

**TOWN OF SCARBOROUGH
SUBDIVISION REVIEW CHECKLIST**

The applicant must prepare this check list and include it with the Subdivision application submission to the Planning Board. This checklist is intended to be a guide for use by the applicant, in preparation of the Subdivision Application, and the Planning Board. The preparation of this checklist should not be a substitute for a thorough review of the Town of Scarborough Subdivision and other applicable ordinances.

APPLICATION FORM FOR: **Preliminary Subdivision Plan**
 Final Subdivision Plan
 Amendment to an Approved Plan

		Check Appropriate Box		
		Submitted	Waiver Request	Not Applicable
1.	Evidence of Control of Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Deed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Purchase and Sales Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Lease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Subdivision Plan(s) must include the following; <i>(provide both existing and proposed conditions plans)</i>			
	a. Scale between 1"=20' & 1"=100'			
	b. Name of Subdivision, owner(s), engineer(s), surveyor(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. North arrow and date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Plan legend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. 2' contour elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Zoning boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g. Net residential density calculation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h. Lot dimensions and area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	i. Location of permanent monuments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	j. Setback requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	k. Specifications for all existing and proposed public & private streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	l. Natural features (e.g. wetlands, floodplains, significant habitat & trees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	m. Location of utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	n. Location of proposed open and public spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	o. Pedestrian walkways & amenities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	p. Location of fences & walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	q. Location of easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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|-----|---|--------------------------|--------------------------|--------------------------|
| 3. | Written narrative of project
<i>(At a minimum this will include a description of the intended uses of the property; a description of the existing site conditions; exiting zoning; tabulation of the number of lots allowed and proposed; amount of open space required and proposed; proposed use of open space; minimum lot sizes allowed and proposed; any special exceptions or permits required; on and off site improvements; description of traffic impacts; stormwater management)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Application fee | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Abutters list and mailing addresses <i>(to be provided on mailing labels)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Location Map
<i>Showing relationship of the project to the surrounding area</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Landscaping Plan
<i>Designation of the location, size, planting and landscaping of parks, esplanades or other open space</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Wastewater Accommodations | | | |
| | a. Sewer connection | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | b. Demonstrate ability to serve on-site | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | c. Nitrate plume analysis | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Stormwater and Erosion control | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | a. Stormwater management systems and details | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | b. Erosion control measures and details | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | c. Existing and proposed surface water drainage | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Traffic Analysis | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | a. Traffic flow patterns | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | b. Peak hour trip generation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | c. Measured sight distances from driveway access | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | d. Calculated impact fees
<i>(Dunstan Corner, Payne Rd, Oak Hill, etc)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

11. Open Space and Recreation Contributions

A. Recreation impacts

- i. Calculated contribution
(\$500 per lot in growth area; \$250 per lot in limited growth area)
- ii. Recreation improvements in-lieu
of contribution(*provide written description*)

B. Please indicate the amount of open space that is... required: _____
proposed: _____

C. Please indicate the type of use(s) of the open space:

- Passive recreation
- Active recreation
- Agricultural
- Habitat preservation
- Other (*please indicate*)

12. Off-Site Improvements
- a. Road Improvements
 - b. Sidewalks
 - c. Natural Areas, open space, parks
 - d. Other (*please describe*)

13. Does this application require: YES NO
- A. Permits from Other Agencies
- If yes, please indicate Approved Pending
- a. Dept. of Environmental Protection
 - b. Army Corps of Engineers
 - c. Dept. of Transportation
 - d. Other (*please describe*)

- B. Approval from other Town Boards YES NO
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- If yes, please indicate Approved Pending
- a. Town Council
 - b. Zoning Board
 - c. Other (*please describe*)

Please attach, on a separate sheet, any requests for waivers or deviations from the requirements of the specific standards within the Subdivision Ordinance or other applicable ordinances.