MINOR SUBDIVISION CHECKLIST

Name: ____________________________________________ Date: ____________________

Note: Please refer to separate “Submittal Requirements” form to determine the number of copies
necessary for each submission.

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___1. All applicable fees (see fee schedule)

___2. Fee Calculation sheet

___3. Review escrow account - $100.00 per lot (returned to applicant at end of review process,
unless outside consulting services are required to conduct review).

___4. Appropriate number of plans at 1”=40’ (max. 24” x 36” sheet), appropriate number of 11
x 17 copies (all plans in color shall be copied in color), and one electronic set of plans in
pdf format. Each plan copy to include:

___a. Proposed name of subdivision and Town name.
___b. Date of submission, north point, graphic map scale, name and address of owner
and subdivider, and names of adjoining property owners.
___c. Locations, widths, and names of existing streets, filed or proposed easements,
and building lines.
___d. Boundaries and designations of zoning districts, parks and other public spaces.
___e. Certified field survey by licensed surveyor.
___f. Dimensions and areas of proposed lots.
___g. Surface drainage patterns and watersheds.
___h. Five (5) foot contours based on USGS datum, referenced to mean sea level.
   Soil Conservation Service soil classification on plot plan.
___i. On-site sewerage and water supply facilities.
___j. Surface drainage plan.
___k. Electrical facilities.
___l. Statement prohibiting further lot divisions without Planning Board approval.
___m. Three (3) different proposed names for private way (if applicable).

___5. Proposed covenants or deed restrictions.

___6. Where easements or open space are to be deeded to the Town:

___a. Written offers of cession to the municipality.

___b. Written evidence that documents are acceptable.

___7. Post-Construction Stormwater Management Plan per Section 19-72A Zoning and Site
Plan Review Ordinance.

___8. DEP Maine Construction General Permit (MCGP) (Required if total soil disturbance
exceeds 1-acre).

Please include this completed checklist with your application materials.

Updated 07.26.18