

**ARTICLE III. PERMITTING REQUIREMENTS AND PROCEDURES**

<b>TABLE III-2. APPLICATION REQUIREMENTS FOR SUBDIVISION PERMITS</b>	<b>Official Use Check if Applicable</b>
<i>Waivers of submission requirements may be granted according to the provisions of Article III, Section 10, E. of the Land Use Ordinance for the Town of Greenville, as amended.</i>	
1. Complete Application Form and receipt of Application Fee, payable to the Town of Greenville.	
2. Names and addresses of the owner(s) of record as well as of the applicant, if different; if the applicant is not the owner of the property, a notarized statement signed by the owner(s) that the applicant is their duly authorized agent.	
3. Proposed name of the development, or identifying title; the town(s) in which it is located; the assessor's map and lot numbers; and Registry of Deeds book and page numbers.	
4. Copy of deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest in property on the part of the applicant; and copy of all covenants or deed restrictions, easements, rights-of-way, or other encumbrances currently affecting the property.	
5. Names and addresses of all property owners within 300 feet of the edge of the property lines of the proposed development. Names of adjacent property owners shall be shown on the site plan.*	
6. Indication of the type of water system(s) to be used. When water is to be supplied by the public water district or a private water association, a written statement from the servicing district/association shall be submitted indicating that there is adequate supply and pressure, and approving any extensions, when necessary. Where the supply line is to be extended, a written statement from the Fire Chief, stating approval of the location of fire hydrants, if any, shall be submitted.	
7. Indication of the type of sewage disposal to be used. When sewage disposal is to be accomplished by connection to the public sewer, a written statement from the sewer district, stating that the district has the capacity to collect and treat the wastewater shall be submitted. For subsurface wastewater disposal systems, test pit analysis prepared by a licensed Site Evaluator and a map showing the location of all test pits dug on the site. Form HHE 200 or its equivalent shall be supplied for the primary disposal site for each lot.*	
8. Location Map showing the relation of the proposed development to adjacent properties and to surrounding areas within 2,000 feet of any property line of the proposed development. Map shall show any existing subdivisions, locations and names of existing and proposed streets and access points, boundaries and designations of zoning districts, an outline of the proposed development, and any remaining portions of the owner's property.*	
9. USGS topographical map and a copy of the tax map showing subject property and adjoining properties. Either of these may be used as the base for the Location Map.*	
10. Date the plan was prepared, magnetic north point, graphic map scale, and the names and addresses of record owner(s) applicant(s), and individual(s) or company which prepared the plan. A signature block shall be required for Final Plat Plans.*	
11. Name, registration number and seal of land surveyor, architect, engineer and/or similar professional who prepared the plat plan, if applicable.*	
<i>*Locations, dimensions, and other features shall be displayed on the Site Map(s).</i>	

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12. A standard boundary survey of the perimeter of the tract with complete descriptive data by bearing and distances, made and certified by a registered land surveyor. The corners of the tract shall be located on the ground and marked by permanent markers. The plan shall indicate the type of permanent marker proposed to be set or found at each lot corner, and the number of acres contained in the parcel and any parcels to be created. Final Subdivision plans shall include the location, bearing, and length of every lot line, with all lots numbered.*	
13. Map showing bearings and distances of all property lines of the property to be developed and source of information. Proposed lot lines with approximate dimensions and lot areas. Number of acres contained in the parcel(s), and in any parcels to be created.*	
14. Zoning district classification(s) of the property and the location of district boundaries if the property is located in two or more districts, or abuts a different district.*	
15. Contour lines at the intervals specified by the Board, showing elevations relative to mean sea level; include indication of how contours were derived, if applicable.*	
16. Location and size of any existing sewer and water mains, culverts and drains that will serve the development whether on or off the property to be developed, along with the direction of existing surface water drainage across the site.*	
17. Location, dimensions, square footage, and ground floor elevations of all existing and proposed buildings on the site, and the distance of each to abutting lot lines, and the high-water mark, if in shoreland overlay district. Distance of sewage disposal system to owner and abutters' wells, and to high-water line, if in shoreland overlay district. Distance of owner's well to abutters' sewage disposal systems.*	
18. The location and type of public water supply, when located within 1,000 feet of a proposed development that has the potential to contaminate the water supply, such as a junkyard, automotive repair shop, or gas station. Distance of the proposed project from the public water supply.*	
19. The location, names, widths, site distances and other dimensions of existing and proposed streets and access points, highways, easements, building lines, parks, recreation areas, open space areas, pedestrian walkways, and parking and loading areas on or adjacent to the development, including the location and dimensions of proposed outdoor lighting and signage.*	
20. Location of open drainage courses, wetlands, water bodies*, floodplains (see Town of Greenville Flood Insurance Rate Maps), stands of trees, and other important natural features, with a description of features to be retained. If the development is located within a watershed of a great pond, the application shall indicate which great pond. (* Any "river, stream or brook", as defined in Title 38, Section 480-B.9, within or abutting a subdivision must be identified on the subdivision plan.)	
21. Location and dimensions of any existing or proposed easements and copy of existing or proposed covenants or deed restrictions.*	
22. Location of areas within or adjacent to the development that contain moderate or high value wildlife habitat or significant historic or archaeological resources, as identified in the Comprehensive Plan or by the State, and any proposed mitigation.*	
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23. Location of areas to be cleared, cut, filled, graded or of other earth-moving activities. Proposed landscaping and buffering, and indication of where clearing of existing vegetation will take place.*	
24. Final Plans - engineered drawings showing the location and construction specifications for all proposed streets, access points, frontage roads, storm drainage facilities, and other improvements, if applicable.*	
25. Stormwater and erosion control plan.	
26. Phosphorus control plan.	
27. An estimate of the amount and type of vehicular traffic to be generated daily and at peak hours, and a traffic impact analysis, if applicable.	
28. Assessment of the solid or hazardous waste to be generated by the proposed activity and a plan for its handling and disposal, along with evidence of disposal arrangements.	
29. Location and dimensions of all parcels of land, easements, areas reserved for, or dedicated to, public use or common use of lot owners, open space to be preserved, and areas reserved by the developer. Proposed management of public or common areas shall be described, if applicable.*	
30. Copies of documents of land dedication, and written evidence that the Selectmen are satisfied with the legal sufficiency of any documents accomplishing such dedication.	
31. List of construction items, with cost estimates, that will be completed by the applicant prior to the sale of lots and evidence that the applicant has the financial commitments and resources to cover these costs. In addition, that applicant, or agent of applicant, has the experience requisite to complete the subdivision/development.	
32. A performance guarantee to secure completion of public improvements, if required by the Planning Board, and written evidence that Selectmen are satisfied with the legal sufficiency of such guarantee.	
33. Schedule of construction, including anticipated beginning and completion dates.	
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34. Copies of applicable federal, state or town applications or permits which have been or may be issued - prior to submittal of Final Plans, the following approvals shall be obtained in writing, if applicable: Maine Department of Environmental Protection, under the Site Location of Development Act, the Natural Resources Protection Act, or if a Stormwater Management permit or a Wastewater Discharge License is needed; Maine Department of Health and Human Services, if a central water supply system and/or if an engineered waste disposal system is to be utilized; Maine Department of Transportation permit for access to state or state-aid highways; U.S. Army Corps of Engineers, if a permit under Section 404 of the Clean Water act is required.	
35. Any conditions or waivers approved by the Planning Board shall be shown on the Final Plan.*	
36. Any additional information the Planning Board considers necessary to properly review the application according to standards and criteria contained herein.	
<b><u>Other:</u></b>	
<i>*Locations, dimensions, and other features shall be displayed on the Site Map(s).</i>	