

CARMEL PLANNING BOARD

TOWN OF CARMEL, MAINE

P.O. Box 114

Carmel, Maine 04419

(207) 848-3361

Subdivision Application Checklist

Applicant: _____

Mailing Address: _____

Subdivision Name: _____

A complete Subdivision Application must include the following as a minimum:

- _____ 1. ^{SEVEN} ~~Five~~ (5) paper copies of the Final Plan and two (2) original transparencies (mylars), each equal to or greater than 8-1/2" by 11" in size, and drawn to a scale of not less than 1" = 400 ft and not more than 1" = 100 ft.

The following information shall appear on the Final Plan:

- _____ 2. Contour interval (not exceeding five (5) ft intervals) and reference elevation above mean sea level (MSL).
- _____ 3. The proposed name of the subdivision.
- _____ 4. Date of submittal.
- _____ 5. Name and address of subdivider.
- _____ 6. Name and address of authorized agent, if any.
- _____ 7. Name and address of owner if different from subdivider.
- _____ 8. Name, address of Surveyor, with license number.
- _____ 9. Name, address of Engineer, with license number.
- _____ 10. The location of the parcel proposed for subdivision (road or street).

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- _____ 11. A 4" by 4" location map showing the location of the proposed subdivision in relation to major highways, drawn to a scale of not greater than 1" equals 1 mile.
- _____ 12. The names of all abutting property owners.
- _____ 13. The Town Tax Map number(s) and Lot number(s), and the total acreage of the parcel or tract from which the proposed subdivision is being divided.
- _____ 14. A legend relative to survey information reference points, including elevation above mean sea level (MSL).
- _____ 15. True north pointer (magnetic north pointer may also be included if declination and reference date for declination are shown).
- _____ 16. A Graphic scale.
- _____ 17. Corners of parcel or tract and proposed lots identified with monument types indicated.
- _____ 18. Certification of survey by Registered Licensed Surveyor, indicating date of survey and license number with seal (*Embossed seal*)
- _____ 19. All existing features including:
- a. Buildings
 - b. Lot lines with dimensions
 - c. Utility poles and lines
 - d. Sewer lines and pump stations
 - e. Water lines and/or wells and springs
 - f. Easements, deed restrictions, covenants
 - g. Natural resource features (lakes, streams, rivers, wetlands, natural drainage ways, forestland, open space, 100 year flood elevation, historic sites, etc.)
 - h. Roads with radius of all curves
- _____ 20. All proposed features including:
- a. Buildings
 - b. Lot lines and lot numbers with dimensions and acreage/area of each lot or use
 - c. Utility poles and lines

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- d. Sewer lines and pump stations
- e. Water lines and/or wells
- f. Easements and rights-of-way, deed restrictions, covenants
- g. Potential disturbances to natural resource features (lakes, streams, rivers, wetlands, natural drainage ways, forestland, open space, 100 year flood elevation, historic sites, etc.)
- h. Street(s)/road(s) information (name, width, radius of all curves, entrances, exits, etc.)
- i. Test pit locations for on-site subsurface wastewater disposal
- j. Surface water drainage indicated by arrows
- k. Surface water diversion plan and specifications

- _____ 21. Suitable space set aside to record upon the Final Plan the approval by the Planning Board, with conditions imposed by the Board, if any, with space for each planning board member to sign in the prescribed format.

Below is the required format for the "Approval Block" specified in the Subdivision Regulations as adjusted for changes in the Subdivision Law and recent case law:

This is to certify that, after reviewing the subdivision shown on this plan and considering each of the criteria of Title 30-A MRSA Section 4404, sub-sections 1 through 17, the undersigned members of the Carmel Planning Board have made findings sufficient to APPROVE the subdivision depicted on this Final Plan, or APPROVE WITH CONDITIONS that the Board found necessary to impose to satisfy:

- a) the criteria cited above,
- b) the Subdivision Regulations for the Town of Carmel, Maine,
- c) other such ordinances, rules, and regulations affecting the subdivision, and
- d) the statutory requirement to protect and preserve the public's health, safety, and general welfare.

THEREFORE, the Carmel Planning Board hereby issues an order that the Subdivision shown upon this Final Plan is APPROVED/APPROVED WITH CONDITIONS:

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Signed: _____

Chairman

Date: _____

Conditions: _____

THE FOLLOWING DOCUMENTATION, REQUIRED FOR A COMPLETE SUB-DIVISION APPLICATION, SHALL BE PLACED IN A FIXED RING BINDER, TABBED AND INDEXED, AND IDENTIFIED ON THE FRONT COVER WITH THE SUBDIVISION NAME, AND DATE OF SUBMISSION TO THE PLANNING BOARD. SUFFICIENT INFORMATION MUST BE INCLUDED TO DEMONSTRATE TO THE PLANNING BOARD THAT:

- _____ 22. Pollution. The proposed subdivision will not result in undue water or air pollution.
- _____ 23. Sufficient Water. The proposed subdivision has sufficient water available for the reasonably foreseeable needs of the subdivision.
 - a. Description of the proposed water supply system. If private wells are proposed, documentation from a well driller or hydrologist as to the availability and quantity of water on the site, including well logs from adjacent properties.
 - b. Statement from the Fire Chief concerning availability of water for fire fighting purposes sufficient to meet the anticipated needs of the proposed subdivision.

- _____ 24. Municipal Water Supply. The proposed subdivision will not cause an unreasonable burden on an existing water supply, if one is to be used.
- _____ 25. Erosion. The proposed subdivision will not cause unreasonable soil erosion or a reduction of the land's capacity to hold water so that a dangerous or unhealthy condition results.
- _____ 26. Traffic. The proposed subdivision will not cause unreasonable highway or public road congestion or unsafe conditions with respect to the use of the highways or public roads existing or proposed.
- a. Provide written statements from the Town of Carmel Board of Selectmen, the Carmel Road Commissioner, and a qualified registered engineer, if requested, that the proposed road or street construction, grading and ditching is designed according to good engineering practice and sufficient for the intended use.
- _____ 27. Sewage Disposal. The proposed subdivision will provide for adequate sewage waste disposal and will not cause an unreasonable burden on municipal services if they are utilized.
- a. Soil test reports, prepared by a licensed Site Evaluator, Soils Scientist or other individual licensed by the Department of Human Services to perform site/soil investigations. The report shall include:
1. Soil types by test site
 2. Location of test sites
 3. Proposed location and design of the most appropriate subsurface waste water disposal system for the site
 4. Signature and license number of preparer
- _____ 28. Municipal Solid Waste Disposal. The proposed subdivision will not cause an unreasonable burden on the municipality's ability to dispose of solid waste, if municipal services are to be utilized.
- _____ 29. Aesthetic, Cultural, and Natural Values. The proposed subdivision will not have an undue

adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Department of Inland Fisheries and Wildlife or the municipality, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline.

- _____ 30. Conformity with Local Ordinances and Plans. The proposed subdivision conforms with a duly adopted subdivision regulation or ordinance, comprehensive plan, development plan or land use plan.
- a. Provide a written statement from the Town of Carmel Code Enforcement Officer indicating that the plan has been reviewed for conformance with applicable ordinances and regulations.
 - b. Provide other documentation as necessary of compliance or proposed compliance with all local, state, and federal rules, regulations, ordinances and laws, including Maine Natural Resources Act, National Floor Insurance Program, etc.
 - c. Requests for all waivers of requirements (if any), with supporting documentation and legal justification for request.
- _____ 31. Financial and Technical Capacity. The subdivider has adequate financial and technical capacity to meet the standards of Title 30A MRSA, section 4404 and other conditions that may be imposed by the Board.
- a. Provide evidence the applicant has filed a certified check or performance bond equal to the engineer's estimate of the full cost of required improvements with the Town of Carmel Treasurer.
- _____ 32. Surface Waters - Outstanding River Segments. Whenever situated entirely or partially within the watershed of any pond or lake or within 250 feet of any wetland, great pond or river as defined in Title 38, chapter 3, subchapter I, article 2-B, the proposed subdivision will not adversely affect

the quality of that body of water or unreasonably affect the shoreline of that body of water.

- _____ 33. Ground Water. The proposed subdivision will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water.
- _____ 34. Flood Area. If the subdivision, or any part of it, is in a flood-prone area (based on the Federal Emergency Management Agency's Flood Boundary and Floodway Maps and Flood Insurance Rate Maps, and other information presented by the applicant) the subdivider shall determine the 100-year flood elevation and flood hazard boundaries within the subdivision. The proposed subdivision plan must include a condition of plan approval requiring that principal structures in the subdivision will be constructed with their lowest floor, including the basement, at least one foot above the 100-year flood elevation.
- _____ 35. Freshwater Wetlands. All freshwater wetlands within the proposed subdivision have been identified on any maps submitted as part of the application, regardless of the size of these wetlands.
- _____ 36. Rivers, Streams or Brooks. Any river, stream or brook as defined in Title 38, section 480-B, subsection 9, within or abutting the proposed subdivision has been identified on any maps submitted as part of the application.
- _____ 37. Storm Water. The proposed subdivision will provide for adequate storm water management.
- _____ 38. Spaghetti-lots. If any lots in the proposed subdivision have shore frontage on a river, stream, brook, great pond, or costal wetland as these features are defined in Title 38, section 480-B, none of the lots created within the subdivision shall have a lot depth to shore frontage ratio greater than 5 to 1.
- _____ 39. Fees Paid in Full. The subdivider has paid all required application fees.

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_____ 40. Legal Right. The applicant has the legal right,
title, or interest in the property which grants
standing to apply for subdivision approval.

BASED ON THE FINDINGS ABOVE, THE CARMEL PLANNING BOARD FINDS THIS
APPLICATION TO BE:

_____ A Complete Application

_____ An Incomplete Application

If the Carmel Planning Board has found this application incom-
plete, the applicant must provide the missing information, as
indicated above by check mark, to the Board within six months,
unless extended by the Board in writing. Failure to submit a
Complete Application within the designated time period shall
require the submission of a new Subdivision Application.

Chairman

Date