



City of Westbrook

PLANNING BOARD APPLICATION SUBDIVISION REVIEW CHECKLIST

2 York Street

Westbrook, Maine 04092

(207) 854-0638

Fax: 866-559-0642

SUBDIVISION REVIEW CHECKLIST

Application

- Cover letter
- Completed application
- Interest of applicant in property
- Covenants deed restrictions, easements, or rights of way existing or planned
- Construction schedule
- Cost estimate (on city form) and performance guarantee arrangement
- Proof of financial capability

Map Requirements

- Project address or name of subdivision.
- Scale, date, north point, acreage, number of lots.
- Boundaries of tracts with accurate distances and bearings, location of all permanent monuments properly identified as existing or proposed; and certification by a licensed land surveyor that the land has been surveyed and the boundaries established.
- Zoning requirements, proposed project and yard dimension calculations in relation to existing zoning standards.
- Names of owner, engineer and surveyor; and professional registration numbers of those who prepared the plan.
- Names and addresses of abutting landowners.
- Name, location, width of paving and rights-of-way, profile, cross-section dimensions, curve radii of all existing and proposed streets; profiles of centerlines of proposed streets, of a horizontal scale of 1" = 50' and a vertical scale of 1" = 5', with all elevations referred to U.S.G.S. datum and appropriate GIS reference (as noted in section 502.4, subsection (m)).
- A general road plan noting circulation, direction, traffic control devices, street lighting, and type of lighting proposed.
- Accurate dimensions of rights of way, length and bearing of lot lines, lot areas, length or radii of horizontal curves, lot numbers, and building setbacks.
- Existing and proposed easements and dedications associated with the subdivision.



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- Type, location, profile and cross-section of all existing and proposed drainage, both within and adjacent to the subdivision, and description of storm water management plan.
- Location of features, natural and manmade, affecting the subdivision, such as water bodies, streams, swamps, wetlands, vegetation, railroads, ditches, buildings, and areas of soils with severe or very severe limitations.
- Location of existing and proposed utilities including, but not limited to; water, sewer, electrical lines, telecommunications lines and profiles of all underground facilities.
- Existing and proposed location, size, profile and cross section of sanitary sewers; description, plan and location of other means of sewage disposal with evidence of soil suitability.
- Topography with contours at elevation intervals of not more than 2 feet.
- On land one acre or less in size, the location of all existing trees, groves of important species, both those to be retained and those to be removed. On land over an acre in size, all areas of tree preservation, groves of important species and those trees, outside of preservation areas, to be retained.
- Existing and proposed locations, widths, and profiles of sidewalks and walking paths.
- Location map to same scale as tax map, on a separate sheet if necessary; assessor's map and lot number.
- Approximate location and dimensions of specified parking areas.
- Proposed ownership and approximate location and dimensions of open spaces for conservation and recreation.
- Grading, erosion control, and landscaping plan; proposed finish grades, slopes, swales and ground cover or other means of stabilization.
- Reference to special conditions as stipulated by the Planning Board, on the plan or identified as specific documents filed with the Board.

Fees

- Non-refundable subdivision fee of \$300 for first three (3) lots. Each additional lot \$250 plus \$200 per condominium or multi-family unit.
- If a public hearing is scheduled, the applicant must pay notification and advertising costs.

Copies

- 5 full-size sets with a maximum size of 30"x40" and at a scale that is appropriate for the size of the project.
- 10 sets on 11"x17" sized paper.



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- An electronic copy of all application materials shall be submitted with the initial and each subsequent submission. This shall be in a file format acceptable to the City Planner.

Supporting Documents

- Documentation of ownership or contract.
- Legal documents including, but not limited to: deed or covenant restrictions, homeowners association by-laws, and easements.
- Any required permit from the Department of Environmental Protection, Marine Resources, Army Corps of Engineers, or Department of Inland Fisheries and Wildlife, wherever applicable.
- Statement by a Professional Engineer, registered in the State of Maine, as to the adequacy of the storm water management program to serve the watershed area within which the project is listed.
- A statement from the Portland Water District of conditions under which the District will supply water and approval of the size and location of mains, valves and hydrants proposed. Responsibility for such design shall remain with the Portland Water District and any other appropriate agencies.
- A statement from the Fire Chief approving the number, size, and location of hydrants, available pressure levels, road layout and street and project name, and any other fire protection measures to be taken.
- A statement by the Portland Water District of the conditions under which the Sewer District will provide sewage disposal service and approval by the Public Works Department of the diameter, slope, and invert elevations of the sanitary sewers proposed within the subdivision; or a statement relative to the septic tank pumping capacity of the sewage disposal system.
- Where a septic system is to be used, approval by the Plumbing Inspector and a certified soils scientist or evaluator with evidence of soil suitability is required.
- Approval by the Public Works Department of all street and appropriate utilities designs.
- A statement from the Police Chief relative to traffic circulation.
- A statement from the Recreational & Conservation Commission relative to issues of open space and recreation areas.
- A statement from the Public Works Director addressing any plan for solid waste removal and recycling including submittals from any other City agency which the Planning Board requests.
- A community facilities impact analysis in accordance with the subdivision or site plan review ordinance.