



# TOWN OF HARRISON

Telephone 207-583-2241 • Fax 207-583-6240 •

[www.harrisonmaine.org](http://www.harrisonmaine.org)

## SUBDIVISION APPLICATION

1. NAME OF OWNER	2. NAME OF APPLICANT (if different than owner)
3. IF APPLICANT IS A CORPORATION, STATE WHETHER THE CORPORATION IS LICENSED TO DO BUSINESS IN MAINE, AND ATTACH A COPY OF SECRETARY OF STATE'S REGISTRATION.	
4. NAME OF APPLICANT'S AUTHORIZED REPRESENTATIVE	5. NAME, ADDRESS AND NUMBER OF REGISTERD PROFESSIONAL ENGINEER, LAND SURVEYOR OR PLANNER  Name: _____  Address: _____  Telephone: _____
6. ADDRESS TO WHICH ALL CORRESPONDENCE SHOULD BE SENT:	
7. LOCATION OF PROPERTY:  MAP _____ LOT _____	8. CURRENT ZONING OF PROPERTY
9. ACREAGE OF PARCEL TO BE DIVIDED	10. PROPOSED NAME OF SUBDIVISION
11. NUMBER OF LOTS	12. DATE OF APPLICATION
13. OTHER PERTINENT INFORMATION	

# Town of Harrison

## Preliminary Plan Subdivision Checklist

**Items 1 through 28 are required by the Subdivision Ordinance; items 29 through 31 are required by the Building Permit Requirements; item 32 invokes the Road Construction Ordinance; and items 33 through 41 are additional requirements imposed by Title 30-A, MSRA Section 4404 that are not already covered by items 1 through 28 or by the final plan submittal requirements.**

**NOTE:** If the requirement is met or the information is provided in the submittal, indicate with a “Yes”. If the requirement is not met, then indicate with a “No” and state the reason. If the information requested and/or the requirement is not applicable, indicate with a “N/A”. If a “No” is indicated for any information request or requirement, the applicant must request a waiver from the PB and must provide a reason why the waiver should be considered.

### **Yes/No/NA**

1. \_\_\_\_\_ Proposed name of the subdivision and the name of the municipality in which it is located, plus the Assessor’s Map and Lot numbers.
2. \_\_\_\_\_ Verification of right, title or interest in the property
3. \_\_\_\_\_ A standard boundary survey of the parcel, giving complete descriptive data by bearings and distances, made and certified by a Registered Land Surveyor. The corners of the parcel shall be located on the ground and marked by monuments.
4. \_\_\_\_\_ 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.
5. \_\_\_\_\_ A copy of any deed restrictions intended to cover all or part of the lots or dwellings in the subdivision.
6. \_\_\_\_\_ An indication of the type of sewage disposal to be used in the subdivision. When sewage disposal is to be accomplished by subsurface wastewater disposal systems, test pits analyses, prepared by a Licensed Site Evaluator or Certified Soil Scientist shall be provided. A map showing the location of all test pits dig on the site shall be submitted.
  - a. The site evaluator shall certify in writing that all test pits which meet the requirements for a new system represents an area large enough to install a disposal area on soils, which meet the Disposal Rules.

b. On lots in which the limiting factor has been identified as being within 24 inches of the surface a second site with suitable soils shall be shown as a reserve area for future replacement of the disposal area. The reserve area shall be shown on the plan and restricted so as not to be built upon.

c. In no instance shall a disposal area be on a site, which requires a New System Variance from the Subsurface Wastewater Disposal Rules.

7. \_\_\_\_\_ An indication of the type of water supply system or systems to be used in the subdivision. When water is to be supplied by public water supply, a written statement from the servicing water district shall be submitted indicating there is adequate supply and pressure for the subdivision.
8. \_\_\_\_\_ The date the plan was prepared, North Point, graphic map scale.
9. \_\_\_\_\_ The names and addresses of the record owner, applicant, and individual or company who prepared the plan and adjoining property owners.
10. \_\_\_\_\_ A high intensity soil survey by a Certified Soil Scientist. Wetland areas shall be identified on the survey, regardless of size.
11. \_\_\_\_\_ The number of acres within the proposed subdivision, location of property lines, existing buildings, vegetative cover type, and other essential existing physical features. The location of any trees larger than 24 inches in diameter at breast height shall be shown on the plan.
12. \_\_\_\_\_ The location of all rivers, streams and brooks within or adjacent to the proposed subdivision. If any portion of the proposed subdivision is located in the direct watershed of a great pond, the application shall indicate which great pond.
13. \_\_\_\_\_ Contour lines at the interval specified by the Board, showing elevations in relation to Mean Sea Level.
14. \_\_\_\_\_ The shoreland zoning district in which the proposed subdivision is located and the location of any aquifer district boundaries affecting the subdivision.
15. \_\_\_\_\_ The location and size of existing and proposed sewers, water mains, culverts, and drainage ways and other underground utilities on or adjacent to the property to be subdivided.
16. \_\_\_\_\_ The location, names, and present widths of existing streets, highways, easements, building lines, parks and other open spaces on or adjacent to the subdivision.
17. \_\_\_\_\_ The width and location of any streets, public improvements or open space shown upon the official map and the comprehensive plan, if any, within the subdivision.

18. \_\_\_\_\_ The proposed lot lines with approximate dimensions, building envelopes and lot areas. (Note: The ratio of lot length to width shall not be more than three to one.) (Sideline and rear setbacks)
19. \_\_\_\_\_ All parcels of land proposed to be dedicated to public use and the conditions of such dedication.
20. \_\_\_\_\_ The location of any open space to be preserved and a description of proposed ownership, improvement and management.
21. \_\_\_\_\_ The area on each lot where existing forest cover will be permitted to be removed and converted to lawn, structures or other cover any proposed restrictions to be placed on clearing existing vegetation.
22. \_\_\_\_\_ 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 municipality's Flood Insurance Rate Map, shall be delineated on the plan.
23. \_\_\_\_\_ A hydrogeologic assessment prepared by a Certified Geologist or Registered Professional Engineer, experienced in hydrogeology, when the subdivision is not served by public sewer and
- a) Any part of a subdivision is located over a sand and gravel aquifer, as shown on a digital map entitled "Hydrogeologic Data for Significant Sand and Gravel Aquifers," by the Maine Geological Survey, or
  - b) The subdivision has an average density of more than one dwelling unit per 100,000 square feet. The Board may require a hydrogeologic assessment in other cases where site considerations or development design indicate greater potential of adverse impacts on ground water quality. These cases include extensive areas of shallow to bedrock soils; or cluster developments in which the average density is less than one dwelling unit per 100,000 square feet but the density of the developed portion is in excess of one dwelling per 80,000square feet; or the proposed use of shared or common subsurface waste water disposal systems. The hydrogeologic assessment shall be conducted in accordance with the provisions of section 10.13.A.1.
24. \_\_\_\_\_ An estimate of the amount and type of vehicular traffic to be generated on a daily basis and at peak hours. Trip generation rates used shall be taken from the New Road Construction Ordinance. Trip generation rates from other sources may be used if the applicant demonstrates that these sources better reflect local conditions.
25. \_\_\_\_\_ Areas within or adjacent to the proposed subdivision which have been identified as high or moderate value wildlife habitat by the Maine Department of Inland Fisheries and Wildlife or within the comprehensive plan. If any portion of the subdivision is located within an area designated as a unique natural area by the comprehensive plan or the Maine Natural Areas Program the plan shall indicate appropriate measures for the preservation of the values which qualify the site for such designation.

26. \_\_\_\_\_ If the proposed subdivision is in the direct watershed of a great pond, and qualifies for the simplified review procedure for phosphorus control, the plan shall indicate the location and immersions of vegetative buffer strips or infiltration systems and the application shall include a long-term maintenance plan for all phosphorus control measures.
27. \_\_\_\_\_ If the proposed subdivision involves farmland (MRS 7 Chapter 6), a map or plan of the subdivision identifying the farmland is required.
28. \_\_\_\_\_ A copy of the approved Driveway or Entrance permit issued by the Maine Department of Transportation if a driveway or entrance will enter onto Rt. 117, Bolsters Mills Road or Rt. 35.
29. \_\_\_\_\_ Each lot shall have a minimum of 40,000 square feet.
30. \_\_\_\_\_ Each lot shall have a minimum of 150 feet of road frontage (150 feet in a cul-de-sac).
31. \_\_\_\_\_ The minimum setback from the road for any building will be 50 feet.
32. \_\_\_\_\_ The Proposed or existing roads within the subdivision meets the requirements of the Town of Harrison Road Construction Ordinance.
33. \_\_\_\_\_ The proposed subdivision will not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Department of Inland Fisheries and Wildlife or the municipality, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline;
34. \_\_\_\_\_ Whenever situated entirely or partially within the watershed of any pond or lake or within 250 feet of any wetland, great pond or river as defined in Title 38, chapter 3, subchapter I, article 2-B, the proposed subdivision will not adversely affect the quality of that body of water or unreasonably affect the shoreline of that body of water.
- a. When lots in a subdivision have frontage on an outstanding river segment, the proposed subdivision plan must require principal structures to have a combined lot shore frontage and setback from the normal high-water mark of 500 feet.
- (1) To avoid circumventing the intent of this provision, whenever a proposed subdivision adjoins a shoreland strip narrower than 250 feet which is not lotted, the proposed subdivision shall be reviewed as if lot lines extended to the shore.
- (2) The frontage and set-back provisions of this paragraph do not apply either within areas zoned as general development or its equivalent under shoreland zoning, Title 38, chapter 3, subchapter I, article 2-B, or within areas designated by ordinance as densely developed. The determination of which areas are densely developed must be based on a finding that existing development met the definitional requirements of

section 4401, subsection 1; Definition: "Densely developed area" means any commercial, industrial or compact residential area of 10 or more acres with an existing density of at least one principal structure per 2 acres.

35. \_\_\_\_\_ The proposed subdivision will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water.
36. \_\_\_\_\_ Based on the Federal Emergency Management Agency's Flood Boundary and Floodway Maps and Flood Insurance Rate Maps, and information presented by the applicant whether the subdivision is in a flood-prone area. If the subdivision, or any part of it, is in such an area, the sub-divider shall determine the 100-year flood elevation and flood hazard boundaries within the subdivision. The proposed subdivision plan must include a condition of plan approval requiring that principal structures in the subdivision will be constructed with their lowest floor, including the basement, at least one foot above the 100-year flood elevation.
37. \_\_\_\_\_ All freshwater wetlands within the proposed subdivision have been identified on any maps submitted as part of the application, regardless of the size of these wetlands. Any mapping of freshwater wetlands may be done with the help of the local soil and water conservation district.
38. \_\_\_\_\_ Any river, stream or brook within or abutting the proposed subdivision has been identified on any maps submitted as part of the application. For purposes of this section, "river, stream or brook" has the same meaning as in Title 38, section 480-B, subsection 9 as follows: "River, stream or brook" means a channel between defined banks. A channel is created by the action of surface water and has 2 or more of the following characteristics.
- A. It is depicted as a solid or broken blue line on the most recent edition of the U.S. Geological Survey 7.5-minute series topographic map or, if that is not available, a 15-minute series topographic map.
  - B. It contains or is known to contain flowing water continuously for a period of at least 6 months of the year in most years.
  - C. The channel bed is primarily composed of mineral material such as sand and gravel, parent material or bedrock that has been deposited or scoured by water.
  - D. The channel contains aquatic animals such as fish, aquatic insects or mollusks in the water or, if no surface water is present, within the stream bed.
  - E. The channel contains aquatic vegetation and is essentially devoid of upland vegetation.
- "River, stream or brook" does not mean a ditch or other drainage way constructed, or constructed and maintained, solely for the purpose of draining storm water or a grassy swale.

39. \_\_\_\_\_ Spaghetti-lots prohibited. If any lots in the proposed subdivision have shore frontage on a river, stream, brook, great pond or coastal wetland as these features are defined in Title 38, section 480-B, none of the lots created within the subdivision have a lot depth to shore frontage ratio greater than 5 to 1.
40. \_\_\_\_\_ For any proposed subdivision that crosses municipal boundaries, the proposed subdivision will not cause unreasonable traffic congestion or unsafe conditions with respect to the use of existing public ways in an adjoining municipality in which part of the subdivision is located.
41. \_\_\_\_\_ Lands subject to liquidation harvesting. Timber on the parcel being subdivided has not been harvested in violation of rules adopted pursuant to Title 12, section 8869, subsection 14. If a violation of rules adopted by the Maine Forest Service to substantially eliminate liquidation harvesting has occurred, the municipal reviewing authority must determine prior to granting approval for the subdivision that 5 years have elapsed from the date the landowner under whose ownership the harvest occurred acquired the parcel. A municipal reviewing authority may request technical assistance from the Department of Conservation, Bureau of Forestry to determine whether a rule violation has occurred, or the municipal reviewing authority may accept a determination certified by a forester licensed pursuant to Title 32, chapter 76. If a municipal reviewing authority requests technical assistance from the bureau, the bureau shall respond within 5 working days regarding its ability to provide assistance. If the bureau agrees to provide assistance, it shall make a finding and determination as to whether a rule violation has occurred. The bureau shall provide a written copy of its finding and determination to the municipal reviewing authority within 30 days of receipt of the municipal reviewing authority's request. If the bureau notifies a municipal reviewing authority that the bureau will not provide assistance, the municipal reviewing authority may require a subdivision applicant to provide a determination certified by a licensed forester.

For the purposes of this subsection, "liquidation harvesting" has the same meaning as in Title 12, section 8868, subsection 6 and "parcel" means a contiguous area within one municipality, township or plantation owned by one person or a group of persons in common or joint ownership.

**A check for \$75.00 per residential dwelling unit will accompany the subdivision application made payable to the Town of Harrison. No further action will be taken on the plan until the application fee is paid. Upon approval of the plan a fee of \$75.00 per residential dwelling unit must be submitted before the Planning Board will sign the approved plan.**

# Town of Harrison

## Final Plan Subdivision Checklist

**Prior to submittal of the final plan application, the following approvals shall be obtained in writing, where applicable:**

1. Maine Department of environmental Protection, under the Site Location of Development Act, Natural Resources Protection Act, or if a wastewater discharge license is needed.

Completed \_\_\_\_\_ date \_\_\_\_\_ OR Not Applicable \_\_\_\_\_

2. Maine Department of Human services, if the applicant proposes to provide a public water system.

Completed \_\_\_\_\_ date \_\_\_\_\_ OR Not Applicable \_\_\_\_\_

3. Maine Department of Human Services, if an engineered subsurface waste water disposal system or systems is to be utilized.

Completed \_\_\_\_\_ date \_\_\_\_\_ OR Not Applicable \_\_\_\_\_

**Note:** Items 1 through 28 are required by the subdivision ordinance, along with the preliminary plan requirements, and meet the review requirements of 30 MRSA, Section 4404.

**NOTE:** If the information is provided, indicate with a “Yes”. If the information is not provided, then indicate with a “No” and state the reason for not providing the information. If the information requested is not applicable, indicate with a “N/A”. If a “No” is indicated for any requirement or information request, the applicant must request a waiver of the item from the PB, and must provide a reason why the waiver should be considered.

**The final plan shall include or be accompanied by the following information:**



**Yes/No/NA**

1. \_\_\_\_\_ Proposed name of the subdivision and the name of the municipality in which it is located, plus the assessor's map and lot numbers.
2. \_\_\_\_\_ The number of acres within the proposed subdivision, location of property lines, existing buildings, watercourses, and other essential existing physical features.
3. \_\_\_\_\_ An indication of the type of sewage disposal to be used in the subdivision.
4. \_\_\_\_\_ An indication of the type of water supply system(s) to be used in the subdivision.
  - a. When water is to be supplied by an existing public servicing water district [evidence] shall be submitted indicating the district has reviewed and approved the water system design. A written statement shall be submitted from the fire chief approving all hydrant locations or other fire protection measures deemed necessary.
  - b. When water is to be supplied by private wells, evidence of adequate ground water supply and quality shall be submitted by a well driller or a hydrogeologist familiar with the area.
5. \_\_\_\_\_ The date the plan was prepared, north point, graphic map scale.
6. \_\_\_\_\_ The names and addresses of the record owner, applicant and individual or company who prepared the plan.
7. \_\_\_\_\_ The location of any zoning boundaries affecting the subdivision.
8. \_\_\_\_\_ 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.
9. \_\_\_\_\_ The location and size of existing and proposed sewers, water mains, culverts, and drainage ways on or adjacent to the property to be subdivided.
10. \_\_\_\_\_ The location names, and present widths of existing and proposed streets, highways, easement 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 be reproduced upon the ground. These lines shall be tied to reference points previously established. The location, bearing and length of street lines, lot lines and parcel boundary lines shall be certified by a registered land surveyor. The original reproducible plan shall be embossed with the seal of the registered land surveyor and be signed by that individual.

11. \_\_\_\_\_ A storm water management plan, prepared by a registered professional engineer in accordance with the Stormwater Management for Maine: Best Management Practices, published by the Maine Department of Environmental Protection (2016). [In addition, the following requirements must be met:]
- a. Drainage easements for existing water courses or proposed drainage ways shall be provided at least 30 feet wide, conforming substantially with the lines of existing natural drainage.
  - b. The minimum pipe size for any storm drainage pipe shall be 15 inches for driveway entrances and eighteen inches for cross culverts. Maximum trench width at the pipe crown shall be the outside diameter of the pipe plus two feet. Pipe shall be bedded in a fine granular material, containing no stones larger than three inches, lumps of clay, or organic matter, reaching a maximum of six inches below the bottom of the pipe extending to six inches above the top of the pipe.
  - c. Catch basins shall be installed where necessary and when located within a street shall be located at the curb line.
12. \_\_\_\_\_ An erosion and sedimentation control plan prepared in accordance with the Maine Erosion and Sedimentation Control Handbook for Construction: Best Management Practices, published by the Cumberland County Soil and Water Conservation District and the Maine Department of Environmental Protection, October 2016. The Board may not waive submission of the erosion and sedimentation control plan unless the subdivision is not in the watershed of a great pond; the proposed subdivision will not involve grading which changes drainage patterns.
13. \_\_\_\_\_ The widths and location of any streets or public improvements or open space shown upon the official map and the comprehensive plan, if any, within the subdivision.
14. \_\_\_\_\_ All parcels of land proposed to be dedicated to be 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 municipal officers are satisfied with the legal sufficiency of the written offer to convey title shall be included.
15. \_\_\_\_\_ The boundaries of any flood hazard areas and the 100-year flood elevation as depicted on the municipality's Flood Insurance Rate Map, shall be delineated on the plan.

Note: When any part of a subdivision is located in a flood hazard area the plan shall include a statement that structures in the subdivision shall be constructed with their lowest floor, including the basement, at least one foot above the 100-year flood elevation. Such a restriction shall be included in any deed, lease, purchase and sale agreement, or document transferring or expressing intent to transfer any interest in

real estate or structure, including but limited to a time share interest. The statement shall clearly articulate that the municipality may enforce any violation of the construction requirement and that fact shall also be included in any deed or any other document previous described. The construction requirement shall also be clearly stated on the plan.

16. \_\_\_\_\_ If any portion of the proposed subdivision is in the direct watershed of a great pond, and does not qualify for the simplified review procedure for phosphorus control, the following shall be submitted or indicated on the plan at the Board's discretion.
  - a. A phosphorus impact analysis and control plan conducted using the procedures set forth in Phosphorus Control in Lake Watersheds: A Technical Guide for Evaluating New Development, published by the Maine Department of Environmental Protection, revised October 2016. The analysis and control plan shall include all worksheets, engineering calculations, and construction specifications and diagrams for control measures, as required by the Technical Guide.
  - b. A long-term maintenance plan for all phosphorus control measures.
  - c. The contour lines shown on the plan shall be at an interval of no less than five feet.
  - d. Areas with sustained slopes greater than 25% covering more than one acre shall be delineated.
17. \_\_\_\_\_ A list of construction items with cost estimates, that will be completed by the applicant prior to the sale of lots, and evidence that the applicant has financial commitments or resources to cover these costs.
18. \_\_\_\_\_ A list of construction and maintenance items, with both capital and annual operating cost estimates, that must be financed by the municipality, or quasi-municipal districts. These lists shall include but not be limited to: Schools, including busing, Street maintenance and snow removal, Police and fire protection, Solid waste disposal, Recreation facilities, Storm water drainage, Waste water treatment Water supply. The applicant shall provide an estimate of the net increase in taxable assessed valuation at the completion of the construction of the subdivision.
19. \_\_\_\_\_ The location and method of disposal for land clearing and construction debris.
20. \_\_\_\_\_ The subdivision of tracts into parcels with more than twice the required minimum lot size shall be laid out in such a manner as either to provide for or preclude future division. Deed restrictions and notes on the plan shall either prohibit future divisions of the lots or specify that any future division shall constitute a revision to the plan and shall require approval from the Board, subject to the criteria of the subdivision statute, the standards of these regulations and conditions placed on the original approval.
21. \_\_\_\_\_ Utilities serving subdivision in areas designated by the comprehensive plan as growth areas shall be installed underground. Utilities serving lots with a street frontage of

125 feet or less shall be installed underground. The Board may approve overhead utilities when the applicant proposes reserved affordable housing and provides evidence that the increased costs of underground utilities will raise the cost of the housing beyond the targets for affordable housing in the comprehensive plan. (11.5)

22. \_\_\_\_\_ The final plan application shall include the following: (10.17.D.3-5)
1. Covenants for mandatory membership in the lot owners' association setting forth the owners' rights, interests, and privileges in the association and the common property and facilities, to be included in the deed for each lot or dwelling.
  2. Draft articles of incorporation of the proposed lot owners' association as a not-for-profit corporation; and
  3. Draft by-laws of the proposed lot owners' association specifying the responsibilities and authority of the association, the operating procedures of the association and providing for proper capitalization of the association to cover the costs of major repairs, maintenance and replacement of common facilities.
23. \_\_\_\_\_ In combination, the documents referenced in above shall provide for the following. (10.17.E.1-4)
1. The homeowners' association shall have the responsibility of maintaining the common property or facilities.
  2. The association shall levy annual charges against all owners of lots or dwelling units to defray the expenses connected with the maintenance, repair and replacement of common property and facilities and tax assessments.
  3. The association shall have the power to place a lien on the property of members who fail to pay dues or assessments.
  4. The developer or sub-divider shall maintain control of the common property, and be responsible for its maintenance until development sufficient to support the association has taken place. Such determination shall be made by the Board upon request of the lot owners' association or the developer.
24. \_\_\_\_\_ Subdivision located wholly or in part in the Shoreland Zone shall meet the requirements of the Shoreland Zoning Ordinance. (11.1.F.1)

**Note: No plan shall be approved by the Board as long as the applicant is in violation of the provisions of a previously approved Plan within the municipality.**