



P L A N N I N G   D E P A R T M E N T  
T O W N   O F   C U M B E R L A N D ,   M A I N E

Dear Subdivision Applicant:

It is the sincere goal of the Town of Cumberland and its Planning Department to provide a fair, thorough and timely review of all applications. To this end, I would like to provide you with a quick overview of the process and a copy of a checklist that lists the information that will be required for the review.

I encourage you to call me to set up an appointment to discuss your project. I will arrange for our Code Enforcement Officer, Bill Longley to join us. Bill's presence will help ensure that the land use requirements for lot size, frontage, setbacks and uses are correct. Sometimes a proposal will need to secure Board of Appeals approval prior to coming to the Planning Board; Bill staffs that Board and can help you with that process. At this initial meeting, Bill will classify your proposed subdivision as either major (more than 4 lots) or minor (4 or less lots). Requirements vary based on that classification.

Sketch plan presentations to the Board are encouraged for minor subdivisions and are required for major subdivisions. By meeting with the Board prior to the detailed engineering work being done, both time and money could be saved.

The Cumberland Planning Board meets once a month on the third Tuesday of the month at 7:00 p.m. in the Town Council Chambers at Town Hall. The meetings are televised on Channel 2 and replayed throughout the month.

Please note that the deadline for applications is 21 days prior to the next scheduled Planning Board meeting. Incomplete applications will not be brought to the Board for initial review.

The Town contracts with a peer review engineer of the Town's choice for each project. The fees for this review are paid by the applicant. An initial review fee is collected at the time of application and any additional fees must be paid by the applicant prior to the issuance of a building permit.

If you have any questions, please do not hesitate to call me at 829-2206 or email me at [cnixon@cumberlandmaine.com](mailto:cnixon@cumberlandmaine.com). Pam Bosarge is the administrative assistant to me and the Planning Board. Please contact her if I am not available and she will assist you.

I look forward to working with you.

Sincerely,

Carla Nixon  
Cumberland Planning Director

**APPENDIX 'A'**  
**Town of Cumberland**  
**Planning Board Application**

Map: \_\_\_\_\_  
Lot: \_\_\_\_\_

**1. APPLICANT:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Interest in Property: \_\_\_\_\_  
Interest in Abutting Properties, if any: \_\_\_\_\_

**2. OWNER:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**3. APPLICANT'S ARCHITECT, LANDSCAPE ARCHITECT, ENGINEER, PLANNER OR SURVEYOR:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(If more than one, please attach name and contact information for each.)

Telephone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**4. PROJECT:**

Name of Project: \_\_\_\_\_  
Address of Site: \_\_\_\_\_

Project Data:	Book: _____	Map: _____
	Page: _____	Lot: _____
	Zoning District: _____	No. of Dwellings: _____
	Overlay District: _____	No. of Buildings: _____
	Size of Site: _____	No. of Lots: _____
	Minor Subdivision _____	Minor Site Plan _____
	Major Subdivision _____	Major Site Plan _____
	Other: _____	_____

**5. OTHER INFORMATION:**

a) Is Board of Appeals Approval Required? \_\_\_\_\_

b) Are Any Ordinance Waivers Requested? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If 'Yes' attach a list of waivers and reasons for their request.)

c) Application Fee per Town Ordinance: \_\_\_\_\_

d) This application form and all accompanying materials must be submitted to the Town Planner *at least 21 days prior* to the meeting at which it is to be considered by the Planning Board.

The undersigned, being the applicant, owner or legally authorized representatives, states that all information contained in this application is true and correct to the best of his/her knowledge and hereby does submit the information for review by the Town and in accordance with applicable ordinances, statutes and regulations of the Town, State and Federal governments.

\_\_\_\_\_  
Signature of Applicant/Owner/Representative

\_\_\_\_\_  
Date

# **SUBDIVISION AND SITE PLAN PROCESSES**

***NOTE: Planning Board meetings are held on the third Tuesday of each month. All submission materials MUST be delivered to the Planning Office by 5:00 p.m. no later than 21 days prior to the meeting date. Any submission requirements not included in application must either be listed as requested waivers with justification or else the application will not be placed on the next meeting agenda.***

## **Minor Site Plan Process**

1. Application Completeness determined by Planner.
2. Optional site walk
3. Public hearing and reviews for as many months as needed.
4. Outside agency permits on file
5. Public hearing: Final Approval

## **Major Site Plan Process**

1. Inventory and Analysis to Planning Board
2. Optional site walk
3. Application Completeness determined by Planner
4. Public hearing and reviews for as many months as needed.
5. Outside agency permits on file
6. Public hearing: Final Approval

## **Minor Subdivision**

1. Sketch Plan Review Preferred
2. Site walk
3. Application Completeness determined by Planner
4. Public hearing and reviews for as many months as needed.
5. Outside Agency permits on file.
6. Public hearing: Final Approval

## **Major Subdivision**

1. Sketch Plan Review
2. Site walk
3. Application Completeness determined by Planner
4. Public hearing and reviews for as many months as needed.
5. Preliminary Approval with Findings of Fact
6. Outside Agency permits on file.
7. Public hearing: Final Approval

**COMPLETION CHECKLIST**  
**BASED ON APPENDIX C**  
**MINOR SUBDIVISION SUBMISSION REQUIREMENTS**

---

	<b>YES/NO</b>	<b>NOTES/COMMENTS</b>
15 copies of plans		
Scale 1"=40'		
Proposed name of town & subdivision		
Date of submission, north point, graphic map scale		
Names & address of record owner and subdivider		
Names of adjoining property owners		
Names of existing/proposed streets, easements & bldg. lines		
Boundaries & designations of zoning districts, parks, public spaces		
Field survey with bearings and distances certified by LLS. Monuments shown.		
Dimensions & areas of each proposed lot		
Location, dimension, bearing of every lot line.		
Survey to an accuracy of 1' to 5,000'.		
2' contours		
Surface drainage patterns, channels and watershed areas.		
Soils report w/boundaries superimposed on the plan		
Plan submitted to CCSWCS		
On-site public sewer and water shown horiz and vert (Hydro-geol study?)		
Surface drainage plan or stormwater mgmt plan		
Electrical facilities		
Covenants or deed restrictions		

**Town of Cumberland**  
**Major Subdivision Submission Checklist**  
 BASED ON APPENDIX D  
 MAJOR SUBDIVISION SUBMISSION REQUIREMENTS

---

Subdivision Name \_\_\_\_\_  
 Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

Per Section 4.1 *General Procedures*, please note: *The Code Enforcement Officer will first determine if the project will be classified as a major or minor subdivision. Classification will determine submission requirements.*

***YOU MUST REVIEW THE PROPOSED PLAN WITH THE CODE ENFORCEMENT OFFICER AND TOWN PLANNER PRIOR SUBMITTING APPLICATION TO RECEIVE THE APPROPRIATE CLASSIFICATION.***

Major subdivision \_\_\_\_\_ Minor Subdivision \_\_\_\_\_

-----  
 The following is intended to provide a summary of the submission requirements for subdivision review and for the provision of evidence for Findings of Fact. For precise requirements, please refer to the Town of Cumberland Subdivision Ordinance.

**THE TOWN PLANNER SHALL DETERMINE IF THE APPLICATION COMPLETE OR INCOMPLETE. ONLY COMPLETE APPLICATIONS SHALL BE REVIEWED BY THE PLANNING BOARD.**

**Waivers:** Please make a check in the *Waiver Request* column for any requested waivers. Attach a separate sheet citing the Subdivision Ordinance section number, description, and reason for request. (Section 15.1)

**Specify below the location of information, i.e.,  
 plan #, narrative, binder section...**

	Yes or No	Location of Information?	Waiver Requested?
<b>General Submissions:</b>			
15 copies of plans and materials. All sheet sized to be 24" x 36"			
1"=100' scale for general plan			
1"=40' scale for construction of required improvements			
Traffic Info?			
Capacity to Serve letters?			
Financial and Technical Capacity (Sec.14)			
Sewer user permits			

required? Status?			
Deed restrictions, if any, describe			
<b>Cover Sheet:</b>			
Proposed subd. name & name of municipality			
Name & address of record owner, subdivider, and designer of preliminary plan			
<b>Location Map:</b>			
<ul style="list-style-type: none"> <li>▪ Scale 1"=1000'</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Shows area 1000' from property lines</li> </ul>			
<ul style="list-style-type: none"> <li>▪ All existing subdivisions</li> </ul>			
Approximate tract lines of adjacent parcels			
Approximate tract lines of parcels directly across street			
<i>Location</i> of existing & proposed streets, easements, lot lines & bldg. lines of proposed subd. & adjacent properties.			
<b>Existing Conditions Plan</b>			
Existing buildings			
Watercourses			
Legend			
Wetlands			
existing physical features (trees 10" diameter or more. Stone walls			
Trail System?			
<b>Subdivision Plan:</b>			
Date of plan submission, true north & graphic scale			
Net residential acreage calculations			

Legend			
Trail (connecting?)			
<i>Widths</i> of existing/proposed streets, easements & bldg. lines			
<i>Names</i> of existing/proposed streets, easements & bldg. lines			
Boundaries & designations of zoning districts, parks, public spaces			
Outline of proposed subd. w/ street system			
Future probable street system of remaining portion of tract.			
Opportunities for Connecting Road(s) (13.2D)			
Space & setback of district			
Classification of road			
Width of road(s)			
Drainage type (open, closed, mix)			
Type of byway provided (8.4D)			
Names of adj. subdivisions			
Names of owners of record of adjacent acreage			
Any zoning districts boundaries affecting subd.			
Location & size of existing or proposed sewers, water mains, culverts, hydrants and drains on property			
Connections w/existing sewer or water systems			
Private water supply shown			
Private septic shown			
Hydro-geologic study (option for Board)			
Test pit locations			
Well locations			
Signature & lic. # of site			

evaluator			
Existing streets: location, name(s), widths w/in and abutting			
Proposed streets: location, name(s), widths w/in and abutting			
The above for any highways, easements, bldg. lines, alleys, parks, other open spaces w/in and abutting			
Grades & street profiles of all streets, sidewalks or other public ways proposed			
2' contour lines			
High intensity soil survey by cert. soil scientist			
Soil boundaries & names superimposed on plot plan			
Deed reference & map of survey of tract boundary by reg. land surveyor tied to established reference points			
Surface drainage or stormwater mgmt plan w/profiles & cross sections by a P.E. showing prelim. design and conveyances			
Proposed lot lines w/ dimensions and suggested bldg. locations.			
Location of temp. markers in field			
All parcels proposed to be dedicated to public use and conditions of such.			
Location of all natural features or site elements to be preserved			
Street lighting details			
Landscaping and grading plan including natural features to be preserved			
Survey stamped by P.E.			
Soil surveys w/# of soil scientist			
Septic plan w/ # of prof.			

site evaluator			
Geological evals w/ reg. geologists number			
Architect's seal			
For Rt. One: 75' undisturbed buffer applicable to all buildings, structures, parking areas, drainage facilities and uses.			
Open Space?			
Any part of parcel in a shoreland zone?			
Flood Map Number and rating?			
Stormwater Report?			
Rivers, ponds, wetlands?			
Historic, archeological features?			
Solid waste disposal?			
<b>Required Notes on Plan:</b>			
Fire Department notes			
Clearing limits note			
<i>Re: approval limit of 90 days before recording or null p. 10</i>			
<b>Final Plan Submissions:</b>	<i>See Appendix D</i>		
Actual field survey of boundary lines w/ monumentation shown			
Assessor's approval of street names and assignment of lot numbers.			
Designation of all open spaces w/ notes on ownership			
Copies of declarations, agreements or other documents showing the manner in which open space or easements are to be held and maintained.			
Written offer for any conveyance to the Town of			

open space or easements along with written evidence that the Council is willing to accept such offer			
Evidence of Outside Agency Approvals			

*As per Section 7.2 - REVIEW AND APPROVAL BY OTHER AGENCIES:*

- A. *Where review and approval of any subdivisions or site plan by any other governmental agency is required, such approval shall be submitted to the Planning Board in writing prior to the submission of the Final Plan.*

Please list below all outside agency approvals that are required for this subdivision.

**Maine Department of Environmental Protection:** *List type of permit(s) required (e.g., SLODA, NRPA (tier type?), Maine Construction General Permit, etc.)*

**US Army Corps of Engineers:**

**Maine Department of Transportation:** *List type of permit(s) required.*

**Maine Department of Inland Fisheries and Wildlife:**

**Cumberland County Soils and Water Conservation Service:** REQUIRED BY TOWN

**Other:** (List)