

Town of Bridgton

Subdivision Application (New)



**Bridgton Town Office
Three Chase Street, Suite 1
Bridgton, Maine 04009
207-647-8786**

Revised 07/26/2016

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Three Chase Street, Suite 1, Bridgton, Maine 04009
207-647-8786

SUBDIVISION APPLICATION
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. 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.

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.

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. 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 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.

A completed HHE-200 form must be submitted with preliminary application for all multiplex housing structures if required by the Maine Department of Human Services.

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)

19. Does the applicant propose to dedicate to the public any streets, recreation or common lands? Yes No

If any: street(s) _____

Estimated length: _____

Estimated acreage: _____

Recreation area(s): _____

20. 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).

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

22. Proposed street name(s). (Must be approved by designated individual. See attached form). Final plan shall show approved street name(s).

23. Does the applicant intend to request waivers from any of the subdivision requirement? Yes No.

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

24. Is there a recreation trail, i.e.; hiking, snowmobile, etc. on the property? Yes No

25. Phosphorus Study required (See Subdivision Regulations for further information).

APPLICATION SUBMISSION REQUIREMENTS

Please review Article I Section 1 of the Town of Bridgton Subdivision Regulations for full comprehensive review standards.

The developer or authorized agent for the developer shall submit fifteen (15) copies of the application and all required documentation at least twelve (12) days prior to the Planning Board meeting at which the developer or authorized agents wishes to be heard.

_____ A cover letter describing the project.

_____ Location Map. A Location Map drawn at a scale of not over four hundred feet (400') to the inch to show the relation of the proposed subdivision to the adjacent properties and to the general surrounding area.

_____ All dimensions shall be shown in feet or decimals of a foot and drawn to a scale of not more than 100' to the inch (preferably forty (40) feet to the inch). The Preliminary Plan and accompanying materials shall show:

_____ All existing information provided as part of the Sketch

_____ Plan. Number of acres within the proposed subdivision.

_____ Proposed lot lines with approximate dimensions, lot numbers areas in square feet and suggested locations of buildings.

_____ Proposed easements, watercourses, buffers and setback requirements.

_____ Contour lines at intervals of not more than five (5) feet or at such lesser intervals as the Board may require.

_____ Typical cross sections of the proposed grading for roadways and sidewalks including width, type of pavement, elevations and grades.

_____ Connection with existing or proposed water supply or alternative means of providing water supply to the proposed subdivision.

_____ Connection with existing or proposed sanitary sewerage system or alternative means of treatment and disposal proposed.

_____ A medium-intensity soils map that encompasses the area to be subdivided. The Planning Board may require submission of a high-intensity soils map in situations where it determines that more detailed soils information is necessary to enable the Board to conduct an adequate review of the project.

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

_____ A completed HHE-200 form must be submitted with the preliminary application for all multiplex housing structures or if required by the Maine Department of Human Services.

_____ A letter from a hydrogeologist stating that septic runoff from the proposed development will not adversely affect adjacent property or private water supplies shall be submitted with the preliminary application.

_____ Provisions for collection and discharging storm drainage in the form of a drainage plan prepared by a professional engineer that demonstrates changes in hydrologic conditions will not cause offsite flood damage to public or private property. Changes in runoff shall be calculated by using the TR-55 method or subsequent approved methods developed by the U.S.D.A Soil Conservation Service.

_____ Preliminary designs of any bridges or culverts which may be required along with State approval if required.

_____ The location of temporary markers adequate to enable the Board to locate readily and appraise the basic layout in the field.

_____ All parcels of land proposed to be dedicated to public use and the conditions of such dedication.

_____ The location of all natural features or site elements to be preserved.

_____ A soil erosion and sediment control plan shall be prepared by a professional engineer or geologist. The Board may require the review and endorsement of this plan by the Cumberland County Soil and Water Conservation District.

_____ Certification by a registered professional engineer or a registered land surveyor that all survey, deed and supporting information accurately reflects the true conditions existing on the proposed subdivision.

_____ Base Flood Elevation Data.

_____ A landscaping plan.

All the area within 1,000 feet of any property line of the proposed subdivision showing:

_____ All existing subdivisions and approximated tract lines of acreage parcels.

_____ Location, widths and names of existing, filed or proposed streets, easements, building lines and alleys pertaining to the proposed subdivision and to the properties as designated in Section 1 above.

_____ The boundaries and designations of parks and other public spaces.

_____ An outline of the proposed subdivision together with its street system and an indication of the future probable street system of the remaining portion of the tract, if the Preliminary Plan submitted covers only part of the subdivider's entire holding.

_____ 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,

**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 6:00p.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 Robert Baker, Code Enforcement Officer or Georgiann Fleck, Secretary, **at** the Bridgton Town Office, 207-647-8786.

Sincerely,

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

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
_____ Sprinkler 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