

Town of Greenville

Subdivision Application

P.O. Box 1109 ~ Greenville, ME 04441 ~ 207-695-2421

FORM A

Date: _____

Time: _____

Note to Applicant:

The Town of Greenville has adopted Subdivision Regulations which we encourage you to read prior to starting the subdivision review process with the Planning Board. A copy of these regulations can be obtained at the Town Office. We also suggest that you refer to Form 3 of this application form which outlines the various steps of the process. You are advised to meet with the Planning Board (with a sketch plan) prior to completing this application form, as it may or may not be necessary to comply with all of the items shown on the form. Following submission of a sketch plan and following a Site Review of your subdivision by the Planning Board, the Board will indicate, by a check mark in the left hand column of this form, the items which must be completed. The review of your subdivision should consist of three stages, as outlined below.

1. Submission of a sketch plan. The sketch plan shall consist of a rough outline of the proposed subdivision, and may be a free-hand penciled sketch of the parcel, showing the proposed layout of streets, lots and all other major features such as streams, drainage areas, etc. which may be of assistance to the Planning Board in making its determinations. In order for the Planning Board to be more fully informed about the site, the subdivider shall arrange a joint inspection of the site with the Planning Board and Code Enforcement Officer. Prior to this inspection, proposed roads, lot lines, public lots and other features out-lined on the sketch plan should be flagged on the lot to be subdivided. The on-site inspection may be conducted at or shortly after submission of the sketch plan, but this phase of the application process will not be considered complete until such inspection has been made.

2. Submission of a Preliminary Plat Plan. Upon submission of a sketch plan, and following an on-site inspection of the property, the planning Board will outline, by checking specific items on this application, the specific requirements for preliminary plat submission. Specific requirements will vary according to the size and complexity of the subdivision proposal. In some instances, the Planning Board may waive the requirement for a preliminary plant plan submittal, in which case this application form must be submitted with the final plat plan.

3. Submission of a Final Plat Plan. After any apparent deficiencies in the preliminary plat plan have been correct, a final plan must be submitted to the Planning Board. Your application for subdivision approval will not be considered complete until the final Plat Plan has been submitted. The Planning Board will send a form (see Form E) indicating what will be necessary for the Final Plat Plan.

Date: _____

Information on applicant:

1. Owner:

Name: _____

Address: _____

City, State, zip: _____

Telephone: _____

2. Authorized Agent (if any)

Name: _____

Address: _____

City, State, zip: _____

Telephone: _____

Any individual completing the application as an authorized agent must attach a letter stating authorization from the owner of the property.

3. If applicant is a corporation, state whether the corporation is licensed to do business in Maine and attach a copy of Secretary of State's Registration.

Yes _____ No _____

4. Name, address, telephone number, and number of Registered Professional Engineer, Land Surveyor, or Planner.

5. Name and address to which all correspondence should be sent:

6. What interest does the applicant have in the parcel to be subdivided?
(Option, land purchase contract, record ownership, etc.)

7. What interest does applicant have in any property abutting parcel to be subdivided?

8. State whether preliminary plat plan covers entire, contiguous holdings of applicant or not.

Yes _____ No _____

Information on Parcel to be Subdivided: *This information must be included on all applications*

Tax Map: _____ Lot No.: _____ Book: _____ Page: _____

1. Map survey of tract to be subdivided, certified by a Registered Land Surveyor, tied to established reference points. *(attach to application)*

2. Is this property in the Shoreland Zone? Yes _____ No _____

If so, what zone: _____

3. Acreage of parcel to be subdivided: _____

4. A soils report identifying soil types and location of soil test areas. Based on soil test results certain modifications of preliminary plat plan may be required. (Attach copy of soils report to this application.) There shall be at least one soil test per lot.

5. Include a list of names of property owners abutting parcel to be subdivided, and on opposite side of any road from parcel to be subdivided. Show on Flat Plan also.
(This information can be found at the Town Office.)

6. Indicate the nature of any restrictive covenants to be placed on the deeds.

Information on Subdivision:

1. Proposed name of subdivision: _____
2. Number of lots: _____
3. Date, magnetic north point, graphic map scale to be shown on plat.
4. Show proposed lot lines with approximate dimensions and suggested locations of buildings, sub-surface sewage disposal systems and wells on plat.
5. Show location of temporary markers adequately located, to enable the Planning Board to locate lots readily and appraise basic lot layout in the field, on plat.
6. Show locations of all parcels to be dedicated to public use and the location of all natural features or site elements to be preserved on plat. List conditions of such dedication.
7. Attach to application a location map consisting of a USGS topographical map, showing the relation of the proposed subdivision to adjacent properties and to the general surrounding area. The location map shall show all the area within 2,000 feet of any property line of the proposed subdivision.
8. Notification of abutting land owners by applicant by certified mail. (A suggested form is endorsed.) Applicant must show proof of certified mail receipts.
9. Show on plat location and size of existing buildings, water courses, and other essential existing physical features.
10. Show the location and size of existing and proposed sewers, water mains, culverts and drainage ways on and adjacent to the property to be subdivided on the plat.
11. Show the location, names and widths of existing and proposed streets, highways, easements, building lines, parks and other open spaces on plat.
12. Show contour lines at an interval of not more than 5 10 20 feet in elevation, unless otherwise specified by the Planning Board. Refer to US Coastal and Geodetic Survey benchmarks if such exist within 500 feet of the subdivision.

13. Attach to application typical cross sections of proposed grading for roadways, sidewalks, and storm drainage facilities.
14. If requirement for Preliminary Plat Plan has been waived, Final Plat Plan must comply with requirements of Form E.
15. Other general requirements - see section 5- Greenville Subdivision Regulations - or other requirements as outlined below.

Note to Applicant: Complete this form and return it with the required documents and a copy of the preliminary plat. Also, include one reduced size copy (8 V2 X 11 inches) of this plat plan.

To the best of my knowledge all information submitted on this application is true and correct.

Signature of applicant

Date

**FORM
B**

Receipt for Subdivision Application

Date: _____

To: _____

In accordance with Title 30 M.R.S.A. Section 4956, the planning Board has received your application for subdivision approval.

The Planning Board shall within 30 days of the date of this receipt notify you in writing wither that the application is a complete application or, if the application is incomplete, the Planning Board will notify you of the specific additional material needed to make a complete application.

Planning Board Chairman

**FORM
C**

Request for Additional Information

Date: _____

To: _____

Your application for subdivision approval is incomplete and cannot receive further consideration from the Planning Board without the following information:

Planning Board Chairman

**FORM
D**

Notice of Decision on Preliminary Plat Plan

Date: _____

To: _____

The Planning Board has reviewed your application for subdivision approval, including the preliminary Plat Plan, and has determined that upon receipt of a final plat plan with all attachments as indicated on Form E, that your application for subdivision approval will be considered complete.

The Planning Board has reviewed your application for subdivision approval, including the preliminary plat plan, and has determined that there are a number of apparent deficiencies with the proposal which should be corrected before submission of the anal Plant Plan. These deficiencies include:

After these deficiencies have been corrected the application and preliminary plat plan should be resubmitted to the Planning board for their consideration.

Planning Board Chairman

**FORM
E**

Notification of Requirement for final Plat Plan

Date: _____

To: _____

You are hereby advised that the final plat plan shall consist of one (1) original and three (3) copies of one or more maps or drawings similar to the maps or drawings prepared for preliminary plat submission, except that space shall be reserved on the plat plan for the attachment of specific conditions of approval. In addition, the following items, where checked, will be needed in order for the application to be considered complete. (Items marked N/A indicate that these items have already been received or are not needed.)

- 1. Registered Land Surveyor. The name, registration number and seal of the registered land surveyor who prepared the final plat (show on plat).
- 2. Streets The names and lines, lengths of all straight lines, the deflection of angles, radii, length of curves and central angles of all curves, and tangent distances and bearings (show on plat).
- 3. Open Spaces The designation of all easements, areas reserved for or dedicated to public use and areas reserved by the subdivider.
- 4. Lots The location, bearing, and length of every line, with allots to be numbered in accordance with local practices.
- 5. Permanent Reference Monuments The location of permanent markers set at all lot corners, as shown on the plat. Monuments shall also be set at all street intersections.
- 6. Performance Bond A performance bond to secure completion of all public improvements required by the Planning Board and written evidence that the municipal officers are satisfied with the legal sufficiency of such bond.
- 7. Land Dedication Written copies of any documents of land dedication, and written evidence that the municipal officers are satisfied with the legal sufficiency of any documents conveying such land decision. (continued:)

8. Planning Board Certificate the Final Plat Plan to be signed by the Planning Board shall include the following language:

This is to certify that after reviewing the subdivision shown by this plan and considering each of the criteria set forth in Title 30 M.R.S.A. , Section 4956, as amended, the undersigned have made a finding of fact establishing that the subdivision shown by this plan meets all the criteria set forth and therefore the subdivision is approved. By approval the Board does not certify the quality of survey or the accuracy of lines shown. There shall be no further subdivision without prior approval by this Planning Board.

Date: _____

Greenville Planning Board

State of Maine,
Piscataquis, ss.

Date: _____, 20____

Personally appeared the above named _____ and acknowledged the foregoing to be his free act and deed and the free act and deed of the majority of said Board.

Notary Public

My commission expires: / /

9. Other General Requirements See Section 5 "Greenville Subdivision Regulations" or other requirements as outlined below.

**FORM
F**

Notification of Completed Subdivision Application

Date: _____

To: _____

In accordance with Title 30, M.R.S.A., Section 4956, the Greenville Planning Board has determined that your application for subdivision approval is complete. You are hereby advised that:

1. A public hearing will be held within 30 days of this notification as permitted by I I statute, as follows:

Date of Hearing: _____

Time: _____

Place: _____

- A public hearing will not be held on this application.

2. Unless another time limit is mutually agreed to, the Planning Board will approve or deny your application, or approve it with such conditions as are necessary to satisfy the criteria contained in Title 30, M.R.S.A. Section 4956, as follows:

_____ Such action will be taken within 30 days of the public hearing;

_____ If no public hearing, such action will be taken within 60 days of this notification.

3. The Planning Board will notify you of their action within seven (7) days of the L I decision.

Planning Board Chairman

**FORM
G**

Notice of Public Hearing

The Planning Board will hold a Public Hearing on an application for subdivision approval as requested by:

Date of Hearing: _____

Time: _____

Place: _____

The proposed subdivision would consist of approximately _____ lots, and would be located approximately as follows:

Planning Board Chairman

For Newspaper Use Only:

Publish the above notice on the following Dates: _____

and charge to: _____

**FORM
H**

Notice of Decision on Final Plat Plan

Date: _____

To: _____

This is to advise you that:

- The Planning Board finds that your proposed subdivision meets all of the criteria contained in the Subdivision Law. Accordingly, the Planning Board has approved your final plat plan and has signed / will sign the final plat plan, subject to the following conditions which are indicated / must be indicated 'on the plat:

- The Planning Board has denied your application for subdivision approval for the following reasons:
 - 1. The Planning Board finds that your proposed subdivision does not meet all of the criteria contained in the Subdivision Law, specifically:
 - 2. Your subdivision application does not meet all of the requirements of the Town of Greenville's Subdivision Regulations, specifically:
 - 3. Other:

Planning Board Chairman

**FORM
I**

Agreement to Extend Subdivision Review Period

WHEREAS The Municipal Subdivision Law, Title 30, M.R.S.A. Section 4956, requires that the municipal reviewing authority approve, approve with conditions, or deny a completed application for subdivision review within 50 days of having received it, or within 30 days of a public hearing if one is held (such hearing to be held within 30 days of having received a complete application); and

WHEREAS the complete subdivision application submitted by the undersigned subdivider cannot be adequately reviewed in the specified time period because of extenuating circumstances, and would therefore have to be denied and resubmitted; and

WHEREAS it would be mutually advantageous to the undersigned parties to extend the review period; and

WHEREAS Title 30, M.R.S.A. Section 4956 stipulates that the time period within which a subdivision application must be reviewed may be extended by mutual agreement,

NOW THEREFORE the undersigned parties mutually agree that:

1. The subdivision review period shall be extended to: _____
2. A decision on the subdivision shall be rendered by that date, unless the review period is again extended by mutual agreement.

Planning Board Chairman

Subdivider

Date

**FORM
J**

Record of Application for Subdivision Approval

Applicant: _____

Mailing Address: _____

Subdivision Name: _____

Date

Activity

Sketch plan submitted

Inspection of parcel to be subdivided

Application for subdivision approval submitted

Receipt issued

Applicant notified that additional materials are needed

Applicant notified of decision on preliminary plat plan

Applicant notified of requirements for final plat plan

Applicant notified that subdivision application is complete

Notice of Public Hearing (posted I published / sent)

Public Hearing held

Final Plat Plan approved

Final Plat Plan denied

(continued:)

Conditions of Final Plat Plan approval _____

ARTICLE III. PERMITTING REQUIREMENTS AND PROCEDURES

TABLE III-2. APPLICATION REQUIREMENTS FOR SUBDIVISION PERMITS	Official Use Check if Applicable
<i>Waivers of submission requirements may be granted according to the provisions of Article 111 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. The Applicant shall provide a list on Names, Addresses, Map and Lot Numbers of all Owners of abutting Properties or within 300 ft of the edge of Applicants property.	
6. The Code Enforcement Officer shall verify the list of abutting property owners and notify them of the proposal by certified mail. (Attach list of property owners.)	
7. 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.	
8. 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.*	
9. 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.*	
10. 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.*	
11. 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.*	
12. 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>	

ARTICLE III. PERMITTING REQUIREMENTS AND PROCEDURES

TABLE III-2. APPLICATION REQUIREMENTS FOR SUBDIVISION PERMITS	Official Use Check if Applicable
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, rights-of-way, 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.*	
*Locations, dimensions, and other features shall be displayed on the Site Map(s).	
Table 111-2. Continues on Next Page	

ARTICLE III. PERMITTING REQUIREMENTS AND PROCEDURES

TABLE 111-2. APPLICATION REQUIREMENTS FOR SUBDIVISION PERMITS	Official Use Check if Applicable
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. Storm water 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, area's 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.	
34. Copies of applicable federal, state or town applications or permits which have been	
<i>*Locations, dimensions, and other features shall be displayed on the Site Map(s).</i>	
Table 111-2. Continues on Next Page	

ARTICLE III. PERMITTING REQUIREMENTS AND PROCEDURES

TABLE 111-2. APPLICATION REQUIREMENTS FOR SUBDIVISION PERMITS	Official Use Check if Applicable
35. 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 Storm water Management permit or a Wastewater Discharge License is needed by the 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.	
36. Any conditions or waivers approved by the Planning Board shall be shown on the Final Plan.*	
37. Any additional information the Planning Board considers necessary to properly review the application according to standards and criteria contained herein.	
Other:	
<i>*Locations, dimensions, and other features shall be displayed on the Site Map(s).</i>	