



# Town of Minot, Maine

## Planning Board

### Preliminary or Amended Subdivision Application

#### Instructions:

1. Read every part of this document. Failure to follow requirements can and will delay the Planning Board's decisions.
2. Fill out the forms and obtain copies of information as required by the application on these pages.
  - a. Obtain names and addresses of "Abutters" (within 200 feet of your lot) from the Assessor's Office to be submitted with application.
  - b. An "Request for Planning Board Review" form
3. Use the "Submission Checklist" to make sure submission requirements are met.
  - a. The checklist is a summary of the standard requirements in Chapter 7 of the Minot Land Use Code.
    - i. The actual Code wording may be found on-line at [www.minotme.org](http://www.minotme.org). (Go to "Boards & Committees" then "Planning Board"). Hardcopies are available for review and purchase at the Town Office.
  - b. Make sure all waiver requests have a written statement for each request.
  - c. Check with the Code Enforcement Office to make sure items stated as "On File" are indeed in the Town Office.
4. Make the necessary copies of all information requested.
  - a. A total of 10 copies of the plans are needed plus four (4) additional copies are required for Department Heads for a total of 14.
  - b. The Code Enforcement Office must receive an original application and required number of copies and materials along with the appropriate fees by 1:00 p.m. fourteen (14) days before the stated meeting (Additional materials may be required after review for completeness and must be submitted prior to meeting to be considered)
  - c. The application will be put on display for public review 7 days prior to the meeting.

Applications or materials received after the deadline will be considered for the next scheduled meeting

**PROJECT NAME:** \_\_\_\_\_

Date of Planning Board Review: \_\_\_\_\_

**LAND OWNER(S):**

Name(s): \_\_\_\_\_

\_\_\_\_\_ Company: \_\_\_\_\_

\_\_\_\_\_ Mail

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Town/State/Zip \_\_\_\_\_

Deed Reference: \_\_\_\_\_

**APPLICANT or CONTACT PERSON:**

Applicant is:  Landowner  Contractor  Renter  Buyer

*If landowner, write "Same" below and continue to next block below. If not the landowner, submit a letter of permission to construct on or use the land, or copy of a contract to buy from the landowner, along with the following information:*

Name(s): \_\_\_\_\_

Company: \_\_\_\_\_

Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**LOT INFORMATION:**

Map/Lot: \_\_\_\_\_

Lot size: \_\_\_\_\_ Acres Waterfrontage: \_\_\_\_\_ feet

Road frontage: \_\_\_\_\_ feet on \_\_\_\_\_

Lake Watershed: \_\_\_\_\_

Year lot created: \_\_\_\_\_ (If unknown, give best estimate with "est." after date)

Zoning District(s): \_\_\_\_\_

Flood Zone: \_\_\_\_\_ Aquifer Overlay: \_\_\_\_\_

Registry Plan Reference: \_\_\_\_\_ (If applicable)

Current use of lot: \_\_\_\_\_

**THIS APPLICATION IS FOR:** (Check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Subdivision ( <input type="checkbox"/> Open Space) # of lots created: _____ | <input type="checkbox"/> Amendment             |
| <input type="checkbox"/> Duplex or Multiplex   | <input type="checkbox"/> Existing Lot Division |
| <input type="checkbox"/> Mobile Home Park  | <input type="checkbox"/> Covenant change       |
| <input type="checkbox"/> Other _____   | <input type="checkbox"/> Expansion             |

**OFFICE USE ONLY**

Date received: \_\_\_\_\_

- Received 14 copies
- Proof of ownership or Rights
- Received Application Fee
- Deemed complete

Planning Board Meeting Date: \_\_\_\_\_

## **Proposed Development**

### **SUBMISSION REQUIREMENTS:**

1. Standard submissions requirements shall follow Chapter 7 of the Minot Land Use Code.
2. Information shall be submitted in the order shown in the check list.
3. Submit information on status of any necessary state and/or federal permit(s).

### **DISCLOSURE: (READ BEFORE SIGNING)**

1. I hereby acknowledge that I have read this application and pertinent sections of the ordinances, and state that the information in this document is to the best of my knowledge true and accurate. I agree to comply with all the Town of Minot's ordinances and the State of Maine's statutes regulating the activities sought in this application as well as any permit(s) approved for this application.
2. I understand that all construction of structures shall conform to the Maine Uniform Building and Energy Code and the NFPA-101 Life Safety Code (2009).
3. I understand that any approval is valid for only the use(s) as specified in this application. The permitting authority must approve any change(s) made to the use(s) sought in the application. Any approval issued for this application is approved on the basis of truthful information provided by the applicant(s), and as allowed by the ordinances of the Town.
4. I understand that it is my responsibility to assure that the lot description herein accurately describes its ownership, its boundary lines, and the setback measurements from the legal boundary lines.
5. I understand that I have the burden of proof as to the legal right to use the property, and that approval of this application in no way relieves me of this burden. Any approval issued does not constitute a resolution in favor of me or the landowner in any matters regarding the property boundaries, ownership, or similar titles.
6. I understand that all necessary Building and Use Permits shall be secured from the Code Enforcement Office after the Planning Board grants approval of this application.
7. I understand that this application or any of its process does not constitute approval and that no activities or permitting can commence until the Planning Board has granted approval and the signed plans are recorded at the Registry of Deeds.
8. I understand that a Certificate of Occupancy shall be required prior to the start of any use or occupancy associated with this application unless a signed written waiver is issued with the permit. Fines and penalties may be issued if use or occupancy is started prior to the issuance of the certificate.

9. I understand that if I fail to comply with the aforementioned statements, a “STOP WORK” order may be issued for which I will immediately halt any construction and/or use(s) that are approved for this application. This failure may also require that I return the property to its natural state or as closely thereto before the use(s) was/were approved.
10. I understand that failure to follow these requirements will lead to Violation Notices and Citations that have fines and penalties. This in turn can lead to civil proceedings in District Court.
11. I understand that all state and federal permits are my responsibility as the applicant and/or owner.
12. Anything agreed to verbally or in writing during the application process must be adhered to and will be enforced.

Applicant’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Subdivision Fees	Amount
<b><i>New Application:</i></b> Publishing & Notice Fee	\$150.00
Review Fee:	\$300.00 for 1 <sup>st</sup> 3 lots \$50.00 for each add lot
Escrow:	Min. of \$50.00/lot
<b><i>Amendments:</i></b> No change in the number of lots	\$25.00
Three or less new lots	\$100.00 for 1 <sup>st</sup> \$50.00 for add lot
More than three lots or substantial changes:	Same as new application

**Submissions CHECKLIST:**

Plan Name:

The following list is the information required by Chapter 7 of the Minot Land Use Code (LUC) and Title 30-A MRSA §4404. Please check in the columns on the left if the information has been provided, a request of a waiver, or you believe the information is not applicable to your application. If a waiver is requested, or the information is not applicable, a separate written explanation is required.

<b>Applicant Use</b>		<b>Chapter 4, Section 701 Submission Requirements</b>	<b>Planning Board Use</b>			
Provided	Not Applicable		Received	On File	Waived	Not Applicable
		Completed and Signed copy of application with copies				
		Submission of waiver requests				
		Written statement if ownership has changed in last 5 years or received in a timber harvesting violation				
		Copy of deed				
		Copy of proposed homeowner association agreements				
		A written statement to the developers financial and technical capacity to develop proposed subdivision				
		<b>Copies of Approvals:</b>				
		Per Maine DEP Site Location Development Act, Natural Resource Protection Act, Stormwater Management Law and Wastewater Discharge Licensing				
		Per Maine DHHS, if requiring a Community Water System				
		Per Maine DHHS, if proposing a centralized subsurface wastewater system				
		<b>Site Plan Drawings, including:</b>				
		Map of general location				
		Show all contiguous properties (all property owners within 200 feet of the edge of the property line )				
		Names, Map, & Lot# on drawings				
		Engineer/designer of plans				
		<b>Existing Conditions:</b>				
		Zoning Districts and acreage				
		Bearings & Distances shown on drawings				

		Location of utilities, culverts, drains				
		Location, names of existing rights of way within or adjacent to the proposed development				
		Location, dimensions of existing structures				
		Location & dimensions of existing roads, walks, parking, loading, etc.				
		Location of open drains, wetlands, wildlife areas, historic sites, etc.				
		Direction of surface drainage				
		If any portion of the property is in the 100-year Floodplain, its elevation shall be noted on the plan				
		Easement, covenants, deed restrictions				
		Soils report in map form in accordance with USDA Soil Conservation Service				
		Location and results for test pits for subsurface wastewater systems				
		A written statement from a well driller or hydrogeologist				
		Statement regarding mitigation of any man-made hazards				
		<b>Proposed Development Activity (Site Plan)</b>				
		Proposed lot lines and location of temporary markers				
		Location & dimensions of all new structures. New development delineated from existing development				
		All existing and proposed setback dimensions				
		Proposed parcels of land dedicated to public or common use				
		Natural or man-made surface drainage features				
		Stormwater/drainage management plan				
		Erosion control plan				
		For over 20 lots: Municipal impact study				
		Type of odors generated				
		Septic system and other soils reports				

		Water supply				
		Location of Residential Fire Protection Option per LUC 7-502.2.G				
		Raw & finished materials stored outside				
		Contours shown in 2' intervals				
		Location/type/size of curbs, sidewalks, drives, fences, retaining walls, parking, etc.				
		Landscaping plan including preservation of natural features				
		Easements, rights of way, legal restrictions				
		Abutters' property lines, names & addresses (all property owners within 200 feet of the edge of the property line )				
		<b>TRAFFIC DATA</b>				
		<b>Submission requirements</b>				
		Peak hour traffic				
		Traffic counts				
		Traffic accident data				
		Road capacities				
		Need for traffic signs, signals				
		Driveway/Entrance permit				
		<b>STORMWATER &amp; EROSION</b>				
		Method for handling stormwater shown				
		Flow direction				
		Catch basins, dry wells, ditches, etc.				
		Engineering Analysis of stormwater				
		Erosion control measures				
		Hydrologist groundwater impact				
		Utility plans for all utilities				
		Cross-section profile of roads, walks				
		Construction drawings of roads, utilities				
		Cost analysis of project and financial capability				

		demonstrated				
		Phosphorus control plan if in watershed of a great pond (prepared in accordance with LUC Section 7-501.2D.1-3)				
Note 1						
Note 2						
Note 3						
Note 4						
Note 5						

This pre-application was first looked at by the Planning Board on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ but does not create vested rights in the initiation of the review process.

By vote of the Board, this application requires an on-site inspection:      Yes      No

If yes, an onsite inspection is scheduled for \_\_\_\_ / \_\_\_\_ / \_\_\_\_ ; \_\_\_\_ at \_\_\_\_ AM \_\_\_\_ PM

**Special Requirements for Subdivision Application:**

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\_\_\_\_\_  
*Planning Board Chair*

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Date*