

Town of PORTER
Article 7 Checklist for Subdivision - FINAL PLAN

Subdivision Name _____

Date _____

This checklist has been prepared to assist applicants in developing their applications. It should be used as a guide in assembling the information necessary for a complete application. However, the checklist does not substitute for the requirements of **Article 7** 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 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.

Note that this checklist only covers the submission requirements for a *final plan for major subdivision*. It does not address the standards that the final plan must meet. There is also a checklist (**Article 10**) which addresses the performance regulations which the applicant may find of assistance.

Shaded boxes indicate that the action is not recommended to be taken by the Applicant of 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
7.1.	PROCEDURE						
A.	Submittal of Final Plan within 6 months of approval of the Preliminary Plan OR submittal of request for an extension to the filing deadline						
B.	Filing of appropriate Final Plan application fee (Minor Subdivisions may request a waiver)						
C.	Prior to submittal of Final Plan application, the following approvals shall be obtained where applicable:						
C.1.	Maine DEP permit(s)						
C.2.	Maine DEP permit(s) under Natural Resources Protection Act						
C.3.	Maine DHS permit(s) if public water system						
C.4.	Maine DHS permit(s) if engineered subsurface wastewater disposal system						
C.5.	Army Corps of Engineers if Section 404 permit required						
C.6.	Maine DOT permit(s) if roadways are impacted or modified						

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C.7.	Town of Porter Receipt of "Other" Fees Paid						
C.8.	Proof of SRCC notification if within 1000 feet of floodplain or 500 feet of the Ossipee River						
C.9.	Maine Historic Preservation Commission and PPHS contacted if areas are eligible to be listed on the National Register of Historic Places, PPHS if notable and in the Town Comprehensive Plan						
D.	Applicant or qualified representative attendance to discuss the final plan and answer questions						
7.1.I.	Comment from municipal department heads re: existing capital facilities (Planning Board) – <i>Impact Assessment</i>						
7.1.J.	Performance Guarantee specified in Article 11						
7.1K	Final Plans contain Sign and Seal of Professional Land Surveyor						
7.2	SUBMISSIONS						
7.2.1	Scale, Borders, Size, Copies, and Reproductions						
7.2.1.a	Maps at scale of not more than 1"=100'; for more than 100 acres, not more than 1"=200'						
7.2.1.b	Plans not larger than 24" x 36" with 2" border on binding side; 1" for borders elsewhere						
7.2.1.c	Block for Planning Board signatures						
7.2.1.d	Seven (7) appropriate Plan productions, two (2) for recording at Registry of Deeds/Municipal Office, three (3) for file, one (1) for CEO, one (1) for Planning Board						
7.2.2	FINAL PLAN INFORMATION						
A.	Name of subdivision, name of town and assessor's map and lot number(s)						
B.	Total acres in subdivision; location of property lines, existing building(s), vegetative cover type and other essential physical features						

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C.	Type of sewage proposed						
D.	Type of water supply system(s)						
D.1.	Water Department approval of water system design						
D.1.	Fire Chief letter on hydrants and other fire protection measures						
D.2.	Maine Well driller or hydrologist letter on ground water supply and quality						
E.	Date plan prepared, north point, graphic map scale						
F.	Names and addresses of record owner, subdivider, plan preparer(s)						
G.	Location of any zoning boundaries affecting the property						
H.	If different than Preliminary Plan submittal, any deed restrictions on proposed new lots or dwellings						
I.	Location and size of existing and proposed sewers, water mains, culverts and drainageways on and adjacent to proposed subdivision						
J	Plan Elements and Maine Surveyor Seal						
J.1	Location, name and widths of existing and proposed streets, easements, building lines, parks and open spaces on or adjacent to subdivision tied to survey points and certified by a Maine registered land surveyor						
J.2	E911 markings on existing and proposed streets						
J.3	Original plan embossed with the seal of Maine registered land surveyor and signed by that individual						
K.	Street designs, plans meeting requirement Article 10						
L.	Storm water management plan by professional engineer, and reviewed by the OCSWCD						
M.	Erosion and sedimentation control plan and reviewed by the OCSWCD						
N.	Width and location of streets, public improvements, and open space within the subdivision						

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O.	Parcels proposed for dedication to public use; condition(s) of dedication; written documentation of management of subdivider-retained parcels; legal sufficiency to convey title(s) to Town						
P.	100-year flood elevation boundaries from FIRMs						
Q.	Phosphorus control plan for subdivision in direct watershed of great pond or >5% impervious						
Q.1.	Phosphorus impact analysis and control plan						
Q.2.	Long-term maintenance plan						
Q.3.	Contour lines five feet or closer						
Q.4.	25%+ slopes covering more than one acre on phosphorus plans shown						
R.	List of items to be constructed before sale of lots; evidence subdivider can cover their costs; schedule, list of prior subdivisions by applicant, list of known prior subdivision violations (including liquidation harvesting), written training and experience of consultants and contractors						
S	A list of construction and maintenance items, with both capital and annual operating cost estimates that must be financed by the municipality, or quasi-municipal districts – <i>Impact assessment</i>						
S.	Applicant to provide an estimate of the net increase in taxable assessed valuation at the completion of the construction of the subdivision						
T.	Location and method of disposal for land clearing and construction debris						
U.	Identify all farmland identified on maps						
V.	Land Use Zoning Permit has been approved or approved with conditions by the Town of Porter – <i>Impact assessment</i>						