

**TOWN OF STONINGTON**

32 Main Street, PO Box 9, Stonington, ME 04681

207-367-2351

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

Date Recd: \_\_\_\_\_

App Fee: \_\_\_\_\_

**PRELIMINARY SUBDIVISION APPLICATION**

Ad Fee: \_\_\_\_\_

Total Fee: \_\_\_\_\_

1. The applicant shall submit 9 copies of the completed application and one electronic PDF and any supporting documents or evidence, and 3 copies of the plan to the Planning Board.
2. The preliminary plan shall be drawn in the appropriate scale on sheets not larger than 24 x 36. The preliminary plan shall show the location of all existing structures, wells, subsurface sewer systems, utilities, streams, water bodies, and roads located on the applicant's property. There shall be included a location map at a scale of not less than 1" to 400', showing the relationship and proximity of the proposed project to all properties within 3,000 feet of the property lines.
3. All preliminary plans shall clearly be marked "PRELIMINARY" in the top right-hand corner.

Subdivision Name: \_\_\_\_\_

Location of Property: Map \_\_\_\_\_ Lot \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_

**APPLICATION INFORMATION:**

1. Name of Property Owner: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

2. Name of Applicant: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

3. If Applicant is a corporation, licensed in Maine? Yes \_\_\_\_\_ No \_\_\_\_\_

Attach a copy of State's Registration

4. Name of Applicant's Authorized Agent: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

5. Name of Land Surveyor, Engineer, Architect, or another preparing plan: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

6. What legal interest does the applicant have in the property to be developed (Ownership, option, purchase, and sale contract, etc.)? \_\_\_\_\_

7. What interest does the applicant have in any abutting properties? \_\_\_\_\_

8. Current zoning of property: \_\_\_\_\_

9. Is any portion of the property within 250 feet of the high-water mark of a pond, river or water body?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, name of waterbody: \_\_\_\_\_

*(If yes, provisions of the Town of Stonington Shoreland Zoning Ordinance will also apply to this application, therefore, please provide documentation that the project follows the Town of Stonington Shoreland Zoning Ordinance).*

10. Number of lots or units: \_\_\_\_\_

11. Number of acres within the proposed subdivision: \_\_\_\_\_

12. Anticipated date for construction: \_\_\_\_\_

13. Anticipated date for completion: \_\_\_\_\_

14. Does this development require extension of public infrastructures? Yes \_\_\_\_\_ No \_\_\_\_\_

15. Estimate for infrastructure improvements: \_\_\_\_\_

16. Identify method of water supply to the proposed development:

\_\_\_\_\_ Individual wells

\_\_\_\_\_ Central well with distribution lines

\_\_\_\_\_ Connection to Public Water System

\_\_\_\_\_ Other (please state alternative method): \_\_\_\_\_

17. Identify method of sewage disposal to the proposed development:

\_\_\_\_\_ Individual septic systems

\_\_\_\_\_ Central on-site disposal with distribution lines

\_\_\_\_\_ Connection to public sewer system

\_\_\_\_\_ Other (please state alternative method): \_\_\_\_\_

If a private sewage disposal system is proposed, location, and results of tests to ascertain subsurface soil, groundwater conditions and depths to a maximum ground water level.

18. Identify method of fire protection for the proposed development:

\_\_\_\_\_ Hydrants connected to the public water system

\_\_\_\_\_ Dry hydrants located on an existing pond or water body

\_\_\_\_\_ Existing fire pond

\_\_\_\_\_ Other (please state alternative method): \_\_\_\_\_



## Subdivision Regulations - Application Requirements

### Application Submission Requirements—Preliminary Subdivision Plan

**A. Copies.** The applicant must submit 9 paper copies and one electronic PDF of the preliminary subdivision plan application and any supporting documents or evidence, and 3 copies of the plan to the Planning Board. The plan should be larger than 8 1/2 x 11 inches but not larger than 24 x 36.

### Application Submission Requirements

**1. Location Map.** A location map drawn at a scale (see requirements in the ordinance) to show the relation of the proposed subdivision to the adjacent properties and to the general surrounding area.

**2. Preliminary Subdivision Plan.** All dimensions must be shown in feet or decimals of a foot and drawn to a scale (see ordinance). A preliminary subdivision plan and accompanying materials showing:

(a) All existing information provided as part of the sketch plan. If no sketch plan was submitted, then the preliminary subdivision plan must describe the general intent of the development and include a description of the site including its area, shape, and existing features, both natural and man-made.

(b) Number of acres within the subdivision.

(c) Proposed lot lines with approximate dimensions, lot numbers, area (in square feet), buildable area, and suggested locations of buildings.

(d) Proposed easements, watercourses, buffers, and setback requirements.

(e) Contour lines at intervals of not more than five feet or at such lesser intervals as the Planning Board may require.

(a) Typical cross sections of the proposed grading for roads and sidewalks including width, type of pavement, elevations, and grades.

(b) Connection with existing or proposed water supply or alternative means of providing water supply to the proposed subdivision.

(c) Connection with existing or proposed sanitary sewerage system or alternative means of treatment and disposal proposed.

(d) A soil survey (including a soils map, location of soil test pits, soil narrative report, and soil profile log description) of existing soil conditions, conducted by a professional consultant such as a soil scientist, engineer, or geologist according to the *Guidelines for Maine Certified Soil Scientists for Soil Identification and Mapping* (Maine Association of Professional Soil Scientists, Mar. 2009). The intensity level of the soil survey within the buildable area must be:

**2. Class A** (high intensity) for a lot less than two acres with on-site subsurface wastewater disposal.

**3. Class B** (high intensity) for a lot less than two acres with a public sewer connection.

**4. Class C** (medium-high intensity) for a lot two acres or greater with on-site subsurface wastewater disposal.

**5. Class D** (medium intensity) for all other proposals and for all areas outside of the buildable area.

(b) If a subsurface wastewater disposal system is proposed, the location and results of test pits to ascertain subsurface soil groundwater conditions and depths to maximum groundwater level, and any subsurface wastewater disposal system applications (HHE-200 form) required by DHHE and approved by the local plumbing inspector.

- (c) A letter from a hydrogeologist stating that septic runoff from the proposed subdivision will not adversely affect adjacent property or private water supplies.
- (d) Documentation of adequate provision for the collection and discharging storm drainage in the form of a drainage plan prepared by an engineer that demonstrates changes in hydrologic conditions will not cause off-site flood damage to public or private property. Changes in runoff must be calculated by using the TR-55 method or subsequent approved methods developed by the USDA Soil Conservation Service.
- (e) Preliminary designs of any bridges or culverts which may be required along with state approvals, if required.
- (f) The location of temporary markers adequate to enable the Planning Board to locate readily and apprise the basic layout in the field.
- (g) All parcels of land proposed to be dedicated to public use and the conditions of such dedication.
- (h) The location of all natural features or site elements to be preserved.
- (i) A soil erosion and sedimentation control plan prepared by an engineer or a geologist. The Planning Board may require the review of the plan by the Hancock County Soil and Water Conservation District.
- (j) Certification by an engineer or a land surveyor that all surveys, deeds, and supporting information accurately reflect the true conditions existing within the proposed subdivision.
- (k) Floodplains, if any, and base flood elevation data.
- (l) A landscaping plan.
- (m) A long-term maintenance plan.
- (n) All the area within 1,000 feet of any property line of the proposed subdivision showing:
1. All existing subdivisions and approximated tract lines of acreage parcels.
  2. Location, widths, and names of existing, filed, or proposed roads, easements, building lines, and alleys pertaining to the proposed subdivision.
  3. The boundaries and designations of parks and other public spaces.
  4. An outline of the proposed subdivision together with its road system and an indication of the future probable road system of the remaining portion of the tract, if the preliminary subdivision plan submitted covers only part of the applicant's entire holding.

## **Application Submission Requirements—Final Subdivision Plan**

**15. Copies.** The applicant must submit one paper copy and one electronic PDF of the final subdivision plan application and any supporting documents or evidence, except that 15 paper copies must be submitted of all documents (including the final subdivision plan) that are larger than 8 1/2 x 11 inches.

**16. Application Submission Requirements.** In addition to the application submission requirements, the applicant must submit the following materials unless waived by the Planning Board:

**1. Final Subdivision Plan.** All dimensions must be shown in feet or decimals of a foot and drawn to a scale of not more than 100 feet to the inch, and preferably of a scale of 40 feet to the inch. A final subdivision plan showing:

- (q)** All of the information presented on the preliminary subdivision plan, location map, and any amendments thereto suggested or required by the Planning Board, or as otherwise required.
- (r)** The name, registration number, signature, and seal of the professional consultant who prepared the final subdivision plan. The Planning Board may not accept or approve a final subdivision plan that are not sealed and signed by the professional consultant under whose responsible charge it was completed.
- (s)** Road names and lines, pedestrian ways, lots, easements, and areas to be reserved for or dedicated to public use.
- (t)** Sufficient data to determine readily the location, bearing and length of every road line, lot line, boundary line, and to reproduce such lines upon the ground. Parting lines of all lands adjoining the subdivision must be shown.
- (u)** The length of all straight lines, the deflection angles, radii, length of curves and central angles of all curves and central angles of all curves, tangent distances and tangent bearing for each road.
- (v)** Lots within the subdivision numbered as prescribed by the Planning Board.
- (w)** By proper designation, all public open space for which offers of cession are made by the applicant and those spaces to which title is reserved by the applicant.
- (x)** Permanent reference monuments shown thus: "X". Such monuments must be constructed and placed in accordance with specifications herein, and their location noted and referenced upon the final subdivision plan.

**25. Landscaping Plan.** A proposed landscaping plan.

**26. Water Quality Test.** The results of water quality tests as performed by DHHS Division of Health Engineering, upon the Planning Board's request.

**Sample Letter – Abutter Notification**

Date:

Subject Property Location

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

To:

This is to inform you that I am submitting an application to the Stonington Planning Board for a \_\_\_\_\_  
\_\_\_\_\_. The Stonington Planning Board will begin review of the application  
on Thursday, \_\_\_\_\_, at 6:30pm. The meeting will be held at the

Stonington Town Office

32 Main Street, 1<sup>st</sup> floor

Stonington, ME 04681

Enclosed please find a sketch of the proposed project and location. An application is on file at the  
Stonington Town Office for further review. If you have any questions, please contact me at \_\_\_\_\_.  
You may also contact Brian Billings, Code Enforcement Officer at [ceo@stoningtonmaine.org](mailto:ceo@stoningtonmaine.org).