

Town of Bridgton

Subdivision Application (Revision/Amendment)



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

Revised 07/26/2016

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

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 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

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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 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
_____ 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