

TOWN OF WINDHAM MAJOR & MINOR SUBDIVISION APPLICATION

Sketch Plan

(Section 910 – Subdivision Review, Submission Requirements)

The original signed copy of this application must be accompanied by:

- The required application and review escrow fees,
- Five (5) collated submission packets, which must include
 - Full size paper copies of each plan, map, or drawing, and
 - A bound copy of the required information found in Section 910 of the Land Use Ordinance.
 - The checklist below offers a brief description of these requirements for the purpose of determining the completeness of a submission. Please use the Ordinance for assembling the submission packets.
- Electronic submission in PDF format of:
 - All plans, maps, and drawings.
 - These may be submitted as a single PDF file or a PDF for each sheet in the plan set.
 - A PDF of the required information found in Section 910 of the Land Use Ordinance

The submission deadline for Sketch plans is three (3) weeks before the Planning Board meeting for which it will be scheduled.

Applicants are strongly encouraged to schedule a brief submission meeting with Planning Staff, to walk through the application checklist at the time a Planning Board submission is made. This will allow applicants to receive a determination of completeness, or a punch list of outstanding items, at the time a submission is made.

If you have questions about the submission requirements, please contact:

Windham Planning Department	(207) 894-5960, ext. 2
Jenn Curtis, Planner	sjpuleo@windhammaine.us
Amanda Lessard, Planning Director	allessard@windhammaine.us

Sketch Plan - Minor & Major Subdivision

Project Name: _____

Tax Map: _____ **Lot:** _____

Number of lots/dwelling units: _____ **Estimated road length:** _____

Is the total disturbance proposed > 1 acre? **Yes** **No**

Contact Information

1. Applicant

Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-mail: _____

2. Record owner of property

_____ (Check here if same as applicant)

Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ Email: _____

3. Contact Person/Agent (if completed and signed by applicant's agent, provide written documentation of authority to act on behalf of applicant)

Name: _____

Company Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-mail: _____

I certify all the information in this application form and accompanying materials is true and accurate to the best of my knowledge.

Signature

Date

Sketch Plan - Minor & Major Subdivisions: Submission Requirements		Applicant	Staff
a.	Complete Sketch Plan Application form		
b.	Project Narrative		
	conditions of the site		
	number of lots		
	constraints/opportunities of site		
	Outline any of the following studies that will be completed at a future stage:		
	traffic study		
	utility study		
	market study		
c.	Name, address, phone for record owner and applicant		
d.	Names and addresses of all consultants working on the project		
e.	Evidence of right, title, or interest in the property		
f.	Evidence of payment of Sketch Plan fees and escrow deposit		
g.	Any anticipated waiver requests (Section 908)		
	Waivers from Submission Criteria. Will the applicant be requesting waivers from the "Submission information for which a Waiver May be Granted"?		
	If yes, submit letter with the waivers being requested, along with reasons for each waiver request.		
	Waivers from Subdivision Performance Standards. Will the applicant be requesting waivers from any of the performance and design standards detailed in Section 911 of the Land Use Ordinance?		
	If yes, submit letter with the waivers being requested, along with a completed "Performance and Design Standards Waiver Request" form.		
h.	Copy of portion of the USGS topographic map of the area, showing the boundaries of the proposed subdivision.		
i.	Copy of that portion of the Cumberland County Medium Intensity Soil Survey covering the proposed subdivision, showing the boundaries of the proposed subdivision.		
	Submit initialed form regarding additional fees, from applicant intro packet		
j. Plan Requirements			
1	Name of subdivision, north arrow, date and scale		
2	Boundary and lot lines of the subdivision		
3	Approximate location, width, and purpose of easements or restrictions		
4	Streets on and adjacent to the tract.		
5	Approximate location and size of existing utilities on and adjacent to the tract, including utility poles and hydrants (if none, so state).		
6	Existing buildings, structures, or other improvements on the site		
7	Major natural features of the site, approximated by the applicant including wetlands, streams and ponds, floodplains, groundwater aquifers, treelines, significant wildlife habitat and fisheries, and any other important features.		
Electronic Submission			