



## SKETCH PLAN REVIEW – MAJOR\MINOR SUBDIVISION APPLICATION

<b>FEES FOR SKETCH PLAN REVIEW</b>	<b>APPLICATION FEE:</b> <input type="checkbox"/> \$200.00 <b>REVIEW ESCROW:</b> <input type="checkbox"/> \$300.00 - MINOR <input type="checkbox"/> \$400.00 - MAJOR	<b>AMOUNT PAID:</b> \$ _____ <b>DATE:</b> _____ <small>Office Use:</small>	
<b>PROPERTY DESCRIPTION</b>	Parcel ID: _____ Map #: _____ Lot(s) #: _____ Zoning District(s): _____ Total Land Area SF: _____	Total Disturbance. >1Ac <input type="checkbox"/> Y <input type="checkbox"/> N Est. Building SF: _____ No Building; Est. SF of Total Development: _____	
	Physical Address: _____	Watershed: _____	
<b>PROPERTY OWNER'S INFORMATION</b>	Name: _____	Name of Business: _____	
	Phone: _____	Mailing Address: _____	
	Fax or Cell: _____		
	Email: _____		
<b>APPLICANT'S INFORMATION (IF DIFFERENT FROM OWNER)</b>	Name: _____	Name of Business: _____	
	Phone: _____	Mailing Address: _____	
	Fax or Cell: _____		
	Email: _____		
<b>APPLICANT'S AGENT INFORMATION</b>	Name: _____	Name of Business: _____	
	Phone: _____	Mailing Address: _____	
	Fax or Cell: _____		
	Email: _____		
<b>PROJECT INFORMATION</b>	Existing Land Use <i>(Use extra paper, if necessary):</i>		
	Provide a narrative description of the Proposed Project <i>(Use extra paper, if necessary):</i>		
	Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non-conformance, etc. Use extra paper, if necessary):		

## SKETCH PLAN MAJOR\MINOR SUBDIVISION APPLICATION REQUIREMENTS

### Section 910 of the Land Use Ordinance

The submission shall contain, five (5) copies of the following information, including full plan sets. Along with one (1) electronic version of the entire submission unless a waiver of a submission requirement is granted.

**The Sketch Plan document/map:**

- A) Plan size: 24" X 36"
- B) Plan Scale: No greater 1":100'
- C) Title block: Applicant's name and address
- Name of the preparer of plans with professional information
- Parcel's tax map identification (map and lot) and street address, if available

- Complete application submission deadline: three (3) weeks prior to the desired Planning Board or Staff Review Committee meeting.
  - Five copies of the application and plans
  - Application Payment and Review Escrow
- Pre-submission meeting with the Town staff is required.
- Contact information:
  - Windham Planning Department (207) 894-5960, ext. 2
  - Steve Puleo, Town Planner [sjpuleo@windhammaine.us](mailto:sjpuleo@windhammaine.us)
  - Amanda Lessard, Planning Director [allessard@windhammaine.us](mailto:allessard@windhammaine.us)

### APPLICANT/PLANNER'S CHECKLIST FOR SKETCH PLAN REVIEW REQUIREMENTS

**SUBMITTALS THAT THE TOWN PLANNER DEEMS INCOMPLETE IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BOARD REVIEW.**

*The following checklist includes items generally required for development by Windham's LAND USE ORDINANCE, Section 910. Due to projects specifics, are required to provide a complete and accurate set of plans, reports, and supporting documentation.*

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PRESENT A CLEAR UNDERSTANDING OF THE PROJECT.**

**NOTE TO APPLICANT: PRIOR TO THE SITE WALK, TEMPORARY MARKERS MUST BE ADEQUATELY PLACED THAT ENABLE THE PLANNING BOARD TO READILY LOCATE AND APPRAISE THE LAYOUT OF DEVELOPMENT (SEE RULES OF PLANNING BOARD FOR MORE SPECIFICS. PER SECTION 906.C.3.).**

Submission Requirements:	Applicant	Staff		Applicant	Staff	
a) Completed Sketch Plan Application form	<input type="checkbox"/>	<input type="checkbox"/>				
b) Proposed Project Conditions:			h) Copy of portion of the USGS topographic map of the area, showing the boundaries of the proposed subdivision.	<input type="checkbox"/>	<input type="checkbox"/>	
- Condition of the site	<input type="checkbox"/>	<input type="checkbox"/>	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	<input type="checkbox"/>	<input type="checkbox"/>	
- Proposed use	<input type="checkbox"/>	<input type="checkbox"/>				
- Constraints/opportunities of the site	<input type="checkbox"/>	<input type="checkbox"/>	<b>Plan Requirements</b>			
Outline any of the follow			1. Name of subdivision, north arrow, date, and scale	<input type="checkbox"/>	<input type="checkbox"/>	
- Traffic Study	<input type="checkbox"/>	<input type="checkbox"/>	2. Name of subdivision, north arrow, date, and scale	<input type="checkbox"/>	<input type="checkbox"/>	
- Utility Study	<input type="checkbox"/>	<input type="checkbox"/>	3. Approximate location, width, and purpose of easements or restrictions	<input type="checkbox"/>	<input type="checkbox"/>	
- Marker Study	<input type="checkbox"/>	<input type="checkbox"/>	4. Streets on and adjacent to the tract.	<input type="checkbox"/>	<input type="checkbox"/>	
c) Name, address, phone for record owner and applicant	<input type="checkbox"/>	<input type="checkbox"/>	5. Approximate location and size of existing utilities on and adjacent to the tract, including utility poles and hydrants (if none, so state)	<input type="checkbox"/>	<input type="checkbox"/>	
d) Names and addresses of all consultants working on the project	<input type="checkbox"/>	<input type="checkbox"/>				
e) Evidence of right, title, or interest in the property	<input type="checkbox"/>	<input type="checkbox"/>				
f) Evidence of payment of Sketch Plan fees and escrow deposit	<input type="checkbox"/>	<input type="checkbox"/>	6. Existing buildings, structures, or other improvements on the site	<input type="checkbox"/>	<input type="checkbox"/>	
g) Any anticipated waiver requests (Section 908)			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.			
Waivers from Submission Criteria. Will the applicant be requesting waivers from the "Submission information for which a Waiver May be Granted"?	<input type="checkbox"/>	<input type="checkbox"/>				
- If yes, submit a letter with waivers being requested, along with a completed "Performance & design Standards Waiver Request Form.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Waivers from Subdivision Performance Standards in Section 911 of the Land Use Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>				
- If yes, submit a letter with the waivers being requested, along with a completed "Performance and Design Standards Waiver Request" form.	<input type="checkbox"/>	<input type="checkbox"/>	<b>PDF Electronic Submission</b>	<input type="checkbox"/>	<input type="checkbox"/>	

*The undersigned hereby makes an application to the Town of Windham for approval of the proposed project and declares the foregoing to be true and accurate to the best of his/her knowledge.*

APPLICANT OR AGENT'S SIGNATURE

DATE

PLEASE TYPE OR PRINT THE NAME

# AGENT AUTHORIZATION

<b>APPLICANT/ OWNER</b>	Name			
<b>PROPERTY DESCRIPTION</b>	Physical Address			Map
				Lot
<b>APPLICANT'S AGENT INFORMATION</b>	Name			
	Phone		Business Name & Mailing Address	
	Fax/Cell			
	Email			

***Said agent(s) may represent me/us before Windham Town officers and the Windham Planning Board to expedite and complete the approval of the proposed development for this parcel.***

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PLEASE TYPE OR PRINT NAME HERE

\_\_\_\_\_  
CO-APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PLEASE TYPE OR PRINT NAME HERE

\_\_\_\_\_  
APPLICANT'S AGENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PLEASE TYPE OR PRINT NAME HERE

# TOWN OF WINDHAM MINOR\MAJORSUBDIVISION APPLICATION

## Performance and Design Standards Waiver Request Form (Section 908 – Minor\Major Subdivision Review, Waivers)

For each waiver request from the Performance and Design Standards detailed in Section 911 of the Town of Windham Land Use Ordinance, please submit separate completed copy of this waiver request form for all waivers requested

**Subdivision or**

**Project Name:**

**Tax Map:**

**Lot(s):**

**Waivers are requested from the following Performance and Design Standards  
(Add Forms as necessary):**

Ordinance Section	Standard	Mark which waiver this form is for
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

- a. Describe how a waiver from the standard indicated above will improve the ability of the project to take the property's pre-development natural features into consideration. Natural features include, but are not limited to, topography, location of water bodies, location of unique or valuable natural resources, relation to abutting properties or land uses. Attach a separate sheet if necessary.

(continued next page)

Ordinance Section: \_\_\_\_\_

b. Will the waiver have an impact on any of the following criteria?

	Yes	No
Water or air pollution	<input type="checkbox"/>	<input type="checkbox"/>
Light pollution or glare	<input type="checkbox"/>	<input type="checkbox"/>
Water supply	<input type="checkbox"/>	<input type="checkbox"/>
Soil erosion	<input type="checkbox"/>	<input type="checkbox"/>
Traffic congestion or safety	<input type="checkbox"/>	<input type="checkbox"/>
Pedestrian safety or access	<input type="checkbox"/>	<input type="checkbox"/>
Supply of parking	<input type="checkbox"/>	<input type="checkbox"/>
Sewage disposal capacity	<input type="checkbox"/>	<input type="checkbox"/>
Solid waste disposal capacity	<input type="checkbox"/>	<input type="checkbox"/>
Scenic or natural beauty, aesthetics, historic sites, or rare or irreplaceable natural areas	<input type="checkbox"/>	<input type="checkbox"/>
Flooding or drainage issues on abutting properties	<input type="checkbox"/>	<input type="checkbox"/>
The Town's ability to provide the subdivision with public safety services (if subdivision)	<input type="checkbox"/>	<input type="checkbox"/>

If granting the waiver will result in an impact on any of the criteria above, please provide more detail below.