



WHERE TWO  
**RIVERS**  
M E E T

Town of  
**Anson**

INCORPORATED MARCH 1, 1798  
P.O. Box 297 Main Street, Anson 04911

Updated - April 1997 - Form B

**Town of Anson  
Application Form for  
Subdivision Approval**

**P-1**

Note to Applicant

Your application for subdivision approval will not be considered complete until a Final Plat Plan, based on a survey, has been submitted to the Planning Board. You are advised to meet with the Planning Board prior to completing this application form, as it may not be necessary to comply with all of the items shown on the form. Following the submission of a sketch plan of the subdivision, the Planning Board will indicate, by a check mark in the left hand column of the form, the items which must be completed (items which are already checked must be completed for all subdivisions). The review of the subdivision should consist of three (3) steps, as outlined below.

1. Submission of a sketch plan. The sketch plan shall consist of a rough outline of the proposed subdivision, may be a free-hand, penciled sketch of the parcel, showing the proposed layout of streets, lots, and other features which may be of assistance to the Planning Board in making its determinations. In order for the Planning Board to be more fully informed about the site, the subdivider shall arrange a joint inspection of the site with the Planning Board, and at least two Board Members appointed by the Chairman to act as the Board's representatives for the inspection. The on-site inspection shall be conducted at or shortly after the submission of the sketch plan, but this phase of the application process will not be considered complete until such inspection has been made.

2. Submission of a Preliminary Plat Plan. Upon submission of a sketch plan and following an on-site inspection of the site, the Planning Board will outline by checking specific items in this application, the specific requirements for preliminary plat submission. Specific requirement will vary according to the size and complexity of the subdivision proposal. In some instances, the Planning Board may waive the requirement for a preliminary plat plan submittal, in which case this application form must be submitted with the final plat plan.

3. Submission of Final Plat Plan. After any apparent deficiencies in the preliminary plat plan have been corrected, a final plat plan must be submitted to the Planning Board. Your application for subdivision approval will not be considered complete until the final Plat Plan has been submitted.

**Information on the Applicant**

- \_\_\_ 1. Name of Owner \_\_\_\_\_
- \_\_\_ 2. Name of Applicant (if other than owner) \_\_\_\_\_
- \_\_\_ 3. If Applicant is a corporation, state whether the corporation is licensed to do business in Maine (Yes or No) \_\_\_\_\_, and attach a copy of Secretary of State's Registration.
- \_\_\_ 4. Name of Applicant's authorized representative \_\_\_\_\_
- \_\_\_ 5. Name, address, and number of Registered Professional Engineer, Land Surveyor or Planner \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_ 6. Address to which all correspondence from the Planning Board should be sent:  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_ 7. What interest does Applicant have in this parcel to be subdivided (option, land purchase contract, record ownership, etc?)  
\_\_\_\_\_

\_\_\_\_\_  
Attach documentation of this interest

- \_\_\_ 8. What interest does applicant have in any property abutting parcel to be subdivided? \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_ 9. State whether preliminary plat plan covers entire, contiguous holdings of the applicant or not (Yes or No) \_\_\_\_\_

**Information on Parcel to be Subdivided**

- \_\_\_ 1. Location of property: Book \_\_\_\_\_ page \_\_\_\_\_ (from Register of Deeds).
- \_\_\_ 2. Location of property: Map \_\_\_\_\_ lot \_\_\_\_\_ (from Assessor's Office).
- \_\_\_ 3. Map survey of tract to be subdivided, certified by a Registered Land Surveyor, tied to established reference points (attach to application).
- \_\_\_ 4. Current zoning and/or classification (resident, commercial, tree growth, etc.) of property \_\_\_\_\_

- \_\_\_ 5. Acreage of parcel to be subdivided \_\_\_\_\_
- \_\_\_ 6. A soils report, identifying soil types and location of soil test areas. Based on soil test results, certain modifications of preliminary plat plan may be required (attach copy of soils report to application). There shall be at least one acceptable soils test per lot.
- \_\_\_ 7. Names of property owners abutting parcel to be subdivided, and on opposite side of any road from parcel to be subdivided (show on Plat).
- \_\_\_ 8. Indicated the nature of any restrictive covenants to be placed on the Deeds. \_\_\_\_\_

**Information on Subdivision**

- \_\_\_ 1. Proposed name of subdivision \_\_\_\_\_
- \_\_\_ 2. Number of lots \_\_\_\_\_
- \_\_\_ 3. Date of Submission, north point of Direction, graphic map scale (show all on Plat).
- \_\_\_ 4. Proposed lot lines with approximate dimensions and suggested location of building, subsurface sewage disposal systems and wells (show on Plat).
- \_\_\_ 5. Location of temporary markers adequately located to enable the Planning Board to locate lots readily and appraise basic lot layout in the field (show on Plat).
- \_\_\_ 6. Location of all parcels to be dedicated to public use, the conditions of such dedication, and the location of all natural features or site elements to be preserved (show on Plat).
- \_\_\_ 7. A location map, drawn at a scale of not over 400 feet to the inch, showing the relation of the proposed subdivision to adjacent properties and to the general surrounding area. The location map shall show all the area within 2000 feet of any property line of the proposed subdivision (attach to application).
- \_\_\_ 8. Location and size of existing buildings, watercourses, and other essential existing physical features (show on Plat).
- \_\_\_ 9. Location and size of any existing sewer and water mains, and culverts and drains.
- \_\_\_ 10. Location, names, and widths of existing and proposed streets, highways, easements, building lines, parks, and other open spaces (show on Plat).

- \_\_\_ 11. Contour lines at an interval of not more than (5, 10, 20) feet in elevation, to refer to U.S.C. and G.S. benchmarks if within 500 feet of the subdivision.
- \_\_\_ 12. Typical cross-sections of proposed grading for roadways, sidewalks, and storm drainage facilities (attach to application).
- \_\_\_ 13. A soil erosion and sedimentation control plan (attach to application).
- \_\_\_ 14. (If requirement for Preliminary Plat Plan has been waived, Final Plat Plan must comply with requirement of Form E).
- \_\_\_ 15. Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note to Applicant: Complete this form, and return it with the required documents and 3 drawings of the preliminary plat.

To the best of my knowledge, all information submitted on this Application is true and correct.

Signed: \_\_\_\_\_  
Applicant

Date: \_\_\_\_\_

## TOWN OF ANSON

### Development Fee Schedule

Flood Hazard Development Permit	\$20.00*
Subdivision Approval	\$100.00 plus \$50.00 per lot or unit*
Site Plan Review Development Permit	\$100.00 + \$0.005/sq. ft. developed site area + \$50.00 for postage and notice

\* Fees contained in Ordinance

**GENERAL INFORMATION**

Proposed name of development: \_\_\_\_\_

Number of lots or units: \_\_\_\_\_

Anticipated date for construction: \_\_\_\_\_

Anticipated date of completion: \_\_\_\_\_

Does this development propose the extension of public infrastructure?  Yes  No  
 roads  storm drainage  sidewalks  water  sewer  other

Estimated cost for infrastructure improvements \$ \_\_\_\_\_

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 \_\_\_\_\_

Identify method of sewage disposal to the proposed development:

- individual septic tanks
- central on site disposal with distribution lines
- connection to public sewer system
- other, please state alternative \_\_\_\_\_

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.

Does the applicant propose to dedicate to the public any streets, recreation or common lands?

street(s)  Yes  No Estimated Length \_\_\_\_\_  
recreation area(s)  Yes  No Estimated Acreage \_\_\_\_\_  
common land(s)  Yes  No Estimated Acreage \_\_\_\_\_

Does the applicant intend to request waivers of any of the subdivision submission requirements?

Yes  No

If yes, list them and state reasons for the request.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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To the best of my knowledge, all the above stated information submitted in this application is correct.

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(signature of applicant)

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(date)

## Appendix N

# FINAL PLAN APPLICATION CHECKLIST FOR MINOR SUBDIVISIONS

Subdivision Name \_\_\_\_\_ Date \_\_\_\_\_

This checklist has been prepared to assist applicants in developing their applications. It should be used as a guide in assembling the information necessary for a complete application. However, the checklist does not substitute for the requirements of Article 6 of the Subdivision Regulations (or Ordinance). The Planning Board also will be using the checklist to make sure that your application is complete. Indicate if the information has been submitted or if it is requested to be waived. If you feel that information is not applicable to your project, please indicate in the second column. The perimeter survey, subdivision plan and engineering plans may be contained on the same drawing. However, detailed engineering drawings such as road profiles, drainage swales and erosion/sedimentation plans may best be presented on a separate sheet or sheets.

Note that this checklist only covers the submission requirements for a final plan for minor subdivision. It does not address the standards that the final plan must meet. There are two other checklists which address the performance standards and the design guidelines which the applicant may find of assistance.

Shaded boxes indicate that the action is not recommended to be taken by the Applicant.

SUBDIVISION REGULATIONS		Submitted by Applicant	Not Applicable	Applicant Requests to be Waived	Received by Planning Board	Waived by Planning Board
6.3.A.	Seven copies of application plus accompanying information					
6.3.B.	<b>LOCATION MAP</b>					
B.1.	Existing subdivisions in the proximity of proposed subdivision					
B.2.	Locations and names of existing and proposed streets					
B.3.	Zoning boundaries and designations					
B.4.	Outline of proposed subdivision and owner's remaining contiguous land					
6.3.C.	<b>FINAL PLAN</b>					
C.	Two reproducible and three copies of all maps and/or drawings more than 100 acres, not smaller than 1"= 200'					
C.	On sheets not larger than 24" x 36" with 2" border on binding side; 1" for borders elsewhere					
C.	Block for Planning Board signatures					
C.	Three copies of all information accompanying the plan					
C.	Copies of the plan reduced to 8.5" x 11" or 11" x 17" for each Board member					
6.3.D.	<b>INFORMATION</b>					
D.1.	Name of Subdivision, Name of Town and Assessor's Map and Lot Number(s)					
D.2.	Verification of right, title or interest in property					
D.3.	Standard boundary survey					
D.4.	Copy of most recent deed and all restrictions, easements, rights-of-way and other encumbrances					
D.5.	Deed restrictions on proposed new lots or dwellings					



SUBDIVISION REGULATIONS		Submitted by Applicant	Not Applicable	Applicant Requests to be Waived	Received by Planning Board	Waived by Planning Board
D.6.	Type of sewage proposed					
D.6.	Test pit analyses by Site Evaluator and test sites location map					
D.7.	Type of water supply system(s)					
D.7.a.	Water Company letter re: capacity					
D.7.a.	Fire Chief letter on hydrants					
D.7.b.	Well driller or hydrologist letter on ground water supply and quality					
D.8.	Date plan prepared, north point and graphic map scale					
D.9.	Names and addresses of record owner, subdivider, plan preparer(s) and adjoining property owners					
D.10.	High intensity soil survey by Soil Scientist; all wetlands identified					
D.11.	Total acres in subdivision; location of property lines, existing building(s), vegetative cover type and other essential physical features; i.e., rock outcrops, etc.					
D.11.	Location of trees more than 24" in diameter					
D.11.	On wooded sites, clearings for lawns and structures; areas restricted from the clearing of vegetation					
D.12.	All rivers, streams and brooks within and adjacent to subdivision					
D.12.	Within the direct watershed of a great pond					
D.13.	Topographic contour lines specified by Planning Board					
D.14.	Zoning District(s) and boundaries					
D.15.	Location and size of existing and proposed sewers, water mains, culverts and drainageways on and adjacent to subdivision					
D.16.	Location, name and widths of existing streets and highways					
D.16.	Location, name and widths of existing and proposed easements, building lines, parks and open spaces on or adjacent to subdivision tied to survey reference points					
D.17.	Location and dimensions of streets, public improvements and open space in subdivision as shown on Official Map and Comprehensive Plan					
D.18.	Location of open space to be preserved, any improvements; the management of the open space					
D.19.	Parcels dedicated to public use; condition of such dedication; written documentation of ownership of public use parcels; legal sufficiency to convey title(s) to Town					
D.20.	100-year flood elevations					
D.21.a	Hydrogeologic assessment for subdivision not served by sewer and if any part of subdivision is over a sand and gravel aquifer, or (See 21.b)					
D.21.b.	Hydrogeologic assessment if average density is more than one dwelling unit per 100,000 sq. ft.					
D.21.b.	Hydrogeologic assessment if Board determines potential adverse impacts on ground water quality					
D.22.	Vehicular trip generation rates					
D.23.	Traffic impact analysis for 40 or more parking spaces or for 400 vehicle trips per day or more					
D.24.	Storm water management plan					
SUBDIVISION REGULATIONS		Submitted by Applicant	Not Applicable	Applicant Requests to be Waived	Received by Planning Board	Waived by Planning Board

D.25.	Erosion and sedimentation control plan					
D.26.	High or moderate value wildlife habitat within or adjacent to the subdivision					
D.27.	Phosphorus control plan for subdivisions in direct watersheds of great pond					
D.27.a.	Simplified review procedure					
D.27.b.i	Phosphorus impact and control plan					
b.ii.	Long-term maintenance plan					
b.iii.	Five feet or closer topographic contour lines					
b.iv.	25% slopes covering more than one acre					
D.28.	Location and method of disposal for land clearing and construction debris					
<b>6.3.D</b>	<b>ADDITIONAL INFORMATION</b>					
6.3.D	Planning Board may require additional information where it is determined necessary by the Board to meet criteria of the State Subdivision Statute Title 30-A M.R.S.A., §4404.					

# When Subdivision Review is Required

Assume that all subdivisions take place within a 5-year time span.

Less Than 20 Acres	Local* Level	State** Level	More Than 20 Acres	Local Level	State Level																										
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Definition of Subdivision Under the Subdivision Law for the Purpose of Local Review

Definition: A subdivision is the division of a tract or parcel of land into 3 or more lots within any 5-year period, which period begins after September 22, 1971, whether accomplished by sale, lease, development, buildings or otherwise.

- Exceptions: A lot created by:
1. Inheritance
  2. Condemnation
  3. Order of a court
  4. Gift to a person related to the donor by blood, marriage, or adoption, unless the intent of such gift is to avoid the objectives of the subdivision law.
  5. Transfer of an interest in land to an abutting landowner, however accomplished.
  6. Land retained by the subdivider for his own use as a single family residence for a period of at least 5 years prior to the second dividing of a parcel.
  7. Lots of 40 or more acres.

Definition of Subdivision Under the Site Selection Act for the Purpose of State Review

Definition: A division of a parcel of land into 5 or more lots, any one of which is less than 10 acres in size, and which make up more than 20 acres total, and are to be offered for sale or lease to the general public within any 5 year period.

\*Subdivision Law, Title 30, MRSA Section 4956

\*\*Site Selection, Title 38, MRSA Section 481-489