

APPENDIX C

MINOR TRADITIONAL OR CLUSTERED SUBDIVISION SUBMISSION REQUIREMENTS AND CHECKLIST

The subdivision plan for a minor Traditional or Clustered subdivision shall consist of an electronic submission and two (2) paper copies of all required application materials.

- 1.** Proposed name of the subdivision or identifying title and the name of the municipality in which it is located.
- 2.** The date of submission, North point, graphic map scale, name and address of record owner and subdivider, and names of adjoining property owners.
- 3.** Locations, widths and names of existing, filed or proposed streets, easements, and building lines pertaining to the proposed subdivision and to the adjacent properties.
- 4.** The boundaries and designations of zoning districts, parks and other public spaces.
- 5.** An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances, made and certified by a licensed land surveyor. The corners of the tract shall be located on the ground and marked by monuments as herein required and shall be referenced as shown on the plan. The survey plan shall show dimensions and areas of each proposed lot.
- 6.** Sufficient data to readily determine location, bearing and length of every lot line and boundary line and to reproduce such lines upon the ground. Where practical these should be tied to reference points previously established.
- 7.** The survey of the outside boundaries of the tract and the computation of the lot lines shall be performed to an accuracy of one foot in 5,000 feet. If requested by the Planning Board, the surveyor shall furnish copies of computation sheets for outside boundaries showing:
 - a. Sketch of traverse lines;
 - b. Closures;
 - c. Adjustments;
 - d. Coordinates; and
 - e. Computation of outside boundaries.
- 8.** Contour lines at intervals of two feet or at such intervals as the Planning Board may require, based on United States Geological Survey datum, referenced to mean sea level. Surface drainage patterns, including drainage channels and watershed areas, shall be shown.
- 9.** A soils report identifying the soils boundaries and names in the proposed development with the soils information superimposed upon the plot plan in accord with the United States Department of Agriculture Natural Resources Conservation Service National Cooperative Soil Classification. The Planning Board may request that the applicant submit the soils report to the Cumberland County Soil and Water Conservation District for a written review.
- 10.** All on-site public or communal sewerage and water supply facilities shall be shown, both horizontally and vertically, and designed to meet the minimum specifications of these

standards and all pertinent state and local ordinances. Compliance shall be stated on the plan and signed by a licensed site evaluator. If on-site groundwater wells are proposed, the effect of withdrawal of groundwater may be required by the Board as set forth in this chapter. If a cluster system or collective private sewage disposal system(s) is (are) proposed, a hydrogeologic investigation shall be submitted meeting the sewage disposal standards as set forth in this chapter. A hydrogeologic investigation may be required by the Board for individual sewage disposal systems as set forth in this chapter.

- 11.** A surface drainage plan or stormwater management plan, with profiles and cross sections drawn by a professional engineer registered in the State of Maine, showing preliminary design of all facilities and conveyances necessary to meet the stormwater management standards as set forth in this chapter. The Planning Board may request that the applicant obtain the endorsement in writing of the stormwater management plan by the Cumberland County Soil and Water Conservation District.
- 12.** Electrical facilities.
- 13.** A copy of such covenants or deed restrictions as are intended to cover all or part of the tract.
- 14.** Any other data as determined by the Planning Board to ascertain compliance with this chapter.
- 15.** There shall be submitted to the Board with final plan:
 - a.** Written offers of cession to the municipality of all easements and public open space shown on the plan and copies of agreements or other documents showing the manner in which spaces, title to which is reserved by the subdivider, are to be maintained.
 - b.** Written evidence that the municipal officers or their appointed agent are satisfied with the legal sufficiency of the documents referred to in Paragraph 15a above. Such written evidence shall not constitute an acceptance by the municipality of any public open space referred to in this appendix.

COMPLETION CHECKLIST FOR MINOR TRADITIONAL OR CLUSTERED SUBDIVISION SUBMISSION REQUIREMENTS

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 the waiver request.

	Check if provided	Location of information in packet, e.g. plan #, page #	Waiver Request?
Scale 1"=40'			
Proposed name of 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 with 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 horizontally and vertically			
Hydrogeological study			
Surface drainage plan or stormwater management plan			
Electrical facilities			
Covenants restrictions or deed restrictions			