

# TOWN OF BOWDOINHAM

## SUBDIVISION SUBMISSION CHECKLIST

*Please Reference 30-A M.R.S.A. §4404 and Article 9 of the Land Use Ordinance*

**INSTRUCTIONS:** All materials must be submitted at least twenty-one (21) days prior to the meeting at which it is to be considered. Thoroughly complete all applicable sections of this checklist and review the Land Use Ordinance. Materials can be submitted as physical documents or digitally; printing fees may apply. If an application type is not applicable, please check "NO" and write "N/A" in the application type section. The Approval Criteria Narrative is required for all Application Tiers/Types.

**WAIVERS:** If you would like to request a waiver for a particular standard, please check "NO" and write "WAIVE" in the waiver section. The Board may require information, in writing and as an attached document, as to why a waiver request was made, and how the applicant may otherwise meet the standards. Application forms and evidence of right, title, and interest may not be waived. The recording plan, to be recorded at the Registry of Deeds upon final approval, shall indicate in writing the specific waivers granted and the date on which they were granted by the Board.

**QUESTIONS:** Please refer to 30-A M.R.S.A. §4404, Article 9 and Appendix 4 of the Land Use Ordinance, or contact us at:

[ceo@bowdoinham.com](mailto:ceo@bowdoinham.com) • [planning@bowdoinham.com](mailto:planning@bowdoinham.com) • [www.bowdoinham.com](http://www.bowdoinham.com)

Tel: (207)666-5531 • Fax: (207)666-5532 • 13 School Street, Bowdoinham, ME 04008



**APPLICANTS NAME:** SammCo Holdings LLC Conifer Ridge

**APPLICANTS MAILING ADDRESS:**

**PHONE NUMBER:**

**EMAIL:**

**LOCATION OF PROPOSAL:**

**TAX MAP:** U07-005B

**PROJECT DESCRIPTION:**

**DATE SUBMITTED:**

**(STAFF) DATE RECEIVED:**

<b>SUBDIVISION PLAN (MAJOR AND MINOR):</b>				
YES	NO	APPLICATION TYPE:	N/A:	STAFF:
		(9.D.2.) Subdivision Plan.	<del> </del>	
YES	NO	THE PROPOSAL MUST INCLUDE THE FOLLOWING:	WAIVER:	STAFF:
		(9.D.2.a.) The application for preliminary plan approval shall include eleven (11) copies of the required information.	Allowed to bring less	
X		(9.D.2.b.i-ii.) Completed application form.		
X		(9.D.2.c.) Location map drawn at a scale of not more than 500 feet to the inch showing the relationship of the proposed subdivision to the adjacent properties, to allow the Board to locate the subdivision within the Town, and:		
X		Existing subdivisions within 1000 feet of the proposed subdivision;		
X		Locations and names of existing and proposed streets within 1000 feet;		

<b>SUBDIVISION PLAN (MAJOR AND MINOR – CONTINUED):</b>				
YES	NO	APPLICATION TYPE:	WAIVER:	STAFF:
		Boundaries and designations of land use districts within 1000 feet;		Plan notes the development is in VDII. Does not specifically note this.
X		An outline of the proposed subdivision and any remaining portion of the owner's property if the preliminary plan submitted covers only a portion of the owner's entire contiguous holding.		
X		(9.D.2.d.i-xvi.) Subdivision plan submitted in full-sized copies of one or more maps or drawings or more if requested by the Board, which may be printed or reproduced on paper, with all dimensions shown in feet or decimals of a foot. The preliminary plan shall be drawn to scale of not more than one hundred feet to the inch and should show the following:		
X		A boundary survey of the parcel, giving complete descriptive data by bearings and distances, made and certified by a registered land surveyor. The corners of the parcel on the Right of Way shall be located on the ground and marked by monuments. The plan shall indicate the type of monument found or to be set at each lot corner;		
X		The date the plan was prepared, north point, and graphic map scale;		
X		The names and addresses of the record owner, applicant, and individual or company who prepared the plan, and adjoining property owners;		Adjoining parcels were ID'd
X		A high intensity soil survey, if required by the Board;		

X		All wetland areas regardless of size shall be identified on the survey by a soil scientist or other recognized professional as determined by the Board;		
	X	The number of acres within the proposed subdivision, location of property lines, existing buildings, vegetative cover type, and other essential existing physical features. The location of any trees larger than 24 inches in diameter at breast height shall be noted on the plan. Any contiguous forested area with more than five trees greater than 24 inches in diameter at breast height shall be depicted as a group on the plan. On wooded sites, the plan shall indicate the area where clearing for lawns and structures shall be permitted and/or any restrictions to be placed on clearing existing vegetation;		Are there any large trees? Nothing stated that there is or is no.
X		The area on each lot where existing forest cover will be permitted to be converted to lawn, structures or other cover and any proposed restrictions to be placed on clearing existing vegetation.		
X		The location of all rivers, streams, brooks, wetlands and vernal pools within or adjacent to the proposed subdivision;		See BwH maps
X		Contour lines at one or two foot intervals, specified by the Board, showing elevations in relation to mean sea level;		
X		The location and size of existing and proposed sewers, water mains, culverts, and drainage ways on or adjacent to the property to be subdivided;		

<b>SUBDIVISION PLAN (MAJOR AND MINOR – CONTINUED):</b>				
<b>YES</b>	<b>NO</b>	<b>APPLICATION TYPE:</b>	<b>WAIVER:</b>	<b>STAFF:</b>
		The location, names, and present widths of existing streets and highways within 300 feet of any proposed intersection, and existing and proposed easements, building lines, parks and other open spaces on or adjacent to the subdivision. The plan shall contain sufficient data to allow the location, bearing and length of every street line, lot line, and boundary line to be readily determined and be reproduced upon the ground. These lines shall be tied to reference points previously established. In order to facilitate the addition of the subdivision into the municipal property records, this information shall also be made available in a format compatible with the assessor's records;		Street widths not included, street name not included for entrance to development
		The width and location of any streets, public improvements or open space shown upon the official map and the comprehensive plan, if any, within the subdivision;		See note above
		The location of any open space to be preserved;	N/A	
		All parcels of land proposed to be dedicated to public use and the conditions of such dedication;	N/A	Trail mapped
		If any portion of the subdivision is in a flood-prone area, the boundaries of any flood hazard areas and the 100-year flood	N/A	Noted on plan not in flood plain

		elevation, as depicted on the municipality's Flood Insurance Rate Map, shall be delineated on the plan;		
		Areas within or adjacent to the proposed subdivision which have been identified as high or moderate value wildlife habitat by the Maine Department of Inland Fisheries and Wildlife or within the comprehensive plan;		BwH map provided but no letters from agency
		Areas within or adjacent to the proposed subdivision which have been designated to have a critical natural area by the Maine Natural Areas Program or within the comprehensive plan;		BwH map provided but no letters from agency
X		The location of all test pits dug on the site;		
X		The land use district, if any, in which the proposed subdivision is located and the location of any land use boundaries affecting the subdivision;		
X		The proposed subdivision lot lines and lot areas as well as building envelopes and setback requirements;		
		Any area designated as a site of historic, prehistoric, or archeological importance by the Comprehensive Plan or the Maine Historic Preservation Commission together with information about the significance of the site;		Narrative says no but no letters from agency
		Additional information, where the Board finds it necessary in order to determine whether the criteria of Title 30-A M.R.S.A., §4404 are met;		Need letter from Water District
X		The location of disposal for land clearing and construction debris;		See Observation and Maint' section.

<b>SUBDIVISION PLAN (MAJOR AND MINOR – CONTINUED):</b>				
<b>YES</b>	<b>NO</b>	<b>APPLICATION TYPE:</b>	<b>WAIVER:</b>	<b>STAFF:</b>
		(9.D.2.d.xxiv.A-C.1-8.) Street plans showing a plan view, profile, and typical cross-section of the proposed streets. The plan view shall be at a scale of one-inch equals no more than fifty feet, with the vertical scale of the profile at a scale of one-inch equals no more than five feet, and shall include the following:		Need street plans
X		Date, scale, and north point, indicating magnetic or true;		
X		Intersections of the proposed street with existing streets;		
X		Roadway and right-of-way limits including edge of pavement, edge of shoulder, sidewalks, and curbs;		
X		Kind, size, location, material, profile and cross-section of all existing and proposed drainage structures and their location with respect to the existing natural waterways and proposed drainage ways;		
X		Complete curve data shall be indicated for all horizontal and vertical curves;		See storm water proposed conditions

		Turning radii at all intersections;		Not noted, please include
X		Centerline gradients;		
X		Size, type and locations of all existing and proposed overhead and underground utilities, to include but not be limited to water, sewer, electricity, telephone, lighting, and cable television.		
		(9.D.2.d.xxv.A-C.) The following notes as appropriate shall appear on the recorded plan:		
X		“The developer of the subdivision does not intend to offer the street(s) shown on this plan for acceptance by the Town Meeting as a public street(s).”		Missing from plan
X		“The Town of Bowdoinham shall not be responsible for the maintenance, repair, plowing, or similar services for the private road(s) shown on this plan.”		Missing from plan
X		“Any private road shown on this plan shall not be accepted as a public street by the Town of Bowdoinham unless approved at a duly called Town Meeting.”		Missing from plan
		(9.D.2.d.xxvi.A-E.) Conditions of Approval. The following notes shall appear on the recording plat of every plan, unless otherwise determined by the Planning Board:		
X		“The property shown on this plan may be developed and used only as depicted on this approved plan. All elements and features of the plan and all representations made by the applicant concerning the development and use of the property which appear in the record of the Planning Board approval are conditions of approval. No change from the conditions of approval is permitted unless an amended plan is submitted and approved under the provisions of this Ordinance governing revisions to approved plans.”		Missing from plan
X		“No changes, erasures, modifications, or revisions shall be made in this final plan after approval has been given by the Board and endorsed in writing on the plan, unless the revised final plan is first submitted and the Board approves any modifications.”		Missing from plan
<b>SUBDIVISION PLAN (MAJOR AND MINOR – CONTINUED):</b>				
<b>YES</b>	<b>NO</b>	<b>APPLICATION TYPE:</b>	<b>WAIVER:</b>	<b>STAFF:</b>
	X	“Failure to complete a substantial start of construction of this subdivision within five years of the date of approval and signing of the plan shall render this plan null and void.”		Missing from plan
		“The applicant/developer must provide the Town with a signed and sealed letter from a professional engineer, which states that the subdivision road has been constructed to the Town’s Street Design Standards and Street Construction Standards. The Code Enforcement Officer shall not issue a building permit for a lot within the subdivision until this requirement is met.”		Missing from plan
	X	“The applicant/developer must adhere to the following Articles of the Land Use Ordinance: Article 9.E – Final Approval & Filing, Article 9.H – General Provisions, and Article 9.J.1 – Inspections.”		Missing from plan
		(9.D.2.e.i-viii.) Supporting Documents:		

X		Verification of right, title, or interest in the property;		
X		A copy of the most recently recorded deed for the parcel. A copy of all deed restrictions, easements, rights-of-way, or other encumbrances currently affecting the property;		
	X	When water is to be supplied by public water supply, a written statement from the servicing water district shall be submitted indicating that there is adequate supply and pressure for the subdivision and that the district approves the plans for extensions where necessary. Where the district's supply line is to be extended, a written statement from the fire chief, stating approval of the location of fire hydrants, if any, and a written statement from the district approving the design of the extension shall be submitted;		Need statement from Water District and Fire Dept.
		When water is to be supplied by private wells, evidence of adequate ground water supply and quality shall be submitted by a well driller or a hydrogeologist familiar with the area;	N/A	
	X	A description of the proposed ownership, improvement and management of all facilities and improvements that will be privately owned and maintained including streets, open space, drainage facilities, and recreational areas or facilities including common docks together with drafts of community association documents if an association will be responsible for the ownership or management of any land or facilities, and a declaration of covenants, conditions, and restrictions meeting the requirements of Appendix 1;		Needs to be addressed.
		Written offers to convey title to the municipality of all public open spaces shown on the plan, and copies of agreements or other documents showing the manner in which open spaces to be retained by the applicant or lot owners are to be maintained shall be submitted. If open space or other land is to be offered to the Town, subject to Town Meeting approval, written evidence that the municipal officers are satisfied with the legal conditions and documentation shall be provided;	N/A	
X		The method of disposal for land clearing and construction debris;		See Obs & Maint' section and narrative

<b>SUBDIVISION PLAN (MAJOR AND MINOR – CONTINUED):</b>				
<b>YES</b>	<b>NO</b>	<b>THE PROPOSAL MUST INCLUDE THE FOLLOWING:</b>	<b>WAIVER:</b>	<b>STAFF:</b>
		(9.D.2.e.viii.A-C.) A hydrogeologic assessment prepared by a certified geologist or registered professional engineer, experienced in hydrogeology, when:		Needs to be determined by the Board
		Any part of the subdivision is located over a sand and gravel aquifer, as shown on a map entitled "Hydrogeologic Data for Significant Sand and Gravel Aquifers," by the Maine Geological Survey, 1998, File No. 98-138, 144 and 147; or	N/A	See BwH map

		The subdivision has an average density of more than one dwelling unit per 100,000 square feet, or		meets
X		The Board may require a hydrogeologic assessment in other cases where site considerations or development design indicate greater potential of adverse impacts on groundwater quality. These cases include extensive areas of shallow to bedrock soils; or cluster developments in which the average density is less than one dwelling unit per 100,000 square feet but the density of the developed portion is in excess of one dwelling unit per 80,000 square feet; and/or proposed use of shared or common subsurface wastewater disposal systems.		Meets. Why not an engineered system when tot. over 2k gpd? Water testing b/c if proximity of the leach fields. Where is backup system locations.
		(9.D.2.e.ix-xviii.) Supporting Documents:		
X		A storm water management plan, prepared by a licensed professional engineer in accordance with the Stormwater Management for Maine: Best Management Practices, published by the Maine Department of Environmental Protection (1995) or current edition. The Board may waive submission of the storm water management plan when the proposed subdivision will not involve grading which changes drainage patterns and the addition of impervious surfaces such as roofs and driveways is less than 5% of the area of the subdivision;		See House keeping and stormH2O and narrative
X		An erosion and sedimentation control plan, prepared in accordance with the Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices, dated March 2003;		See erosion control & narrative
		If any portion of the subdivision is located within an area identified as high or moderate value wildlife habitat by the Maine Department of Inland Fisheries and Wildlife the plan shall indicate appropriate measures for the preservation of the values which qualify the site for such designation;		Maps provided but no letters.
X		Subsurface wastewater disposal systems test pit analyses, prepared by a Licensed Site Evaluator shall be provided;		Mark Censi
X		An estimate of the amount and type of vehicular traffic to be generated on a daily basis and at peak hours. Trip generation rates used shall be taken from Trip Generation Manual, 1991 edition or current edition, published by the Institute of Transportation Engineers. Trip generation rates from other sources may be used if the applicant demonstrates that these sources better reflect local conditions. Planning Board may require a Traffic Impact Study if the proposed subdivision will generate over 100 trips per day;		See Narrative 10 trips/ unit/day

<b>SUBDIVISION PLAN (MAJOR AND MINOR – CONTINUED):</b>				
<b>YES</b>	<b>NO</b>	<b>THE PROPOSAL MUST INCLUDE THE FOLLOWING:</b>	<b>WAIVER:</b>	<b>STAFF:</b>
X		A list of infrastructure improvements with cost estimates prior to the sale of lots, that will be completed by a professional experienced in preparing such information, and evidence that the applicant has financial commitments or resources to cover these costs;		See financial data & const cost
	X	The applicant shall notify the Road Commissioner, the Fire Chief in writing of the proposed subdivision, the number of dwelling units proposed, the length of roadways, and the size and construction characteristics of any multi-family, commercial or industrial buildings. The applicant must submit copies of these written notifications to the Board. The Board shall request that the Fire Chief and Road Commissioner comment upon their ability to service the proposed subdivision and list any concerns they may have;		No proof of outreach to Roads & Fire
		The Board may require additional information to be submitted, where it finds necessary in order to determine whether the criteria of Title 30-A M.R.S.A., §4404 are met;		
		Proposed Homeowner and Association documents.		To be determined
		(9.D.2.f.i-ix.) Performance Guarantees. The conditions and amount of the performance guarantee shall be determined by the Planning Board with the advice of the Consulting Engineer, Town Manager, Municipal Officers, and/or Town Attorney.		To be determined

<b>MAJOR SUBDIVISIONS:</b>				
<b>YES</b>	<b>NO</b>	<b>APPLICATION TYPE:</b>	<b>N/A:</b>	<b>STAFF:</b>
		(9.D.3.) Additional Requirements for Major Subdivisions – Plan.		
<b>YES</b>	<b>NO</b>	<b>THE PROPOSAL MUST INCLUDE THE FOLLOWING:</b>	<b>WAIVER:</b>	<b>STAFF:</b>
		(9.D.3.a.i.A-G) A list of construction and maintenance items, with both capital and annual operating cost estimates, prepared by a professional experienced in preparing such information, that must be financed by the municipality, or quasi-municipal districts, including but not limited to:		Narrative provided no costs though
		Schools, including busing;		
		Street maintenance and snow removal;		
		Police and fire protection;		
		Solid waste disposal;		
		Recreation facilities;		
		Storm water drainage;		
		Water supply.		