of the application and escrow fees	X	
3	Name, registration number and seal of the Maine Licensed Professional Land Surveyor who conducted the survey	X	
4	Name, registration number and seal of the licensed professional who prepared the plan (if applicable)	X	
5	Description of how solid waste generated at the site is to be collected and disposed of.	N/A	
6	Statement from the Maine Inland Fisheries & Wildlife that no significant wildlife habitat exists on the site	N/A	
7	Copies of existing or proposed deed restrictions or covenants.	N/A	
8	Copies of existing or proposed easements over the property	N/A	
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	N/A	
10	Financial Capacity. Estimated costs of development, and itemization of major costs	X	X
	i. Estimated costs of development, and itemization of major costs	N/A	
	ii. Financing - provide one of the following:	X	X
	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	N/A	
11	Technical Capacity	X	X
	i. A statement of the applicant's experience and training related to the nature of the development, including developments receiving permits from the Town.	N/A	
	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.	N/A	
12	Name and contact information for the road association who's private way or road is used to access the subdivision (if applicable)	N/A	

B. Mandatory Plan Information		Applicant	Staff
1	Name of subdivision, date and scale	X	
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	X	
3	Stamp with date and signature of the Maine Licensed Professional Engineer that prepared the plans.	X	
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	X	
5	Location map showing the subdivision within the municipality	X	
6	Vicinity plan showing the area within 250 feet, to include:	X	X
	i. approximate location of all property lines and acreage of parcels	X	
	ii. locations, widths, and names of existing, filed, or proposed streets, easements or building footprints	X	
	iii. location and designations of any public spaces	X	
	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.	X	
7	Standard boundary survey of parcel, including all contiguous land in common ownership within the last 5 years	X	
8	Existing and proposed street names, pedestrian ways, lot easements, and areas to be reserved or dedicated to public use	X	
9	All lots within the subdivision, including numbers for each lot, and map and lot number assigned by the Windham Assessing Department	X	
10	Location of all monuments as required by ordinance	X	
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.	X	
12	Location of all yard setback lines.	X	
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.	N/A	
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.	N/A	
15	Written offers of cessation to the Town of all public open space shown on the plan.	N/A	
16	All conditions of approval and/or waivers required or granted by the Planning Board, with the exception of waivers from the submission requirements.	X	
17	Boundaries of any flood hazard areas and the 100-year flood elevation as depicted on the Town's Flood Insurance Rate Map	N/A	
18	For Cluster Subdivisions that do not maximize the development potential of the property being subdivided, a conceptual master plan for the remaining land showing future roads, Open Space, and lot layout, consistent with the requirements of 911.K., Custer Developments will be submitted.	N/A	

C. Submission information for which a waiver may be granted.		Applicant	Staff
1	Contour lines at intervals of 5 feet, or at lesser intervals as the Planning Board may require	X	
2	Description of how stumps and demolition debris will be disposed of	N/A	
3	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.	N/A	
4	A soil erosion and sediment control plan prepared by a Maine Licensed Professional Engineer or a Certified Professional in Erosion and Sediment Control (CPESC).	N/A	
5	If subsurface wastewater disposal systems (septic) are proposed, a hydrogeologic assessment prepared by a Maine Licensed Site Evaluator or Certified Geologist.	N/A	
6	Show location of driveways	X	
Electronic Submission		X	