

TOWN OF YARMOUTH

Department of Planning and Development
200 Main Street Yarmouth, Maine 04096

(207)846-2401

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SUBDIVISION ADMINISTRATIVE ALTERATION APPLICATION FORM

Date: _____ Zoning District _____ Map _____ Lot _____ Ext _____ Fee Paid _____

Fee: \$100 per amended or revised lot; Department Noticing: \$5.00 per addressee.

Property Owner _____
Applicant, if other _____
Mailing Address _____
E-mail Address _____
Phone _____
Fax _____

Name of Subdivision _____
Street Address _____
Existing Use/# Lots _____
Proposed Use/# Lots _____
Recording Book & Page _____

The Town will correspond with only one contact person/agent for this project. Please provide the requested information regarding the contact person/agent.

Contact person/agent _____
Mailing Address _____
E-mail Address _____
Phone(s) _____
Fax _____

I certify that, to the best of my knowledge, all information provided in this application form and accompanying materials is true and accurate.

Signature of Owner/Applicant Date

(If signed by Owner's agent, provide written documentation of authority to act on behalf of applicant.)

"I authorize appropriate staff within the Yarmouth Planning Department to enter the property that is the subject of this application, at reasonable hours, including buildings, structures or conveyances on the property, to collect facts pertaining to my application."

Print or type name and title of signer

1. PROJECT DESCRIPTION

- A. On a separate sheet describe the overall project objectives and proposed uses of property, including quantity and type of residential units (if any) and the nature and purpose of the proposed subdivision alteration.
- B. Project details
1. Assessor's Map number(s) _____ Lot number(s) _____
 2. Existing zone(s) of the site

Shoreland Overlay District Yes No
Mobile Home Park Overlay Yes No
 3. Total land area of site (all contiguous land in same ownership)

 4. Proposed number of lots. _____
- C. Attach as Exhibit #1 a map such as the Maine Atlas and Gazetteer map (clean photocopies are acceptable). Indicate the location of your project on map.
- D. Construction sequence, as applicable
1. Estimated time of start of project _____
Estimated time of completion of project _____
 2. Is this to be a phased project? Yes ___ No ___
 3. Attach as Exhibit #2, if applicable, a construction schedule outlining the anticipated sequence of construction (beginning and completion) for the major aspects of the proposed project, including roads, erosion control and drainage measures, structures, sewer and water lines, other utilities, paving, landscaping.

2. ELIGIBILITY FOR ADMINISTRATIVE APPROVAL

Under Ch.601, Article III.D.2, the planning authority may approve alterations to an approved recording plat when all of the following conditions are met; otherwise, a new subdivision plat must be submitted to the Planning Board:

1. The rearrangement of lot lines does not increase the number of lots within a block or subdivision unit or area; **Yes** _____ **No** _____
2. The alteration will not substantially affect any street, alley, utility easement or drainage easement; **Yes** _____ **No** _____
3. The alteration meets all of the minimum requirements of this Chapter, Chapter 701 (Zoning) of this code and other applicable state and local

codes; **Yes** _____ **No** _____

4. The alteration is approved by the Public Works Director, the Fire Chief, Town Engineer and Planning Director. Such approved alterations shall be properly recorded in the registry within thirty (30) days thereof or they shall be null and void. Recording of approved alterations also shall be in accordance with the requirements of 30-A M.R.S.A. Section 4407. **Plat shall provide a signature block for approval by Town of Yarmouth, Director of Planning & Development with date.**

3. RIGHT, TITLE, OR INTEREST

- A. Name and mailing address of record owner of the site

Phone _____ Fax _____

- B. Attach as Exhibit #3 evidence of corporate or partnership status, if applicant is not an individual.
- C. Attach as Exhibit #4 evidence of applicant's right, title, or interest in the site. A complete copy of the document must be provided; (financial information may be redacted).
- D. Attach as Exhibit #5 a copy of the current owner's existing deed for the site.
- E. Attach as Exhibit #6 summary lists of all existing and all proposed easements or other burdens for this property. More detailed information may be required, depending on the particular circumstances of the site.
- F. If a condominium, homeowners, or property owners association is or will be established, attach as Exhibit #7 the articles of incorporation, the Declaration of Covenants and Responsibilities, and the existing/proposed by-laws of the organization. If existing association, evidence of approval of proposed alteration by association.
- G. Attach as Exhibit #8 a copy of the most recent approved and recorded subdivision plat, showing date of recording, book, and page.

4. FINANCIAL CAPACITY

- A. Estimated cost of the project (including land purchase and development costs)
- B. Attach as Exhibit #9 evidence of your financial capacity to complete the proposed

development. Submit one or more of the following (please check as appropriate):

- _____ 1. A written statement from the applicant's bank or a certified public accountant who recently has audited the applicant's finances stating that the applicant has cash reserves in the amount of the estimated cost of the project and can devote those reserves to the project.
- _____ 2. When the applicant will personally finance the development, provide evidence of availability of funds and evidence that the applicant can devote these funds to the project.
- _____ 3. The most recent corporate annual report showing availability of sufficient funds to finance the development, together with a statement from the applicant that the funds are available and will be used for the proposed project.
- _____ 4. A letter from a financial institution, governmental agency, or other funding agency which indicates a timely commitment to provide a specified amount of funds and the uses for which the funds may be utilized.
- _____ 5. In cases where outside funding is required, but there can be no commitment of money until regulatory approvals are received, a formal letter of "intent to fund upon approval" from a funding institution.

5. TECHNICAL ABILITY

- A. List all projects undertaken by the applicant within the last five years, beginning with the most recent project:
- B. Have done no prior projects _____
- C. Attach as Exhibit #9 a list of all consultants retained for this proposed project, such as engineers, architects, landscape architects, environmental consultants; and those firms or personnel who will be responsible for constructing, operating and maintaining the project.

6. SUBDIVISION ALTERATION DRAWINGS, MAPS:

- A. Drawings
 - a. paper no larger than 24" x 36", with all drawings in a set the same size
 - b. bound and folded no larger than 9" x 12", with project name shown on front face of folded plan
 - c. number and date drawings, with space for revision dates
 - d. scale of the drawings shall be between 1"=20' and 1"=50'
 - e. show the entire parcel in single ownership, plus off-site easements
- B. Title block shall include:
 - a. identification of plan as "Alteration of Approved Subdivision Plan"
 - b. name and address of project

- c. name(s) and address (es) of site owner and of applicant
 - d. name and address of plan designer(s)
 - e. name/description of most recent subdivision subject to alteration, with book and page of recording in Cumberland County Registry of Deeds
 - f. Signature Block for approval by Town of Yarmouth, Planning Board (7 signature lines) with date
- C. Location map shall include:
- a. abutting property within one thousand feet of project boundaries
 - b. outline of proposed project
 - c. zoning district(s) of abutting properties
 - d. at least one street intersection
- D. North arrow and scale.
- E. General plan notes shall include:
- a. zoning district and list of applicable dimensional regulations comparing the required and proposed
 - b. net residential acreage calculation
 - c. all requested waivers
- F. Name, location, width of existing and proposed streets.
- G. A Boundary Survey, Category 1, Condition 2, showing site boundaries, exact boundaries, dimensions and acreage of all lots, and a minimum of 3 granite monuments at outside corners of the parcel.
- H. Setbacks as required by zoning ordinance; zone line if site is transected by a zone line or if zone line is within 30 feet of the boundaries of the site.
- I. Existing and proposed contours at 2' intervals. Show 1' contours and/or spot elevations if sufficient detail cannot be shown with 2' contours.
- J. Location, dimensions, and total square-footage of existing and proposed buildings (existing buildings should be identified as such).
- K. Names of abutting property owners and locations of buildings and curb cuts on abutting properties.
- L. Locations and dimensions of parking areas, loading and unloading facilities, driveways, fire lanes, access points.
- M. Location of all existing and proposed easements and rights-of-way, including identification of who has or will receive the easement.
- N. Location, dimensions, materials of existing and proposed pedestrian access ways.
- O. Location and size of existing and proposed utilities, both on-site and in adjoining public ways. Location of nearest existing hydrant. Include installation details for

proposed utilities, if applicable.

- P. Construction drawings showing plans, profiles, cross-sections, and details of appurtenances for sanitary sewer and storm drainage systems, if applicable.
- Q. Location and description of existing natural features, such as wetlands, water courses, marshes, rock outcroppings, stands of trees. Natural features to be preserved must be identified on plan.
- R. Grades, street profiles, typical cross-section, and specifications of proposed streets and sidewalks, if applicable. These must meet the standards of Ch. 601, Article IV.
- S. A description of any right-of-way, street, sidewalk, open space, or other area the applicant proposes to designate as public.
- T. Name, registration number, seal, and signature of all registered professionals (engineer, land surveyor, architect, landscape architect, etc.) who prepared the plan.
- U. First floor finished floor elevation(s) for all proposed buildings.
- V. If project is within the RP district, extent of floodway and floodway fringe.
- W. If project is within Shoreland Overlay District, show required setbacks.

The following submissions are required unless waived by the Director of Planning & Development:

6. WATER (if Alteration involves development)

Attach as Exhibit #10 written confirmation from the Yarmouth Water District that it can supply the proposed development and that the proposed plan has been approved by the District. If the applicant proposes a private supply, provide evidence that a sufficient and healthful water supply is available for the proposed development.

7. TRAFFIC (if Alteration involves development)

Attach as Exhibit #11 a written evaluation and demonstration of the adequacy and availability of adjacent streets to serve the proposed project. If you must submit a full traffic study to DEP, provide two (2) copies with this application.

8. SANITARY SEWERS AND STORM DRAINS (if Alteration involves development)

A. Estimated sewage gallons per day for the completed project

B. Will this project generate industrial or non-sanitary waste that will enter the public sewer or drains? No ___ Yes ___
If yes, please describe proposed types and amounts

C. If a subsurface wastewater disposal system is proposed, provide evidence that it conforms to the requirements of the State Plumbing Code.

9. SURFACE DRAINAGE AND-RUNOFF, STORMWATER MANAGEMENT (if Alteration

involves development)

- A. Attach as Exhibit #12 a description of any problems of drainage or topography, or a representation that, in the opinion of the applicant, there are none.
- B. Attach as Exhibit #13 a complete stormwater management plan, including drainage calculations for pre- and post-development for 2 yr. and 25 yr. storm events, a drainage plan, and an assessment of any pollutants in the stormwater runoff, that meets the requirements of Chapter 601, Design Standards.

10. EROSION AND SEDIMENTATION CONTROL (if Alteration involves development)

- A. Attach as Exhibit #14 a written description of erosion and sedimentation control measures to be used during and after construction of the proposed project.
- B. Show on a plan the proposed location, type, and detail of erosion control devices, unless this information is included on a subdivision drawing.

11. SOILS (if Alteration involves development)

- A. Attach as Exhibit #15 a medium intensity soils classification report, including description of soils and interpretation of engineering properties. Include geotechnical report, if applicable.
- B. Show on a plan the existing soil conditions on the site, unless this information is included on a subdivision drawing. Include wetlands delineation and report, if applicable.