

OFFICE USE ONLY – Subdivision Review (REFERENCE Chapter 66 Subdivisions, Lisbon Code of Ordinances)	
Application Number:	Date Received:
Project Name:	Fee Paid (amount):
Applicant:	



## Town of Lisbon, Maine

# SUBDIVISION REVIEW APPLICATION

Subdivision Name/Title: \_\_\_\_\_

This application must be received at the Town Office by close of business on the **2<sup>nd</sup> Thursday of the month** to be considered at the regular Planning Board meeting on the 4<sup>th</sup> Thursday of the month.

### Applicant Information

2. Name of Applicant: \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (     ) \_\_\_\_\_
  
1. Name of Property Owner (if different): \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (     ) \_\_\_\_\_
  
3. Name of authorized agent (if different): \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (     ) \_\_\_\_\_
  
4. If applicant is a corporation, check if \_\_\_\_\_ No \_\_\_\_\_ Yes  
licensed in Maine: (if yes, attach a copy of State registration)
  
5. Person and address to which all correspondence regarding this application should be sent (if different):  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (     ) \_\_\_\_\_

I have reviewed all submission requirements and completed the remaining pages of this application form.  
\_\_\_ Attachments Checklist    \_\_\_ Waiver Request Form (or N/A)    \_\_\_ Dedication of Open Space form (or N/A)

**To the best of my knowledge, all the information submitted in this application is complete and correct.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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## Property Information

6. Location of Property (Street or Road) \_\_\_\_\_

Register of Deeds Book \_\_\_\_\_ Page \_\_\_\_\_

Lisbon Tax Maps Map \_\_\_\_\_ Lot \_\_\_\_\_

7. What legal interest does the applicant/owner have in the property to be developed (fee ownership, option, purchase and sale contract, etc.)? Attach evidence of interest.

\_\_\_\_\_

8. What interest does the applicant/owner have in any property abutting the parcel to be developed?

\_\_\_\_\_

9. Are there any easements or restrictive covenants on the property to be developed?

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please specify: \_\_\_\_\_

10. Current zoning of property: \_\_\_\_\_

Current use(s) of property: \_\_\_\_\_

11. Is any part of the project or property(s) in question part of an overlay zone?

\_\_\_\_\_ Aquifer Protection Overlay \_\_\_\_\_ Wellhead Protection Overlay

12. Indicate if this property has previously been reviewed and/or permitted as part of a town-approved subdivision, site plan review, conditional use, floodplain development, or other planning board or appeals board review:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Project Information

13. Number of proposed lots: \_\_\_\_\_ Number of original lots: \_\_\_\_\_

Indicate if a an Open Space Subdivision (required if 10+ acres in ROS-I and ROS-II zones): \_\_\_\_\_

Indicate if any uses are proposed other than residential: \_\_\_\_\_

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14. Are there any state or federal permits required for the proposed use? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please attach a list of all required permits and the status of any permitting activities.

15. List all professional surveyors, engineers, architects, or others preparing this Subdivision (if applicable):

Firm or Licensed Individual: \_\_\_\_\_

Firm or Licensed Individual: \_\_\_\_\_

*If additional professionals, attach separate list.*

16. Does this development propose the extension of public infrastructure? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what kind: \_\_\_\_\_ streets/roads \_\_\_\_\_ sewer lines  
\_\_\_\_\_ sidewalks \_\_\_\_\_ storm drains  
\_\_\_\_\_ fire hydrants \_\_\_\_\_ water lines  
\_\_\_\_\_ other: \_\_\_\_\_

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## Waiver Request Form

### Subdivision Application

***If anticipated, the applicant should indicate any requests for waivers of review standards or application submission requirements, to submit with the Subdivision Application form.***

*Where the planning board makes written findings of fact that extraordinary and unnecessary hardships may result from strict compliance with review standards, or where there are special circumstances of a particular project, the code enforcement officer and/or planning board may waive any review standard provided that such waivers will not have the effect of nullifying the purpose of the Chapter, Code or comprehensive plan. In granting waivers, the code enforcement officer and/or planning board shall require such conditions as will assure the purpose of the chapter are met.*

*Further, where the planning board makes written findings of fact that there are special circumstances of a particular application, it may waive portions of the application information requirements, unless otherwise indicated in this chapter, provided that the applicant has demonstrated that the standards of this chapter have been or will be met, the public health, safety and welfare are protected, and provided the waivers do not have the effect of nullifying the intent and purpose of the comprehensive plan of this chapter.*

*Applicants should take note that the planning board CANNOT waive or give variances on the following: a land use not allowed under the Lisbon Zoning Ordinance (see Section 70-531, Table of Land Uses), and dimensional requirements such as lot size/density, setbacks, frontage, etc. (see Section 70-536, Dimensional Requirements). Variances for dimensional requirements may be requested only through the Lisbon Board of Appeals.*

1. Standard/requirement to be waived: \_\_\_\_\_  
 Need/reason for waiver: \_\_\_\_\_  
 \_\_\_\_\_
2. Standard/requirement to be waived: \_\_\_\_\_  
 Need/reason for waiver: \_\_\_\_\_  
 \_\_\_\_\_
3. Standard/requirement to be waived: \_\_\_\_\_  
 Need/reason for waiver: \_\_\_\_\_  
 \_\_\_\_\_
4. Standard/requirement to be waived: \_\_\_\_\_  
 Need/reason for waiver: \_\_\_\_\_  
 \_\_\_\_\_

*Attach additional page(s) if necessary.*

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## Subdivision Application

# REQUIRED ATTACHMENTS CHECKLIST – Preliminary Plan

REFERENCE Chapter 66-52, Lisbon Code of Ordinances

✓ or N/A	REQUIRED ATTACHMENT	OFFICE USE ONLY
	<b>Ownership &amp; Supporting Documentation</b>	
	Evidence of right, title or interest in the property;	
	A statement of the subdivider's technical and financial capacity to carry out the project as proposed	
	A copy of the most recently recorded deed for the parcel. A copy of all deed restrictions, easements, rights-of-way, or other encumbrances currently affecting the property	
	A copy of any deed restrictions intended to cover all or part of the lots or dwellings in the subdivision	
	<b>Plans/Drawings, Reports, Site Information</b>	
	<p><b>Location map.</b> The location map shall be at a size adequate to show the relationship of the proposed subdivision to the adjacent properties, and to allow the planning board to locate the subdivision within the municipality. The location map shall show:</p> <ol style="list-style-type: none"> <li>Existing subdivisions within 500 feet of the proposed subdivision; Locations and names of existing and proposed streets within 500 feet of the subdivision;</li> <li>An outline of the proposed subdivision and any remaining portion of the owner's property if the preliminary plan submitted covers only a portion of the owner's entire contiguous holding;</li> <li>A copy of the Town of Lisbon tax map showing the subdivision may be used for the location map provided the information as indicated above is provided.</li> </ol>	
	<p><b>Preliminary plan.</b> The preliminary plan and all application material shall be submitted in ten copies of one or more maps or drawings which may be printed or reproduced on paper, with all dimensions shown in feet or decimals of a foot. The preliminary plan shall be drawn to a scale of not more than 100 feet to the inch. Plans for subdivisions containing more than 100 acres may be drawn at a scale of not more than 200 feet to the inch provided all necessary detail can easily be read.</p>	
	<p><b>Application requirements.</b> The application for preliminary plan approval shall include the following information. The planning board may require additional information to be submitted, where it finds necessary in order to determine whether the criteria of 30-A M.R.S.A., § 4404 as amended from time to time are met or the standards from Article III of this chapter:</p>	

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	a. Proposed name of the subdivision and the name of the municipality in which it is located, plus the assessor's map and lot numbers;	
	b. The date the plan was prepared, north point, and graphic map scale;	
	c. The names and addresses of the record owner, subdivider, and individual or company who prepared the plan and abutting property owners;	
	d. A standard boundary survey of the parcel, giving complete descriptive data by bearings and distances, made and certified by a professional land surveyor. The type of monumentation to be set shall be indicated;	
	e. The location of any zoning boundaries effecting the subdivision;	
	f. The number of acres within the proposed subdivision, location of property lines, existing buildings, vegetative cover type, and other essential existing physical features;	
	g. The proposed lot lines with approximate dimensions and lot areas;	
	h. Contour lines at two foot intervals or as may be specified by the planning board, showing elevations in relation to mean sea level;	
	i. Wetland areas shall be identified on the plan, regardless of size. Wetland delineation shall be in accordance with the 1987 U.S. Army Corps of Engineers Wetland Delineation Manual;	
	j. All farmland shall be identified on the plan;	
	k. The location of all rivers, streams, brooks and sand and gravel aquifers within or adjacent to the proposed subdivision;	
	l. If any portion of the subdivision is in a flood-prone area, the boundaries of any flood hazard areas and the 100-year flood elevation, as depicted on the flood insurance rate map town of Lisbon, Maine, shall be delineated on the plan. In addition, the plan shall contain the notes required in section 66-122(14);	
	m. The location and size of existing and proposed sewers, water mains, culverts, and drainage ways on or adjacent to the property to be subdivided;	
	n. The location, names, and present right of way widths of existing streets, existing and proposed easements, building lines, parks and other open spaces on or adjacent to the subdivision. The plan shall contain sufficient data to allow the location, bearing and length of every street line, lot line, and boundary line to be readily determined and be reproduced upon the ground. These lines shall be tied to reference points previously established;	
	o. All parcels of land proposed to be dedicated to public use and the conditions of such dedication;	

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	p. The location of any open space to be preserved and a description of proposed ownership, improvement and management plan;	
	q. The limits and location of any proposed sidewalks and curbing;	
	r. Street and roadway plan and profile drawings drawn to a scale 1" = 50' horizontal and 1" = 5' vertical, prepared by a licensed professional engineer that complies with Article 3, Division 3, Streets, of this chapter;	
	s. Typical cross-section views of all proposed streets and drainage systems as prepared by a licensed professional engineer;	
	t. The location of all existing and proposed overhead and underground utilities;	
	u. Areas within or adjacent to the proposed subdivision which have been identified significant wildlife habitat by the Maine Department of Inland Fisheries and Wildlife;	
	v. The location known or potential archaeological resources;	
	w. Identification of known rare and endangered species and measures to protect them;	
	x. The location of documented historic buildings and sites on or adjacent to the subdivision and measures to minimize impacts on them;	
	y. The location of scenic sites or views as identified in the Town of Lisbon comprehensive plan;	
	z. A list of construction items including but not limited to streets, sidewalks, storm drainage, water supply and sewers, with cost estimates, that will be completed by the subdivider prior to the sale of lots or dwellings;	
	aa. The type of sewage disposal to be used in the subdivision: <ol style="list-style-type: none"> <li>1. When sewage disposal is to be accomplished by connection to the public sewer, a letter from the Lisbon sewer department stating the department has the capacity to collect and treat the waste water shall be provided.</li> <li>2. When sewage disposal is to be accomplished by subsurface waste water disposal systems, test pit analysis, prepared by a licensed site evaluator or certified soil scientist shall be provided. A map showing the location of all test pits dug on the site shall be submitted.</li> </ol>	
	ab. The type of water supply system(s) to be used in the subdivision: <ol style="list-style-type: none"> <li>1. When water is to be supplied by public water supply, a written statement from the Lisbon water department shall be submitted indicating that there is adequate supply and pressure for the subdivision and that the department approves the plans for extensions where necessary.</li> <li>2. When water is to be supplied by private wells, evidence of adequate</li> </ol>	

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	ground water supply and quality shall be submitted by a well driller or a hydrogeologist familiar with the area.	
	ac. An estimate of the amount and type of vehicular traffic to be generated on a daily basis and at peak hours;	
	ad. A traffic impact analysis when required by the planning board prepared by a licensed professional engineer;	
	ae. An approved driveway or entrance permit issued by the Maine Department of Transportation if a driveway or entrance is required by 23 M.R.S.A. § 704;	
	af. A storm water management and drainage plan, prepared by a licensed professional engineer in accordance with the most recent edition of Stormwater Management for Maine: BMPs Technical Design Manual, published by the Maine Department of Environmental Protection (2006);	
	ag. A soil erosion and sedimentation control plan;	
	ah. A written statement indicating if the parcel to be subdivided has changed ownership within the past five years, if timber has been harvested within the past five years and if such harvesting resulted in a violation of the Liquidation Harvesting Rules adopted pursuant to Title 12, section 8869, subsection 14;	
	ai. When required by the planning board a high intensity soil survey by a certified soil scientist;	
	aj. When required by the planning board a hydrogeologic assessment prepared by a certified geologist or licensed professional engineer, experienced in hydrogeology, when the subdivision is not served by public sewer;	
	ak. When required by the planning board a municipal service impact analysis based on the comments received from department heads as requested in section 66-51(d)(4). This list shall include but not be limited to: schools including busing; street reconstruction, maintenance, and snow removal; solid waste disposal; recreation facilities; police and fire protection. A municipal service impact analysis that includes a list of construction and maintenance items, with both capital and annual operating cost estimates, as would be incurred by the Town of Lisbon.	

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## Subdivision Application

# FINAL PLAN REQUIREMENTS

REFERENCE Chapter 66-82, Lisbon Code of Ordinances

✓ or N/A	PLAN REQUIREMENTS	OFFICE USE ONLY
	<p>Prior to submittal of the final plan application, the following approvals shall be obtained in writing, where applicable:</p> <ol style="list-style-type: none"> <li>1. Maine Department of Environmental Protection, under the Site Location of Development Act, Natural Resources Protection Act, stormwater law or if a waste water discharge license is needed;</li> <li>2. Maine Department of Human Services, if the subdivider proposes to provide a public water system other than the Lisbon water department;</li> <li>3. Maine Department of Human Services, if an engineered subsurface waste water disposal system(s) is to be utilized;</li> <li>4. U.S. Army Corps of Engineers, if a permit under Section 404 of the Clean Water Act is required.</li> </ol>	
	<p>The Final Plan shall be provided in the form of <b>two (2) reproducible, stable-based transparencies</b>, one to be recorded at the registry of deeds, the other to be filed at the municipal office, and <b>ten (10) copies of the final plan</b> and all information accompanying the plan. The Final Plan shall meet the following requirements:</p>	
	<p>a. The reproducible transparencies shall be embossed with the seal of the individual responsible for preparation of the plan.</p>	
	<p>a. Plans shall be drawn to a scale of not more than 100 feet to the inch. Plans for subdivisions containing more than 100 acres may be drawn at a scale of not more than 200 feet to the inch provided all necessary detail can easily be read.</p>	
	<p>b. Plans shall be no larger than 24 × 36 inches in size, and shall have a margin of two inches outside of the border lines on the left side for binding and a one-inch margin outside the border along the remaining sides.</p>	
	<p>c. Each drawing or print shall provide space suitable to record final plan approval by the planning board, with conditions, if any, and the date of approval signed by the chairman and a majority of the planning board</p>	

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	The Final Plan shall also include or be accompanied by the following information:	
	a. Proposed name of the subdivision and the name of the municipality in which it is located, plus the assessor's map and lot numbers;	
	b. The number of acres within the proposed subdivision, location of property lines, existing buildings, watercourses, and other essential existing physical features;	
	c. The date the plan was prepared, north point, graphic map scale;	
	d. The names and addresses of the record owner, subdivider, and individual or company who prepared the plan;	
	e. The location of any zoning boundaries affecting the subdivision;	
	f. The location and size of existing and proposed sewers, water mains, culverts, stormwater management facilities and drainage ways on or adjacent to the property to be subdivided;	
	g. The location, names, and widths of existing and proposed streets, highways, easements, buildings, parks, and other open spaces on or adjacent to the subdivision. The plan shall contain sufficient data to allow the location, bearing and length of every street line, lot line, and boundary line to be readily determined and reproduced upon the ground. These lines shall be tied to reference points previously established. The location, bearing and length of street lines, lot lines & parcel boundary lines shall be certified by a professional land surveyor;	
	h. All parcels of land proposed to be dedicated to public use and the conditions of such dedication. Written offers to convey title to the municipality of all public ways and open spaces shown on the plan, and copies of agreements or other documents showing the manner in which open spaces to be retained by the developer or lot owners are to be maintained shall be submitted. If proposed streets and/or open spaces or other land is to be offered to the municipality, written evidence that the council are satisfied with the legal sufficiency of the written offer to convey title shall be included;	
	i. If any portion of the subdivision is in a flood-prone area, the boundaries of any flood hazard areas and the 100-year flood elevation, as depicted on the flood insurance rate map town of Lisbon, Maine, shall be delineated on the plan. In addition, the plan shall contain the notes required by section 66-122(14);	
	j. Wetland areas shall be identified on the plan, regardless of size;	
	k. If different than those submitted with the preliminary plan, a copy of any proposed deed restrictions intended to cover all or part of the lots or dwellings in the subdivision;	
	l. The type and amount of performance guarantee approved by the town manager.	