

Town of Scarborough, Maine

SUBDIVISION CHECKLIST

The applicant must prepare this check list and include it with the Subdivision application submission to the Planning Board. This checklist is intended to be a guide for use by the applicant, in preparation of the Subdivision Application. **The preparation of this checklist should not be a substitute for a thorough review of the Town of Scarborough Subdivision and other applicable ordinances.**

		Check Appropriate Box		
		Submitted	*Waiver Request	Not Applicable
1.	Evidence of Control of Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Check the box(es) that apply</div>			
	<input type="checkbox"/> Deed			
	<input type="checkbox"/> Purchase and Sales Agreement			
	<input type="checkbox"/> Lease			
	<input type="checkbox"/> Other			
2.	Written narrative of project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>(At a minimum this will include a description of the intended uses of the property; a description of the existing site conditions; exiting zoning; tabulation of the number of lots allowed and proposed; amount of open space required and proposed; proposed use of open space; minimum lot sizes allowed and proposed; any special exceptions or permits required; on and off site improvements; description of traffic impacts; stormwater management)</i>			
3.	Subdivision Plan(s):			
	Existing Conditions Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Proposed Conditions including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Check the box(es) that apply</div>			
	<input type="checkbox"/> Scale 1"= 40' preferred			
	<input type="checkbox"/> Name of Subdivision, owner(s),engineer(s), surveyor(s)			
	<input type="checkbox"/> North arrow and date			
	<input type="checkbox"/> Plan legend			
	<input type="checkbox"/> 2' contour elevations			
	<input type="checkbox"/> Zoning boundaries			
	<input type="checkbox"/> Net residential density calculation			
	<input type="checkbox"/> Lot dimensions and area			
	<input type="checkbox"/> Location of permanent monuments			
	<input type="checkbox"/> Setback requirements			
	<input type="checkbox"/> Specifications for all existing and proposed public & private streets			
	<input type="checkbox"/> Natural features (e.g. wetlands, floodplains, significant habitat & trees)			
	<input type="checkbox"/> Location of utilities			
	<input type="checkbox"/> Location of proposed open and public spaces			
	<input type="checkbox"/> Pedestrian walkways & amenities			
	<input type="checkbox"/> Location of fences & walls			
	<input type="checkbox"/> Location of easements			

Town of Scarborough, Maine

SUBDIVISION CHECKLIST

	Submitted	Waiver Request	Not Applicable
4. Abutters list and mailing addresses <i>(to be provided on mailing labels)</i> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Location Map <i>(Showing relationship of the project to the surrounding area)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Landscaping Plan <i>(Designation of the location, size, species of streetscape, parks, esplanades or other open space)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Wastewater Accommodations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-right: 10px;">Check the box(es) that apply</div> <input type="checkbox"/> Sewer connection <input type="checkbox"/> Demonstrate ability to serve on-site <input type="checkbox"/> Nitrate plum analysis			
8. Stormwater and Erosion control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-right: 10px;">Check the box(es) that apply</div> <input type="checkbox"/> Pre & Post development conditions <input type="checkbox"/> Stormwater management systems and details <input type="checkbox"/> Erosion control measures and details			
8(A). Post-Construction Stormwater Infrastructure Management <u>If the following criteria apply to your application please refer to Chapter 419, Post-Construction Stormwater Infrastructure Management Ordinance for further requirements:</u>			
	YES	NO	
Disturb one or more acres of area	<input type="checkbox"/>	<input type="checkbox"/>	
"			
9. Traffic Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-right: 10px;">Check the box(es) that apply</div> <input type="checkbox"/> Traffic flow patterns <input type="checkbox"/> Peak hour trip generation <input type="checkbox"/> Measured sight distances from driveway access <input type="checkbox"/> Calculated impact/mitigation fees			
10. Off-Site Improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-right: 10px;">Check the box(es) that apply</div> <input type="checkbox"/> Road Improvements <input type="checkbox"/> Sidewalks <input type="checkbox"/> Natural Areas, open space, parks <input type="checkbox"/> Other <i>(please describe)</i> _____			

Town of Scarborough, Maine

SUBDIVISION CHECKLIST

	Submitted	Waiver Request	Not Applicable
11. Open Space and Recreation Contributions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Recreation impacts			
Check the box(es) that apply	<input type="checkbox"/> Calculated contribution amount required _____ <i>(\$500 per lot in growth area; \$250 per lot in limited growth area)</i>		
	<input type="checkbox"/> Recreation improvements in-lieu of contribution <i>(provide written description)</i>		

B. If required, please indicate the amount of open space that is:

required: _____ proposed: _____

C. Please indicate the type of use(s) of the open space:

Check the box(es) that apply	<input type="checkbox"/> Passive recreation
	<input type="checkbox"/> Active recreation
	<input type="checkbox"/> Agricultural
	<input type="checkbox"/> Habitat preservation
	<input type="checkbox"/> Other <i>(please indicate)</i> _____

12. Does this application require:	YES	NO
A. Permits from Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please indicate	Approved	Pending
a. ME Dept. of Environmental Protection	<input type="checkbox"/>	<input type="checkbox"/>
b. U.S. Army Corps of Engineers	<input type="checkbox"/>	<input type="checkbox"/>
c. ME Dept. of Transportation	<input type="checkbox"/>	<input type="checkbox"/>
d. Other	<input type="checkbox"/>	<input type="checkbox"/>
<i>(please describe)</i> _____		

B. Approval from other Town Boards	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please indicate	Approved	Pending
a. Town Council	<input type="checkbox"/>	<input type="checkbox"/>
b. Zoning Board	<input type="checkbox"/>	<input type="checkbox"/>
c. Fire Department	<input type="checkbox"/>	<input type="checkbox"/>
d. Public Water District	<input type="checkbox"/>	<input type="checkbox"/>
e. Sanitary District	<input type="checkbox"/>	<input type="checkbox"/>
f. Other	<input type="checkbox"/>	<input type="checkbox"/>
<i>(please describe)</i> _____		

*Please attach, on a separate sheet, any requests for waivers or deviations from the requirements of the specific standards within the Subdivision Ordinance or other applicable ordinances.