

Town of PORTER

Article 10 Checklist for Minor and Major Subdivisions

PERFORMANCE & DESIGN STANDARDS

Subdivision Name _____

Date _____

This checklist has been prepared to assist applicants in developing their applications. It should be used as a guide. The checklist does not substitute for the statutory criteria or the requirements of **Article 10** of the Subdivision Regulations. The Planning Board also will be using the checklist to make sure that your application is complete. Indicate if the information has been submitted or if it is requested to be waived. If you feel that information is not applicable to your project, please indicate in the second column. The application need not contain separate plans as implied below. The perimeter survey, subdivision plan and engineering plans may be contained on the same drawing. However, detailed engineering drawings such as road profiles, drainage swales and erosion/sedimentation plans may best be presented on a separate sheet or sheets.

Shaded boxes indicate that the action is not recommended to be taken by the Applicant or the Planning Board.

SUBDIVISION REGULATIONS		Submitted by Applicant	Not Applicable per Applicant	Not Applicable per Planning Board	Applicant Requests to be Waived	Waived by Planning Board	Received by Planning Board	Land Use Permit Cross-Reference
10.1	Basic Subdivision Layout							Article III
1	BLOCKS – Utility-Pedestrian Easement							
2	LOTS							
2.A.	Lot lines perpendicular							
2.B.	Provision or preclusion of future subdivision							
2.C.	Lots divided by streams or road							Article II
2.D.	Flag and other unusually shaped lots							
2.E.	Lot numbering							
2.F.	Saco River Corridor Regulations (<i>footprint, setbacks, and height</i>)							Article III, Article IV 4.2 H & J, Article V Sections 5.6, 5.13, 5.20, and 5.21, and Article VI Section 6.3

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2.G.	Remaining Land Use							
2.3	UNDERGROUND UTILITIES							
2.4	MONUMENTS							
2.4.A.	Stone or Precast							
2.4.B.	Other Survey Markers							
10.2.	SUFFICIENT WATER							
A.1.	Provide for future connections in public water supply service area							
A.1.a	Public water system components approved by water company & fire chief							
A.2.	Subdivision served by private well(s)							
A.2.a.	Siting and construction of individual wells to prevent surface and ground water infiltration							
A.2.b.	Lot configuration to allow for proper siting of well, on-site septic disposal area and reserve area							
A.2.c.	Location and protection of the source and operation of a central water supply system							
B.	Water quality complies w/ Drinking Water Rules							
B.1.	Registry of Deed Recording if not in compliance with Drinking Water Rules							
C.	Impact on existing water facilities is within Water Department's capacity							
D.	Well Construction							
D.1	Dug wells discouraged on lots one acre or less							
D.2	Wells at least 100 from a street or 50 feet if uphill with deed restriction(s)							

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E.	Fire protection							
E.1.	Buildings no more than 500 feet from hydrants							
E.2.	Storage of water if not on public water							
E.3.	Hydrants to fire department specifications							
E.4.	Easements for access to hydrants							
10.3.	Erosion & Sedimentation and Impact on Water Bodies							Article IV Section 4.2 C, G, L, M, N, S, T
A.	Prevention of soil erosion from entering water bodies							
B.	Does not increase water temperature or erosion from cutting or removing vegetation							
C.	Erosion & sedimentation control plan							
D.	Topsoil removal & reapplication plan							
10.4.	SEWAGE DISPOSAL							Article IV Section 4.2 H
A.1	Certification of capability of sewage system							
A.2	Reserve wastewater disposal area where soils are less than 24" to limiting factor, and are shown on the plan and restricted from building							
A.3	Disposal Area will require no Variance from SWDR							
10.5.	SOLID WASTE							Article IV Section 4.2 F
A.	Capacity of Town solid waste system vis-à-vis proposed subdivision, or an alternate disposal							

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10.6.	IMPACTS ON NATURAL BEAUTY, AESTHETICS, WILDLIFE HABITAT, RARE NATURAL AREAS OR PUBLIC ACCESS TO THE SHORELINE							Article II, Article III, and Article IV Sections 4.2 B, C, K, S, T, U, V, W, X
A.1.	Limitations on the clearing of trees in designated areas in deed restriction							
A.2.	Screening of buildings from existing public roads in designated non-growth residential areas							
A.3	Tree plantings on open fields							
A.4	Tree removal and building restriction 50 vertical feet to ridge tops identified in the Comprehensive Plan							
A.4.a	Restriction noted on plan and as a covenant in deed							
A.5	Does not increase water temperature or erosion from cutting or removing vegetation							
A.6	Landscape plan preserving trees larger than 24" diameter, preservation of vegetation and contours							
A.7	50 foot wooded buffer along all existing public roads if land cover type at the time of application is forested							
A.8	Liquidation Harvesting Restrictions							
B.	Protection of Significant Wildlife Habitat.							

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B.1.a	Endangered or Threatened Species Habitat and Deed Restriction within 250 feet							
B.1.b	Water Fowl, Wading bird and Other Habitat cutting restrictions within 75 feet and Deed Restriction							
B.2.	1320 feet of an area identified and mapped by DIFW or Beginning With Habitat as deer wintering or travel and biologist management plan submission							
B.3.	Other habitat and concentration areas identified in Comp Plan and Beginning With Habitat Mapping, including coastal wildlife							
B.4.	Review of the Department or a qualified wildlife biologist presented in writing to the Board							
C.	General Protection of Important Shoreland Areas and Public Access to Shorelines (<i>See 10.6.B and 10.13.2 Subdivision</i>)							Also Reference Article 10 Sections 10.6.B and 10.13.2
C.1.	Public Access							
C.2.	250 foot Shoreland Requirements							
C.2.a.	40% Tree Removal over 10 years							
C.2.b	Lot Development Cap - 25% or 10,000 SF, whichever greater							
C.3.	Plan and Deed Restriction Notations Required							

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10.7.	Conformance with all requirements and standards of the zoning ordinance and other land use ordinances (Acquiring a Land Use Permit, specifically evaluating the requirements of Articles II, III, IV (Sections 4.2 B, C, D, E, I, J, K, O, P, and Q), and Article V)							Article II, Article IV Section 4.2 O
10.8.	FINANCIAL AND TECHNICAL CAPACITY							
A.	Financial capacity to construct the total development							
B.1	Qualified Contractors and Consultants to Complete the Subdivision							
B.2	Applicants previous experience, experience and training of consultants & contractors, existence of known violations of previous approvals and liquidation harvesting							
10.9.	IMPACTS ON GROUND WATER QUALITY OR QUANTITY							Article IV Section 4.2 G, L, M, N, S, T
A.	Ground water quality							
A.1.	Hydrogeologic assessment (<i>a through f, if required</i>)							
A.2.	Ground water quality projections							
A.3.	Does not increase water temperature or erosion from cutting or removing vegetation							
A.4.	Contaminant concentrations in ground water							

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A.5.	Ground water treatment for improvement to drinking standards							
A.6	Control of high contaminant concentrations in ground water							
A.7	Construction Standards for Water Protection – Deed Restriction Note							
B.	Ground water quantity							
B.1.	Maintenance of ground water table level							
B.2.	Maintenance of infiltration of precipitation							
10.10.	FLOODPLAIN MANAGEMENT							Article II, Article III, and Article IV Section 4.2 S
A.	Public utilities located to avoid flood damage							
B.	Drainage to reduce flood hazards							
C.	Elevation of buildings above the flood level							
10.11.	Freshwater wetlands identified using Federal Manual for Identifying and Delineating Jurisdictional Wetlands and NWI							
10.12.	STORM WATER MANAGEMENT							Article IV Section 4.2 A, C, G, L, M, N, S, T
A.	Storm water management plan							
A.1.	Quantity - Peak Discharge							
A.2	Quality							
B.	Storm water management easements							

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C.	Pollution							
C.1	DEP license for discharge of wastewater to a waterbody							
C.2	Oil, grease, sediment, wastewater separation before storm water is discharged to waterbody(s)							
C.2.a	Removal of excess nutrients before discharge to a waterbody within the watershed of a great pond							
D.	STORMWATER MANAGEMENT DESIGN GUIDELINES							
D.1	Design of best management practices							
D.2	Drainage easements							
D.3	Design of drainage pipes and trenches							
D.4	Location of catch basins							
D.5	Storm drainage construction standards							
5.a.	Storm drainage materials							
5.b.	Pipe gauges - Table 10.12-1							
5.c.	Misc Standards							
5.c.1.	Drain inlet alignment							
5.c.2.	Location of manholes							
5.d.	Cleaning and maintaining catch basins and manholes							
10.13	POLLUTION/IMPACTS ON WATER BODIES OR SHORELINE							Article II, Article III and Article IV Sections 4.2 B, C, G, K, L, M, N, S, T, U, V, W, X
1	Pollution							

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1.A.	DEP license for discharge of wastewater to a waterbody							
1.B.	Removal of excess nutrients before discharge to a waterbody within the watershed of a great pond							
1.C	Does not increase water temperature or erosion from cutting or removing vegetation							
2	Shoreline buffer strips Preservation -Deed and Plan Notation							
2.A	Deed and Plan Notation							
2.A.1	Footpath							
2.A.2	Selective Cutting Permitted							
2.A.3	Retain vegetation under 4 feet							
2.A.4	Pruning of lower third of tree up to 12 feet							
2.A.5	Coordinate with phosphorus mitigation method to be selected in Section 10.13 subsection 4							
3	Phosphorus Impacts on Great Ponds							
3.A.1	Limit post development phosphorus export & Town Tracking							
3.A.2	Criteria allowing for Simplified phosphorus review - Table 10.13-1							
3.A.3	Standard review							
3.A.4	Maintenance and use restrictions for control measures							
10.14.	OPEN SPACE AND COMMON LAND							Article III
A.	Ownership of open space, common land and facilities							

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B.	Limitations on common land; conservation easements							
C.	Final Plan notation for common land							
D.	Lot owner association rules and by-laws							
D.1	Covenants for membership in Deed							
D.2	Draft Articles of Incorporation							
D.3	Draft By-Laws							
E.	Lot owner/ association duties and responsibilities							
F.	Retention of open spaces, natural or historic features							
F.1	Reserved open space per Comprehensive Plan or Maine Natural Areas Program							
F.2.	Historic, historic Notable, or Prehistoric protection measures							
F.3.	Reservation of open space for recreation							
F.3.a.	5%-10% Reserved Open Space							
F.3.b.	50% for average density of more than 3 dwelling units per acre with minimum dimension of 200 feet and 200 feet of frontage on at least one road for open space.							
F.3.c.	25 foot frontage of scenic and passive recreation areas							
F.4.	Suitability of reserved open space							
10.15.	TRAFFIC CONDITIONS and STREETS							Article II, Article IV Section 4.2 A, B, C

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A.	General Standards							
A.1	Safeguards against hazards							
A.2	Avoids Traffic congestion							
A.3	Safe and convenient circulation							
A.4	Compatible with AADT, Land Uses, and Lot Density of the Street							
A.5	Positive Relationship with natural setting of the site							
B.	General Access Standards							
B.1	Minimum access permitting onto a State or State-Aid highway							
B.2	Minimum access permitting when greater than 100 passenger vehicle equivalent trips expected							
B.3	Does not reduce any street's Level of Service (LOS) to "E" or "F"							
B.3.a-f	LOS Exemptions							
B.4.	Avoidance of queuing to enter accessway to non-residential and multi-family developments, study for left-hand storage necessary							
C.	General Internal subdivision Street Standards							
C.1.	Cul-de-sacs and street stubs coordinated with local planning							
C.2.	Safeguards against hazards within public streets							
C.3	Street names, signs, and lighting							

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C.3.a	Engineering requirements							
C.4	On-site disposal plan and prohibition on overclearing							
10.15.1	Specific Access and Street Design Standards							
A.	Access Control							
A.1.	Access perpendicular, but no less than 60 degrees							
A.2.	Access onto arterial streets prohibited, to be noted on plan and deeds							
A.3.	Double frontage – Deed & plan note & restriction							
A.4.	Subdivision street entering onto state or state-aid highway							Article IV Section 4.2.A
A.5.	Pavement at Land Use Access							
A.6.	Minimum Sight distance Standards							
A.6.a	Major Subdivision sight distance standard							
A.7	Access Design							
A.8.	Low & Medium Access Design Standards – Table 10.15-2							
A.9.	Medium Access requirements for Major Collector and Arterial access							
A.9.a	Minimum curb radius per Table 10.15-2							
A.9.b	Access throat design							
A.9.c	Separator Strip Design							
A.9.d	One-Way or Two-Way access design							
A.10.	High volume access traffic study							
B.	STREET DESIGN AND CONSTRUCTION STANDARDS							

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B.1	General Requirements							
B.1.a.	Professional engineering of proposed streets							
B.1.b	Detailed drawing requirements of proposed & existing streets within 300 feet of any proposed intersection							
B.1.c.	<i>One (1) copy and proposed public and private street review and comment by the municipal officers and/or the road commissioner (Board)</i>							
B.1.d.	Road Commissioner and/or MEDOT review and approval of proposed improvements within existing public streets							
B.1.e.	Subdivision private roads standards & Language on recorded plan							
B.2	Street Design Standards							
2.a	Alternative Design							
2.b	Reserve Strips Prohibited							
2.c	Right-of-Way width for commercial zoning districts							
2.d	Land reserved for required widening of existing street							
2.e	Two access when 200 or more trips per day							
2.f	Compatibility with volume thresholds, estimated AADT, land use, and lot density – Table 10.15-3							
2.g	Authority increasing Table 10.15-3 minimal standards due to capable speeds over 30 MPH+							

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2.h.	On-Street Parking							
2.i	Curbs							
2.i.1	Stormwater Management Need & Exemption							
2.i.2	Location of curbing at no parking lane							
2.i.3	Granite & bituminous Curb base material							
2.j.	Additional shoulder lane for bicycles							
2.k.	Layout of centerline of new roads and ROW							
2.l	Dead-end streets; cul-de-sacs; expansion easements							
2.m	Sidewalk necessity							
2.m.1	Sidewalk location							
2.m.2.	Bituminous (sidewalks)							
2.m.3.	Concrete (sidewalks)							
3	Street Construction Standards							
3.a.	Street materials - Table 10.15-4							
3.b.	Preparation							
3.b.1	Staking and Flagging before clearing							
3.b.2	Clearing & Grubbing							
3.b.3	Organic Material Removal							
3.b.4	Slope and slope stabilization							
3.b.5	Utilities before paving							
3.c.	Bases and pavement							
3.c.1.a	Base/Subbase - Table 10.15.5							
3.c.1.b	Base/Subbase - Table 10.15.6							
3.c.2	Pavement Joints & Tack Coat							
3.c.3	Pavements							
3.c.3.a.	Base Course							
3.c.3.b	Surface Course							

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3.c.4	Surface Gravel - Table 10.15.7							
10.16	CLUSTER DEVELOPMENTS							Article II, III, Article IV Section 4.2.S.
A.	Preservation of undeveloped, farming, and forest land (<i>See 10.13 Subdivision</i>)							Also Reference Article 10 Section and 10.13
B.	Application Procedure							
C.	Basic Requirements							
D.	Dedication of Undeveloped Area and Common Facilities							