TOWN OF BRIDGTON

SUBDIVISON APPLICATION NEW

Bridgton Town Office
Three Chase Street, Suite 1
Bridgton, Maine 04009

Revised 01/02/2020

TOWN OF BRIDGTON

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.

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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 want to be heard.

Subdivision Name: _____

Location of Property: Map _____ Lot _____ Book_____ Page _____

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: _____

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 follows 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. **Y** **N**

(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: _____ Is there a recreation trail, i.e.; hiking, snowmobile, etc. on the property? Yes_____ No_____

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

Subdivision Regulations - Application Requirements

Section VI-4. Subdivision Regulations

Application Submission Requirements—Preliminary Subdivision Plan

A. **Copies**. The applicant must submit one paper copy and one electronic PDF of the preliminary subdivision plan application and any supporting documents or evidence, except that 15 paper copies must be submitted of all documents (including the preliminary subdivision plan) that are larger than 81⁄2 x 11 inches.

Application Submission Requirements. In addition to the general application submission requirements in Section I-7, the applicant must submit the following materials unless waived by the Planning Board in accordance with Section I-14:

1. **Location Map.** A location map drawn at a scale of not more 400 feet to the inch to show the relation of the proposed subdivision to the adjacent properties and to the general surrounding area.

2. **Preliminary Subdivision Plan**. All dimensions must be shown in feet or decimals of a foot and drawn to a scale of not more than 100 feet to the inch, and preferably of a scale of 40 feet to the inch. A preliminary subdivision plan and accompanying materials showing:

   (a) All existing information provided as part of the sketch plan. If no sketch plan was submitted, then the preliminary subdivision plan must describe the general intent of the development and include a description of the site including its area, shape, and existing features, both natural and man- made.

   (b) Number of acres within the subdivision.

   (c) Proposed lot lines with approximate dimensions, lot numbers, area (in square feet), buildable area, and suggested locations of buildings.

   (d) Proposed easements, watercourses, buffers and setback requirements.

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

   (a) Typical cross sections of the proposed grading for roads and sidewalks including width, type of pavement, elevations and grades.

   (b) Connection with existing or proposed water supply or alternative means of providing water supply to the proposed subdivision.

   (c) Connection with existing or proposed sanitary sewerage system or alternative means of treatment and disposal proposed.

   (d) A soil survey (including a soils map, location of soil test pits, soil narrative report, and soil profile log description) of existing soil conditions, conducted by a professional consultant such as a soil scientist, engineer, or geologist according to the *Guidelines for Maine Certified Soil Scientists for Soil Identification and Mapping* (Maine Association of Professional Soil Scientists, Mar. 2009). The intensity level of the soil survey within the buildable area must be:

      2. Class A (high intensity) for a lot less than two acres with on-site subsurface wastewater disposal.

      3. Class B (high intensity) for a lot less than two acres with a public sewer connection.

      4. Class C (medium-high intensity) for a lot two acres or greater with on-site subsurface wastewater disposal.

      5. Class D (medium intensity) for all other proposals and for all areas outside of the buildable area.

   (b) If a subsurface wastewater disposal system is proposed, the location and results of test pits to ascertain subsurface soil groundwater conditions and depths to maximum groundwater level, and any

subsurface wastewater disposal system applications (HHE-200 form) required by DHHE and approved by the local plumbing inspector.

(c) A letter from a hydrogeologist stating that septic runoff from the proposed subdivision will not adversely affect adjacent property or private water supplies.

(d) Documentation of adequate provision for the collection and discharging storm drainage in the form of a drainage plan prepared by an engineer that demonstrates changes in hydrologic conditions will not cause off-site flood damage to public or private property. Changes in runoff must be calculated by using the TR-55 method or subsequent approved methods developed by the USDA Soil Conservation Service.

(e) Preliminary designs of any bridges or culverts which may be required along with state approvals, if required.

(f) The location of temporary markers adequate to enable the Planning Board to locate readily and apprise the basic layout in the field.

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

(h) The location of all natural features or site elements to be preserved.

(i) A soil erosion and sedimentation control plan prepared by an engineer or a geologist. The Planning Board may require the review of the plan by the Cumberland County Soil and Water Conservation District.

(j) Certification by an engineer or a land surveyor that all surveys, deeds, and supporting information accurately reflect the true conditions existing within the proposed subdivision.

(k) Floodplains, if any, and base flood elevation data.

(l) A landscaping plan.

(m) A long-term maintenance plan.

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

1. All existing subdivisions and approximated tract lines of acreage parcels.
2. Location, widths, and names of existing, filed, or proposed roads, easements, building lines, and alleys pertaining to the proposed subdivision.
3. The boundaries and designations of parks and other public spaces.
4. An outline of the proposed subdivision together with its road system and an indication of the future probable road system of the remaining portion of the tract, if the preliminary subdivision plan submitted covers only part of the applicant's entire holding.

Section VI-5.

Application Submission Requirements—Final Subdivision Plan

15. **Copies**. The applicant must submit one paper copy and one electronic PDF of the final subdivision plan application and any supporting documents or evidence, except that 15 paper copies must be submitted of all documents (including the final subdivision plan) that are larger than 8 1⁄2 x 11 inches.

16. **Application Submission Requirements**. In addition to the application submission requirements in Section I-7, the applicant must submit the following materials unless waived by the Planning Board in accordance with Section I-14:

1. **Final Subdivision Plan**. All dimensions must be shown in feet or decimals of a foot and drawn to a scale of not more than 100 feet to the inch, and preferably of a scale of 40 feet to the inch. A final subdivision plan showing:

(q) All of the information presented on the preliminary subdivision plan, location map, and any amendments thereto suggested or required by the Planning Board, or as otherwise required by Section VI-4.

(r) The name, registration number, signature, and seal of the professional consultant who prepared the final subdivision plan. The Planning Board may not accept or approve a final subdivision plan that are not sealed and signed by the professional consultant under whose responsible charge it was completed.

(s) Road names and lines, pedestrian ways, lots, easements and areas to be reserved for or dedicated to public use.

(t) Sufficient data to determine readily the location, bearing and length of every road line, lot line, boundary line, and to reproduce such lines upon the ground. Parting lines of all lands adjoining the subdivision must be shown.

(u) The length of all straight lines, the deflection angles, radii, length of curves and central angles of all curves and central angles of all curves, tangent distances and tangent bearing for each road.

(v) Lots within the subdivision numbered as prescribed by the Planning Board.

(w) By proper designation, all public open space for which offers of cession are made by the applicant and those spaces to which title is reserved by the applicant.

(x) Permanent reference monuments shown thus: "X". Such monuments must be constructed and placed in accordance with specifications herein, and their location noted and referenced upon the final subdivision plan.

25. L**andscaping Plan**. A proposed landscaping plan.

26. **Water Quality Test**. The results of water quality tests as performed by DHHS Division of Health Engineering, upon the Planning Board's request.

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. Date of list used (see above).

ABUTTERS

Map/Lot	Property Address	Owner	Mailing Address
		Robert Peabody, Town Manager	3 Chase St., Suite 1 Bridgton, ME 04009

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, bday@brigtonmaine.org or Loralee Phillips, Secretary, lphillips@bridgtonmaine.org at the Bridgton Town Office, 207-803-9952.

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