



Isabelle Oechsle
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MINOR SUBDIVISION APPLICATION CHECKLIST

Project Address: _____

Applicant Name: _____

Note: Applications and supporting materials must be submitted as a PDF via email to Planner@boothbayharbor.org

APPLICATION SUBMITTAL REQUIREMENTS

Exhibit 1 – Application Forms and Documents

- Universal Application Form
- Cover Letter summarizing project intent
- All applicable application fees (see the Town's Fee Schedule or contact the Planner)

Exhibit 2 – Project Data Sheet

- Total land area of site (all contiguous land in same ownership) in square feet
- Existing conditions of the site

Exhibit 3 – Construction

- Construction schedule outlining the anticipated sequence of construction (beginning and completion) for major aspects of the proposed project, including roads, erosion control and drainage measures, etc.)
- A construction phasing plan showing parking, vehicles and pedestrian circulation, traffic control, and tree and wetland protections during construction. The plan will consist of a written explanation and drawings, as appropriate, and will include such items as parking for construction workers, parking for displaced employees or customers, and provisions for deliveries.
- Estimated cost of the project
- Evidence of applicant's financial capacity to complete the project, using one of the following:
 1. A written statement from the applicant's bank or a certified public accountant who recently has audited the applicant's finances stating that the applicant has cash reserves in the amount of the estimated cost of the project and can devote those reserves to the project.
 2. When the applicant will personally finance the development, provide copies of bank statements or other evidence, which will indicate availability of funds, and evidence that the applicant can devote these funds to the project.



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3. The most recent corporate annual report indicating availability of sufficient funds to finance the development, together with a statement from the applicant that the funds are available and will be used for the proposed project.
4. Copies of contracts, which will provide the source of funding for the operation and maintenance of the development when completed.
5. A letter from a financial institution, governmental agency, or other funding agency which indicates a timely **commitment** to provide a specified amount of funds and the uses for which the funds may be utilized.
6. In cases where outside funding is required, but there can be no commitment of money until regulatory approvals are received, a formal letter of "intent to fund upon approval" from the appropriate funding institution indicating the amount of funds it is prepared to provide and their specified uses and the conditions on which funds will be made available.
7. A letter from a financial institution indicating knowledge of the applicant and a potential interest in providing funding for the project. If this type of letter is submitted as evidence of financial capacity to complete the project, the application may be deemed to be complete but the Planning Board may require as a condition of approval that one of the other six methods provided herein for demonstrating financial capacity be submitted before a building permit may be issued for the project. (Please note: If this option is chosen, the Planning Board will condition the by approval requiring one of the above methods to be provided prior to issuing a Building Permit or holding a preconstruction meeting.)

Evidence of the applicant's technical capacity to complete the project, including a list of any or all projects completed by the applicant within the last 5 years as well as a list of all consultants retained for this proposed project, such as engineers, landscape architects, architects, environmental consultants; and those firms or personnel who will be responsible for constructing, operating and maintaining the project.

Exhibit 4 – Right, Title, or Interest

Evidence of applicant's right, title, or interest in the site (in the form of a lease, deed, purchase & sale agreement, or similar)

If the applicant is being represented by a consultant or other professional, a letter authorizing said professional to act on the applicant's behalf

Summary of all existing and all proposed easements or other burdens for this property. Reference each easement to the plan or drawing on which it is shown. Copies of all relevant documents relating to existing and proposed easements and burdens placed on the property, including metes and bounds descriptions or other specific mechanisms to describe proposed easements. Each copy should be numbered to correspond to the lists.

If a condominium, homeowners, or property owners association will be established: the articles of incorporation, the Declaration of Covenants and Responsibilities, and the proposed by-laws of the organization



Exhibit 5 – Service and Infrastructure Capacity for the Project

A written confirmation from all public services providers necessary to serve the proposed project, indicating sufficient capacity exists for the project. If connection to public water is proposed, a letter from the Boothbay Region Water District. If connection to the public sewer system is proposed, a letter from the Boothbay Harbor Sewer District.

Proposed sewer use in gallons per day (GPD) and the types and amounts of any industrial or non-sanitary waster that will enter the public sewer or drains, if applicable.

A description of the proposed method for handling solid waste (trash), both during and after construction

An estimate of the amount and type of vehicular traffic to be generated on a daily basis and at peak hours, and the sight distances for each driveway that intersects and existing or proposed public or private road in accordance with the requirements of Sec. 170-54C(8).

For subdivisions estimated to generate more than 200 vehicle trips per day, a traffic impact analysis prepared by a registered professional engineer with experience in traffic engineering which shall include: the expected average daily vehicular trips, peak-hour volumes, access conditions at the site, distribution of traffic, types of vehicles expected, effect upon the Level of Service on the road giving access to the proposed development and neighboring roads that may be affected, and recommended improvements to maintain the desired level of service on the affected roads. Trip Generation rates shall be obtained from the latest edition of the Institute of Traffic Engineers *Trip Generation Manual*.

If use of a septic system is proposed, an on-site soils investigation report identifying the types of soil, location of all test pits, and the proposed location and design of the subsurface disposal system. A completed HHE 200 form must also be submitted.

For projects involving a common on-site water supply or sewage disposal facilities with a capacity of 2,000 gallons or more per day, a hydrogeologic assessment as described in Sec. 170-106A(13)

Exhibit 6 – Third-Party Authorizations

A list of approvals needed from other agencies and copies of all necessary reviews, licenses, permits, variances, and approvals from other agencies



Exhibit 7 – Natural Resources

If there are any major natural features on or within 250' of the site, including wetlands, streams, ponds, floodplains, groundwater aquifers, significant wildlife habitats, significant stands of trees, archeological resources or other important natural features, a statement of how such features will be maintained or protected.

If a wetland is impacted, an alternatives analysis must be submitted explaining what steps were taken to avoid or mitigate wetland impact, including why other sites were not considered or if the project could reasonably have been reduced or reconfigured.

If any portion of the development is within the watershed of a great pond, a phosphorus control plan as described in Sec. 170-106A(14).

Exhibit 8 – Plan Set

Location map as described in Sec. 170-104B(2)(a).

Existing conditions plan, including those items as described in Sec. 170-104A(2)(a).

A subdivision plat showing the following:

The name and address of the property owner and the name and address of the applicant (if different)

The names and professional seals of those who aided in preparation of the plan

Zoning classification(s) of the property and location of zoning district boundaries, if the property is located in more than one zoning district or abuts a different district (including the Shoreland zone and either the 75' or 100' Shoreland Zone setback, as appropriate)

Number of acres within the proposed subdivision

Proposed lot lines with dimensions, lot numbers, areas in square feet, applicable setbacks, and building envelopes

Location map showing the boundaries of all contiguous property under the control of the owner or applicant, regardless of whether all or only part is being developed at this time

Sufficient data to determine readily the location, bearing, and length of every street line, lot line, and boundary line, and to reproduce such lines upon the ground

Permanent reference monuments, shown as "X"

The property lines of all abutting properties, including those across the street and waterways

Existing topography of the site at intervals of not more than five feet for all portions of the property proposed to be developed



- Location and size of any existing and proposed sewer and water mains, culverts, and drains on the property to be developed and any that will serve the development from abutting streets or land
- Connection with an existing or proposed water supply, or an alternative means of providing water to the proposed subdivision
- Connection with an existing or proposed sanitary sewer system, or an alternative means of providing treatment and disposal to the proposed subdivision
 - If a private sewage disposal system is proposed, the location of test pits shall be shown on the plan
- Standard boundary survey of the parcel made and certified by a registered land surveyor licensed in Maine, relating to reference points, showing true North point, graphic scale, corners of the parcel, the date of the survey and the total acreage.
- Major natural features on and within 250' of the site, including wetlands, streams, ponds, floodplains, groundwater aquifers, significant wildlife habitats, alewives spawning areas, significant stands of trees, archeological resources or other important natural features. The boundaries of any wetlands on the plan shall be delineated by a wetlands scientist.
- The location of any trail, trail system, or greenbelt that crosses the property.
- All parcels of land proposed to be dedicated to public use and the conditions of such dedication.
- The boundaries of flood hazard areas and the one-hundred-year flood elevation, as depicted on the Town's Flood Insurance Rate Map.
- The direction of existing surface water drainage flow across the site.
- A reference to any covenants or deed restrictions intending to cover all or part of the tract.
- All proposed contours and proposed finished grade elevations of the entire site and the system of drainage proposed to be constructed.

Exhibit 9 – Stormwater Management Report

- A description of drainage on the site and topography, including direction of flow, existing grades, and a description of any existing impact to surrounding properties.
- A complete stormwater management plan, including drainage calculations, a drainage plan, and an assessment of any pollutants in the stormwater runoff, as described in Sec. 170-104C(2)(b)[13]



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Exhibit 10 – Erosion Control

- An erosion and sedimentation control plan as described in Sec. 170-104C(2)(b)[16]
- A medium intensity soil survey (though be advised that a high intensity soils map may be required if issues of water quality, wetlands, or other natural constraints are noted)

Exhibit 11 – Miscellaneous

- A summary list and a written offer of cession to the municipality of all proposed streets, utilities and/or open space proposed for dedication (if applicable)
- Copies of any proposed easement language between the developer and the Town, along with a signed statement certifying that the easement will be executed upon approval of the development.
- A copy of the notification letter to the State Historic Preservation Officer and a copy of any comments received from the same.
- If an improvement (stormwater management system, open space, etc) is not being offered to the City, a draft maintenance agreement that runs with the land and is binding upon the property owner and its successors and assigns for legal review
- A written request for any desired waivers, including an explanation of the undue hardship or special design requirements which are the basis for the requests as well as supporting documentation as to why the waiver should be granted.