



Town of Warren

Code Enforcement Officer
Local Plumbing Inspector

167 Western Rd
Warren ME 04864
Tel. (207) 273-2421
Fax (207) 273-3107

Subdivision Application

Major _____ Minor _____

Applicant's Name: _____
(If Applicant is a Corporation attach a copy of the Secretary of State's Registration)

Applicant's Address: _____

Applicant's Phone: _____

Name of Applicant's Authorized Representative: _____

Owner: _____

Owner's Address: _____

Owner's Phone: _____

Name, Address, Number of Registered Professional Engineer, Land Surveyor or Planner: _____

Address to send all correspondence from the Planning Board: _____

What interest does the Applicant have in the parcel to be Subdivided? _____

(option, land purchase contract, record ownership, etc.) (Attach documents of this interest)

What interest does the Applicant have in any property abutting the parcel to be subdivided? _____

Does the preliminary plat plan cover the entire contiguous holdings of the applicant? _____

Information on the Parcel to be Subdivided

Location of Property: Book _____ Page _____ (from the Register of Deeds)

Location of Property: Tax Map _____ Lot _____ (from the Assessor's Office)

Map Survey of the tract to be subdivided, certified by a Registered Land Surveyor, tied to established reference points (attach to application if it is currently available).

Zone: _____ Shoreland Zone: _____ Original Lot Size: _____

Soils report (showing test pit locations for septic) for each proposed parcel must be attached to the Application.

Total number of lots: _____ Total number of Soils Reports: _____

Names and Addresses of Abutters (all property owners within 500 feet of the original parcel) including the tax map and lot number for each parcel must be submitted with the application.

Number of abutting (see definition in Subdiv. Ord.) parcels: _____

Indicate the nature of any restrictive covenants to be placed on the deeds. _____

Information on and to accompany the Sketch Plan for Pre-Application

(shown in simple sketch form, may be hand drawn by the applicant)

1. Name, Address and Phone Number of Property Owner
2. Name, Address and Phone Number of Applicant
3. The proposed street layout in relation to existing conditions.
4. The proposed lot layout in relation to existing conditions.
5. The proposed building layout in relation to existing conditions.
6. The proposed open space or dedicated land if applicable in relation to existing conditions.
7. Site conditions such as steep slopes, wet areas and vegetative cover shown in a general manner.
8. The sketch shall be superimposed on a tax assessor's map or be accompanied by one of the same scale.
9. A copy of a portion of the U.S.G.S. topographic map of the area showing the outline of the proposed subdivision.
10. A copy of that portion of the county soil survey covering the proposed subdivision, showing the outline of the subdivision.
11. A list of Abutters (all property owners within 500 feet of the original parcel) names, addresses, mailing addresses, tax map and lot numbers.

Information on the Subdivision Plan

Proposed Name of the Subdivision: _____

Name and addresses of record owner, applicant and individual or company who prepared the plan and abutting property owners.

A high intensity soil survey by a Certified Soil Scientist.

All wetland areas shall be identified on the survey regardless of size.

Assessor's map and lot numbers.

Net density per acre (see Subdivision Ord. 10/21/99)

Date the plan was prepared, North Indicator, Graphic Map Scale (shown on plat).

Existing and Proposed Lot Lines with approximate dimensions and suggested locations of buildings, subsurface sewage disposal systems and wells (shown on plat).

Location of temporary markers adequately located to enable the Planning Board to locate lots readily and appraise basic lot layout in the field (shown on plat).

Boundaries and designations of zoning districts.

Location of all parcels to be dedicated to public use, the conditions of such dedication, and the location of all natural features or site elements to be preserved (shown on plat).

A location map, drawn at a scale of not more than 200 feet to the inch (if possible), showing the relation of the proposed subdivision to adjacent properties and to the general surrounding area. The location map shall show all existing subdivisions within 2500 feet of any property line of the proposed subdivision.

(attach to application)

Location and size of existing buildings, watercourses and other essential existing physical features (shown on plat).

Location and size of any existing sewers and water mains, and culverts and drains.

Location, names and widths of road surface and right of ways of existing and proposed streets, highways, easements, building lines, parks and other open spaces (shown on plat).

Contour lines at an interval of not more than (5, 10, 20) feet in elevation, to refer to U.S.C. and G.S. benchmarks if within 500 feet of the subdivision.

A standard boundary survey of the parcel.

A copy of the most recently recorded deed for the parcel.

A copy of any deed restrictions, easements, rights-of-way or other encumbrances for the lots or dwellings in the parcel.

An indication of the type of sewage disposal to be used.

An indication of the type of water supply system.

An estimate of the amount and type of vehicular traffic to be generated on a daily basis and at peak hours.

Typical cross-sections of proposed grading for roadways, sidewalks and storm drainage facilities (attach to application).

A stormwater management plan (if applicable).

A soil erosion and sedimentation control plan (attach to application)

A letter from the Fire Chief indicating that the plan meets all applicable fire protection standards of the Subdivision Ordinance dated 10/21/99.

Letters or approvals from MDEP Site Location, MDEP NRPA, DHS (water sys) DHS (eng. SSWW) U.S. Army Corps. and others as required.

Areas of moderate or high value wildlife habitat.

A phosphorus control plan (if applicable).

All areas on or eligible to be on the National Registry of Historic Places or that have been identified in the Comprehensive Plan as sensitive or likely to contain such sites.

The location and method of disposal for land clearing and construction debris.

Total Number of Lots, Including the Original: _____

NOTE: The Applicant must follow the procedure as outlined in the Warren Subdivision Ordinance dated 10/21/99. This form is only a guide to get started in the process and to document the initial facts surrounding the proposal. All applications, fees, procedures and outside approvals are the responsibility of the applicant to file, pay, follow and receive on time.

To the best of my knowledge, all the information submitted on this application and all the materials which may accompany it are true and correct or noted otherwise.

Applicant Signature: _____ Date: _____

For Office Use Only

Requested to be placed on the Planning Board Agenda for Pre-Application _____ (date)

Pre-Appl. Fee Paid: _____ Date: _____ Pre-Appl. Mtg Date: _____

Site Walk scheduled for _____ (date)

Site Walk Fee Paid: _____ Date: _____ Site Walk Date: _____

Names of members who attended the site walk _____

Requested to be placed on the Planning Board Agenda for Preliminary Plan Review _____ (date)

Preliminary Fee Paid: _____ Date: _____ Preliminary Mtg Date: _____

Reduced copies of the Preliminary Plan received by the Planning Board members and CEO on _____ (date)

Notice to Abutters sent by Certified Mail on _____ (date)

Scheduled Date of the Public Hearing _____ Public Hearing Date: _____

Dates (2 separate dates) that notice of Public Hearing was published in the newspaper _____ (date 1)
_____ (date 2)

Date that this notice was mailed to abutters _____ (date)

Date of Findings of Fact and Conclusions _____ (date) and attach FoF and Conclusions to this form.

Application accepted by the Planning Board with a vote of _____ on _____ (date)

Date that the Applicant was notified that the Application was complete in writing _____ (date)

Date of the list of changes to be made on the Final Plan _____ (date) and attach that list to this form.
(Please note that other changes may still be required)

Requested to be placed on the Planning Board Agenda for Final Plan Review on _____ (date)

Final Plan Review Paid: _____ Date: _____ Final Plan Review Date: _____

Date reduced copies of the plan were received by the Planning Board and the CEO _____ (date)

Final Plan: Approved or Denied on _____ (date) with a vote of _____ to _____ with _____ abstaining.

Subdivision Application Fees

(these fees are not refundable & do not include building or mobile home permit fees)

- | | |
|--|---|
| 1. Pre-Application Fee | \$100 |
| 2. Site Walk Fee (per site walk) | \$100 |
| 3. Preliminary Plan Review | \$500 + \$100 per new lot (not counting the original) |
| 4. Cluster Development (per dwelling unit) | \$100 per unit |
| 5. Final Plan Review | \$100 per new lot |