

TOWN OF BRIDGTON

SUBDIVISION APPLICATION (REVISION/ AMENDMENT)



BRIDGTON TOWN OFFICE
THREE CHASE STREET, SUITE 1
BRIDGTON, MAINE 04009
207-647-8786

REVISED 01/02/20

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SUBDIVISION APPLICATION - REVISION/AMENDMENT
GENERAL INFORMATION

The purpose of this guide is to inform developers of the procedure and rules for applying to the Bridgton Planning Board for approval of a subdivision. The Planning Board has State, Local and Board Regulations which must be followed in considering subdivisions.

No public utility shall serve any lot in an unapproved subdivision. Utility permits are obtained from Central Maine Power Company and must be signed by the Code Enforcement Officer.

Eight (8) copies of the application and accompanying plans, tests, etc., must be submitted to the Secretary of the Planning Board 12 days prior to the next scheduled Planning Board Meeting.

Supplemental information must be submitted to the Planning Board at least twelve (12) days prior to the proposed meeting or Public Hearing.

The application fee is \$100.00/per lot or unit in addition to an Escrow Deposit of \$150.00 per lot or unit for expenses incurred i.e.; advertising, street sign(s). Unused funds will be returned to the applicant upon conclusion of the review process.

The developer or authorized agent for the developer shall notify owners of all properties within five hundred (500) feet of the proposed development by certified mail return receipt requested not less than twelve (12) days prior to the meeting. The developer or authorized agent for the developer shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt requested. The notification to the property owners and the Town Manager shall include the time, place and date of the Planning Board Meeting and a sketch of the proposed project. The Planning Board may hold a public hearing within 30 days of the determination of application completeness. The developer or authorized agent for the developer shall notify owners of all properties within five hundred (500) feet of the proposed development by certified mail return receipt requested no less than twelve (12) days prior to the hearing. The developer or authorized agent for the developer shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt requested. The notification to the property owners and the Town Manager shall include the time, place and date of the hearing and a sketch of the proposed project. For the purpose of this section, the owners of property shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically. Copies of the letter,

sketch and verification of the certified mailing from the USPS, or equivalent carrier, shall be made a part of the application. Notice shall be published in a newspaper of general circulation in the Town of Bridgton at least two times. Related advertising fees will be deducted from the Escrow. Failure to receive notice shall not invalidate the public hearing. The hearing may be continued from one meeting to a later meeting or meetings as the Board determines to be necessary. Although an application has been deemed complete by the Board, if the Board subsequently determines as a result of new information that further data is required, the Board may continue the hearing and require the developer to submit such further information as the Board deems necessary.

The approved plan shall be filed by the applicant with the Cumberland County Registry of Deeds within ninety (90) days of the date of approval. Any subdivision plan not so filed or recorded within ninety days of the date upon which such plan is approved, shall become null and void, unless the Board finds that there is good cause for an extension which shall not exceed one hundred and twenty (120) days. The applicant shall provide the Secretary of the Planning Board with a receipt from the Registry of Deeds stating book and page and date of filing.

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SUBDIVISION APPLICATION
REVISION/AMENDMENT

Fee: \$100.00/per lot or unit in addition to an escrow deposit of \$150.00 per lot or unit

The applicant shall submit 8 copies of the completed application along with all required documentation to the Town at least 12 days prior to the meeting of the Planning Board at which the Applicant wants to be heard.

Subdivision Name: _____

Location of Property: Map _____ Lot _____ Book _____ Page _____

Street Location: _____

Please describe revision/amendment _____

APPLICATION INFORMATION:

1. Name of Property Owner: _____

Address: _____

Telephone: _____

2. Name of Applicant: _____

Address: _____

Telephone: _____

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: _____

5. Name of Land Surveyor, Engineer, Architect or other preparing plan:

Address: _____

Telephone: _____

Address: _____

Telephone: _____

Registration: _____

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 Bridgton Shoreland Zoning Ordinance will also apply to this application, therefore, please provide documentation that the project is in compliance with the Town of Bridgton Shoreland Zoning Ordinance).

10. Are there deed restrictions/covenants? _____ Yes _____ No (Must be submitted to the Planning Board prior to final approval. Must be noted on the mylar prior to Planning Board signature).

11. Road Association/Owner's Association By-Laws must be submitted to the Plannin Board prior to final approval (Maine State Statute Title 23 ss3101-3105).

12. The developer or authorized agent for the developer shall notify owners of all properties within five hundred (500) feet of the proposed development by certified mail return receipt requested not less than twelve (12) days prior to the meeting. The developer or authorized agent for the developer shall also notify the Bridgton Town Manager at Bridgton

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13. Please provide a cover letter describing the revision/amendment.

All applications shall be reviewed by the Planning Board of the Town of Bridgton in accordance with the procedure, standards and submission requirements set forth in the Bridgton Subdivision Regulations.

IF APPLICABLE:

14. Does this revision/amendment require an extension of Public Infrastructure? _____ Yes _____ No

_____ Roads _____ Sidewalks _____ Sewer Lines _____ Storm Drainage
_____ Water Lines _____ Fire Protection Equipment _____ Other

15. Identify Method of Water Supply:

_____ Individual Wells

_____ Central Well with Distribution Lines

_____ Connection to Public Water System

_____ Other (Please state alternative method)

16. Identify Method of Sewage Disposal:

_____ Individual Septic Tanks

_____ Central on site disposal with distribution lines

_____ Connection to public sewer system

_____ Other (Please state alternative method)

17. Identify Method of Fire Protection

_____ 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)

18. Proposed street name(s). (Must be approved by designated individual. See attached form).

19. Does the applicant intend to request waivers of any of the subdivision requirements? _____ Yes _____ No

If yes, please list them. State section and reason for request.

20. Is there a reaction trail, i.e.; hiking, snowmobile, etc. on the property? _____ Yes _____ No

21. Phosphorous Study (See Subdivision Regulations for further information). .

sample Letter

Abutter Notification

Date:

Subject Property Location:

Map: _____

Lot: _____

To:

This is to inform you that I am submitting an application to the Bridgton Planning Board for a _____.

The Bridgton Planning Board will begin review of the application on Tuesday, _____ at 5:00p.m. The meeting will be held at the Bridgton Town Office, Three Chase Street, Suite One, Bridgton, Maine. Enclosed please find a sketch of the proposed project and location.

An application is also on file at the Bridgton Town Office for further review. If you have any questions, please feel free to contact me at _____. You may also contact Brenda Day, Code Enforcement Officer or Lorelee Phillips, Secretary, at the Bridgton Town Office, 207-803-9952.

Sincerely,

TOWN OF BRIDGTON
THREE CHASE STREET, SUITE 1
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The following is a list of permits/licenses that may be applicable to the project you are proposing. It is strongly recommended that the applicant(s) contact the State of Maine Agencies directly concerning their licenses/permits.

Town of Bridgton - Code Enforcement Office

- _____ Plans showing development or renovations
- _____ Building/Razing Permit
- _____ Plumbing Permit (Interior/Exterior)
- _____ Site Plan Review (Minor/Major)
- _____ Business Information Form
- _____ Occupancy Permit
- _____ Sign Permit
- _____ Road Entrance Permit
- _____ Sewer Allocation Request
- _____ Shoreland Zoning Ordinance
- _____ Floodplain Ordinance
- _____ Subdivision Regulations
- _____ Meet with Economic Development Director

Town of Bridgton - Town Clerk

- _____ Victualer's License - Fast Food
- _____ Victualer's License - Restaurant (Under 50 seating capacity)
- _____ Victualer's License - Restaurant - Over 50 seating capacity)
- _____ Bed and Breakfast
- _____ Innkeeper
- _____ Liquor License
- _____ Hawker & Peddler
- _____ Outdoor Entertainment
- _____ Special Amusement Permit
- _____ Pinball Machine License
- _____ Junkyard
- _____ Pool Room License

State of Maine - State Fire Marshal's Office 207-626-3880

- _____ Construction Permit
- _____ Barrier Free Permit
- _____ Spinkler Permit
- _____ Dance License

Miscellaneous

- _____ Department of Economic & Community Development 800-872-3838
- _____ Department of Human Services 207-287-5671
- _____ Department of Agriculture 207-287-3841
- _____ Department of Environmental Protection (DEP) 207-822-6300
- _____ Department of Drinking Water Program 207-287-2070
- _____ Dig Safe 800-225-4977
- _____ Utility Connection Permits (Elec./Tele.)(contact appropriate utility)
- _____ Bridgton Water District 207-647-2881