

Appleton Planning Board
Town Hall, Appleton, Maine 04862

Application Form for Subdivision Approval

Note to Applicant:

Your application for subdivision approval will not be considered complete until a Final Plat Plan, based on a survey, has been submitted to the Planning Board. You are advised to meet with the Planning Board prior to completing this application form, as it may not be necessary to comply with all of the items shown on the form. Following the submission of a sketch plan of your subdivision, the Planning Board will indicate, by a check mark in the left hand column of this form, the items which must be completed (items which are already checked must be completed for all subdivisions). The review of your subdivision should consist of 3 steps, 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 freehand, penciled sketch of the parcel, showing the proposed layout of streets, lots, and other features 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 sub-divider shall arrange a joint inspection of the site with the Planning Board, or an individual appointed by the Chairman to act as the Board's representative for the inspection. The on-site inspection may be conducted at or shortly after the 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 site, 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 plat 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 corrected, a final plat 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.

Information on the Applicant.

_____ 1. Name of Owner _____

_____ 2. Name of Applicant (if other than owner) _____

_____ 3. If Applicant is a corporation, state whether the corporation is licensed to do business in Maine (Yes or No) _____, and attach a copy of Secretary of State's Registration.

_____ 4. Name of Applicant's authorized representative. _____

_____ 5. Name, address, and number of Registered Professional Engineer, Land Surveyor, or Planner.

___ 6. Address to which all correspondence from the Planning Board should be sent.

___ 7. What interest does Applicant have in the parcel to be subdivided (option, land purchase contract, record ownership, etc.?)

Attach documentation of this interest.

___ 8. What interest does applicant have in any property abutting parcel to be subdivided?

___ 9. State whether preliminary plat plan covers entire, contiguous holdings of applicant or not. (Yes or No).

Information on parcel to be subdivided.

___ 1. Location of property: Book _____ Page _____ (from Registry of Deeds).

___ 2. Location of property: Map _____ Lot _____ (from Assessor's office).

___ 3. Map survey of tract to be subdivided, certified by a Registered Land Surveyor, tied to established reference points (attach to application).

___ 4. Current zoning of property. _____

___ 5. Acreage of parcel to be subdivided. _____

___ 6. 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 application). There shall be at least one soil test per lot.

___ 7. Names of property owners abutting parcel to be subdivided, and on opposite side of any road from parcel to be subdivided (show on Plat).

___ 8. 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, north point, graphic map scale (show on plat).
 - ___ 4. Proposed lot lines with approximate dimensions and suggested locations of buildings, subsurface sewage disposal systems, and wells (show on plat).
 - ___ 5. Location of temporary markers adequately located to enable the Planning Board to locate lots readily and appraise basic lot layout in the field (show on plat).
 - ___ 6. Location of all parcels to be dedicated to public use, the conditions of such dedication, and the location of all natural features or site elements to be preserved (show on plat).
 - ___ 7. A location map, drawn at a scale of not over 400 feet to the inch, 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 2000 feet of any property line of the proposed subdivision (attach to application).
 - ___ 8. Location and size of existing buildings, watercourses, and other essential existing physical features (show on plat).
 - ___ 9. Location and size of any existing sewers and water mains, and culverts and drains.
 - ___ 10. Location, names, and widths of existing and proposed streets, highways, easements, building lines, parks, and other open spaces (show on plat).
 - ___ 11. Contour lines at an interval of not more than (5, 10, 20) feet in elevation, to refer to U.S.C. and G.S. benchmarks if within 500 feet of the subdivision.
 - ___ 12. Typical cross-sections of proposed grading for roadways, sidewalks, and storm drainage facilities (attach to application).
 - ___ 13. A soil erosion and sedimentation control plan (attach to application).
 - ___ 14. (If requirement for Preliminary Plat Plan has been waived, Final Plat Plan must comply with requirements of Form E).
 - ___ 15. Other _____
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Note to Applicant: Complete this form, and return it with the required documents and 3 drawings of the preliminary plat.

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

Signed _____ Applicant

Date _____