

**Town of Lyman
Subdivision Application**

Subdivision Name _____
Date of Application _____

APPLICANT INFORMATION

Name of Property Owner: _____
Address: _____

Telephone: () _____ - _____

Name of Applicant: _____
Address: _____

Telephone: () _____ - _____

If applicant is a corporation, check if licensed in Maine Yes No and attach a copy of State's Registration.

Name of applicant's authorized agent: _____
Address: _____

Telephone: () _____ - _____

(Include notarized letter from property owner verifying authorization)

Name of Land Surveyor, Engineer, Architect or others preparing plan:

Address: _____

Telephone: () _____ - _____ Registration # _____

Person and Address to which all correspondence regarding this application should be sent:

What legal interest does the applicant have in the property to be developed (ownership, option, purchase and sales contract, etc.)? _____

What interest does the applicant have in any abutting property? _____

LAND INFORMATION

Location of Property (Street Location) _____

(from County Registry of Deeds): Book _____ Page _____

(from Tax Maps): Map _____ Lot(s) _____

Current zoning of property: _____

Is any portion of the property within 250 feet of the high water mark of a pond, river or salt water body?

Yes No

Total Acreage of Parcel: _____

Acreage to be developed: _____

Indicate the nature of any restrictive covenants to be placed in the deeds:

Has this land been part of a prior approved subdivision? Yes No
Or other divisions within the past 5 years? Yes No

Identify existing use(s) of land (farmland, woodlot, etc.) _____

Does the parcel include any waterbodies? Yes No
Does the parcel include any wetlands? Yes No

Is any portion of the property within a special flood hazard area as identified by the Federal Emergency Management Agency? Yes No

List below the names and mailing addresses of abutting property owners. (*All property within 500' of all boundary lines*)

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

GENERAL INFORMATION

Proposed name of development: _____

Number of lots or units: _____

Anticipated date for construction: _____

Anticipated date of completion: _____

Does this development require extension of public infrastructure? Yes No

- roads storm drainage other
- sidewalks water lines
- sewer lines fire protection equipment

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?

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

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

_____ (signature of applicant)

_____ (date)

Fees: (see Article I Section 1.10 of the Lyman Zoning Ordinance, for explanation of ALL fees, including planning board legal fees and SMRPC fees.) Make check payable to the TOWN OF LYMAN. SUBDIVISION FEE: \$500.00. Fee must be paid when application submitted.

NOTE: EACH APPLICATION MUST BE SUBMITTED WITH A TOTAL OF NINE COPIES. THIS INCLUDES ALL SUBMITTALS ATTACHED TO THE APPLICATION. (see attached checklist for required submittals)

_____ 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.

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(signature of applicant)

(date)

Fees: (see Article I Section 1.10 of the Lyman Zoning Ordinance, for explanation of ALL fees, including planning board legal fees and SMRPC fees.) Make check payable to the TOWN OF LYMAN. SUBDIVISION FEE: \$2,500.00. Fee must be paid when application submitted.

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SUBDIVISION REGULATIONS		Submitted By Applicant	Received by Planning Board	Applicant Request to be Waived	Waived by Planning Board	Approved by Planning Board
SECTION 6	PRELIMINARY PLAN					
6.1	Nine copies of all maps and/or drawings or prints reproduced on paper, drawn to scale 1" = not more than 100'					
6.2	Location Map - scale not more than 400' =1"					
6.2(1)	All existing subdivision and approx. tract lines of acreage with adjacent parcels owners names.					
6.2(2)	Location of all existing & proposed streets, street names, easements, building lines etc.					
6.2(3)	Boundaries of zoning & school districts, parks and public spaces					
6.2(4)	Outline of proposed subdivision with street system					
6.3	Name of subdivision, deed reference and engineer(s) and surveyor(s)					
6.4	Graphic scale 1"=100', date and north point					
6.5	Boundaries of tract.					
6.6	Ownership and location of abutting properties					
6.7	Name, location & width of all streets.					
6.7.1	Acceptable cross section layout of proposed roads					
6.7.2	Profile of proposed streets					
6.8	Drainage Plan, existing & proposed; and preliminary design of any bridges or culverts required,					
6.9	Location of all existing utilities.					
6.10	Test pits for Subsurface waste water disposal systems on each proposed lot shall be excavated in the presence of the Plumbing Inspector					
6.11	Topography at 2' intervals.					
6.12	Lot lines and approximate dimensions.					
6.13	Proposed uses of property.					
6.14	Proposed public areas to be dedicated.					
6.15	Provisions of Zoning Ordinance Applicable to the area					
6.16	Soils report					
6.17	Centerline of proposed streets staked and marked					
6.18	Soil erosion & sediment control plan containing endorsements from York County Soil and Water Conservation District and Maine Soil & Water Conservation Commission					
SECTION 7	FINAL PLAN - vote to approve preliminary plan					
7.1.1	Requires DEP approval.					
7.1.2	Water System Approval					
7.1.3	Subsurface wastewater disposal system approval					
7.2	Performance Guaranty					
7.3	Inspection of Required improvements (informational and not a submission requirement)					
7.4	Final Plan Submissions					
7.4.1	All information required for Preliminary Plan					
7.4.2	Existing and final lines of streets, utilities and lot lines.					
7.4.3	Road Profile, cross-section radius of curves					
7.4.3	Location of all permanent monuments existing & proposed					
7.4.5	Lot number & letters of lots acceptable to the Tax Assessor					
7.4.6	Name, registration number & seal of person who prepared the plan.					
7.5.1	Written offers of all open space shown on plan and documentation of title of how maintained					

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7.5.2	Written evidence that Municipal Officials are satisfied with legal sufficiency of documents.					
N 8 - STANDARDS						
8.1.1	Subdivision must be above floodplain level per current FEMA regulations.					
8.1.2	Plan must show each lot has a building envelope that is adequate and can have an adequate sewage system					
8.1.3	When available, public water & sewage is to be available					
8.1.4	Storm sewers, either closed or open must be shown on the plan, adequate to carry the normal runoff and generated by a 50 year rainfall event.					
8.1.5	Public access roads included must be built by applicant prior to the issuance of occupancy permits. Road meets minimum specifications.					
8.1.6	All lots in accordance to Article 6.2 of the LZO and Shoreland zoning ordinance section 15.					
8.1.7	Lots in GP Zone require 375 feet road frontage and have access at grades not exceeding 10% to the road.					
8.1.7	Lots in the R Zone require 300 feet road frontage and have access at grades not exceeding 3% to road.					
	Section 15 of the Shoreland ZO					
8.2	Monuments					
8.2.1	Monuments set at all corners and angle points					
8.2.2	Monuments defining roads & boundary of subdivision must be 5"x5"x4' long and set at least 6" above ground					
8.2.3	Monuments at lot corners & angle points may be number five rebar at least 4' long & capped to identify surveyor					
8.3	Street signs					
8.3.1	Street names must be approved by the E911 officer					
8.3.2	Street signs and traffic signs must be furnished by the subdivider & approved by the road commissioner					
8.4	ROADS					
8.4.1	Classification = Major or Minor Road					
8.4.2	Road specifications					
8.4.3	Clearing					
8.4.4	Road Layout					
8.4.4.1	Reserve strips controlling access prohibited except as approved by the Planning Board					
8.4.4.2	Pavement width for commercially zoned property to have pavement width deemed necessary by the Board to assure free flow of traffic.					
8.4.4.3	Adequate off street loading space for lots designed for commercial use.					
8.4.4.4	Where a subdivision borders an existing narrow road or when the Comprehensive Plan indicates plans for realignment or widening of a road, the subdivider will be required to show this reservation of land on the plan.					
8.4.4.5	Where a subdivision abuts an existing or proposed arterial street the Board may require marginal access streets.					
8.4.4.6	Subdivisions containing 15 or more lots shall have a least two street connections with with existing public streets or streets on Official map or streets in an approved subdivision plan.					
8.4.4.7	Entrances onto existing or proposed collector streets shall not exceed one per 400 feet of street frontage. Entrances onto existing or proposed arterial streets shall not exceed one per 1000 feet of street frontage.					

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8.4.4.8	Minor roads shall be laid out to discourage through traffic.					
8.4.4.9	Grades of all street shall conform to the terrain.					
8.4.4.10	Street intersections designed to permit adequate visibility to pedestrian and vehicular traffic.					
8.4.4.11	Dead end streets shall not exceed 1600 feet in length and shall be provided with a suitable cul-de-sac. Turning circle shall have a minimum outside radius of 65 feet.					
8.4.4.12	All streets shall be provided with adequate drainage facilities to prevent flooding of the pavement and erosion of adjacent surfaces.					
8.4.4.13	Side slopes shall not be steeper than 3 foot horizontal to 1 foot vertical. Request for waivers from this can be reviewed using standards in this section.					
8.4.4.14	Streets shall be rough-graded to the full width of the right of way.					
8.4.4.15	Street curbs and gutters shall be required on all streets within Maine State highway commission defined as urban areas and shall be required at the discretion of the planning board in rural areas.					
8.4.4.16	Where curb and gutter are not required, stabilized shoulders and proper drainage shall be the responsibility of the subdivider.					
8.4.4.17	All roadways within the subdivision shall be constructed according to the road specifications herein as overseen by a licensed civil engineer.					
8.4.4.18	Occupancy permits may only be issued upon completion of the base coat of pavement of all subdivision roads.					
8.4.5 Planting						
8.4.5.1	Esplanade or planting strip areas at sides of streets shall receive at least 6" of compacted screened loam. Base materials shall be removed prior to placement of topsoil.					
8.4.5.2	Planting strips to be limed at the rate specified in this section.					
8.4.5.3	When required by the Board, street trees shall be planted in the esplanade areas of all new streets.					
8.4.5.4	Trees of the 1st magnitude (see ordinance) shall be planted at 40-60 foot intervals.					
8.4.5.5	Trees of the 3rd magnitude (see ordinance) may be planted at intervals of less than 40 feet.					
8.5 SIDE WALKS						
8.5.1	If required, sidewalks shall be installed at the expense of the subdivider.					
8.5.2	Sidewalks when installed shall meet minimum requirements of this section as outlined.					
8.6 WATER SUPPLY						
8.6.1	Public water supply system with fire hydrants, or a system of fire protection acceptable in writing by the Fire Dept. or if not feasible the board may allow individual wells to be used.					
8.6.2	Demonstrate that the water meets public health standards can be supplied at a rate of least 350 gallons per day per dwelling unit and at an adequate pressure for fire fighting purposes.					
8.6.3	Water storage provided as necessary to meet peak domestic demands and for fire protection needs as specified by the Fire Dept.					
8.6.4	Demonstrate that the subdivision will not result in an undue burden on the source, treatment facilities or distribution system involved or provide assurance that the system will be modified to meet the expanded needs.					
8.6.5	Minimum water main shall be 6".					

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8.6.6	Water supply system designed and installed in accordance with Maine Dept. of Health & Engineering.					
8.6.7	All subdivisions are required to provide drilled wells.					
8.6.8	If central water supply system is provided, all aspects of the treatment facility per this section shall conform to recommendations of the Manual for Evaluation Public Drinking Water Supply or revisions					
8.6.9	Maintenance of central water distribution system, storage and underground facilities for fire protection shall be the responsibility of the Homeowners Association.					
8.7 SEWAGE DISPOSAL						
8.7.1	Sanitary sewage system shall be installed. If the Board determines this is not feasible it may allow individual septic tanks to be used. Not allowed in poorly drained soils.					
8.7.2	Plans for sewage disposal designed by an engineer in compliance with requirements of State of Maine.					
8.7.3	Where a public sewer line is located within 1500 feet of a proposed subdivision at its nearest point the subdivider shall connect with the sewer line with a main not less than 8".					
8.7.4	Maintenance of a subdivision sewer system shall be the responsibility of the homeowners association.					
8.8 SURFACE DRAINAGE						
8.8.1	Drainage easement required when the subdivision is traversed by a watercourse, drainage way or storm drain pipe.					
8.8.2	Statement from registered engineer if subdivision will not create erosion, drainage or run off problems to either the subdivision or the abutters.					
8.8.3	Topsoil shall be considered part of subdivision; except for roads, parking & building, it is not to be removed from site.					
8.8.4	Vegetation to be left intact except for normal thinning and land scaping					
8.8.5	The Shoreland zoning ordinance applies in all land areas within 250 feet of a pond, river or upland edge of a wetland and 75 feet of a stream.					
8.9 STORM DRAINAGE DESIGN STANDARDS						
8.9.1	Adequate provisions for disposal of all storm water.					
8.9.2	All storm water management systems shall be designed by a professional engineer.					
8.9.3	An underdrain system shall be installed to drain all springs or areas where ground water would cause a hazard to the stability of the road base.					
8.9.4	Demonstrate that the storm drainage from upstream areas and the proposed subdivision will not create overload on existing downstream drainage systems.					
8.9.5	A professional engineer registered in the state of Maine shall attest by signature and stamp that all provisions of this section have been met.					
8.10 STORM DRAINAGE CONSTRUCTION STANDARDS						
8.10.1	Materials used shall conform with Maine specifications for highway and bridges.					
8.10.2	Cross culverts shall be installed per the specifications of this section.					
8.10.3	Drainage shall be straight in both vertical and horizontal alignment.					
8.10.4	Catch basins installed per this section.					
8.11 HOMEOWNERS ASSOCIATION						
8.11.1-6	Homeowners association shall comply with this section.					
GENERAL REQUIREMENTS						

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9.1	In reviewing applications the Board shall consider the following requirements. In all instances the burden of proof shall be upon the applicant.					
9.2	Plan shall conform to comprehensive plan					
9.3.1	Relationship of subdivision to community service: schools, roads, police, fire etc.					
9.3.2	The developer shall provide accurate cost estimates to the town for the above services and the expected tax revenue of the subdivision.					
9.4 RETENTION OF PROPOSED PUBLIC SITES AND OPEN SPACES						
9.4.1	The Board may require the developer to provide 10% of the total area for recreation. It is desirable that areas reserved be at least 5 acres.					
9.4.2	Land reserved for park or recreation shall be of a character and configuration suitable for the particular use intended as further outlined in this section.					
9.4.3	Where the subdivision is located on a lake, pond or stream, a portion of the waterfront area (when feasible) shall be included in the reserve land and shall be a minimum of 200 feet wide.					
9.4.4	If the Board determines the reservation of land is inappropriate the Board may waive the requirement on the condition that the subdivider deposits a cash payment in lieu of land reservation.					
9.4.5	The Board may further require that the developer provide space for future municipal uses in accordance with the Comprehensive plan with a finite term option.					
9.5	Preservation of Natural & Historic Features - The Board may require a landscaping plan to show preservation or replacement of existing trees or scenic or historic or environmentally desirable areas.					
9.6	Land not suitable for development - The Board shall not approve portion of the subdivision that are below sea level, on land that must be filled or on poorly drained soils.					
9.7	Whenever situated in the shoreland zone the subdivision shall conform to the requirements of the town shoreland zoning ordinance.					
9.8 LOTS						
9.8.1	The lot size, width, depth, shape and orientation and minimum setback lines shall be appropriate for the location, type of development and use contemplated as regulated by local ordinance.					
9.8.2	Depth and width of properties shall be adequate to provide for off street parking and service facilities for vehicles.					
9.8.3	All lots shall have the minimum lot size as required by the zoning district requirements.					
9.8.4	Double frontage lots and reverse frontage lots shall be avoided except where essential and will be planned per this section.					
9.8.5	Side lot lines shall be substantially at right angles or radial to street lines.					
9.8.6	Where a tract is subdivided into lots substantially larger than the minimum size required, the Board may require streets and lots be laid out so as to permit future re-subdivision.					
9.8.7	All sections of 9.8 must conform to local ordinances.					
9.9 UTILITIES						
9.9.1	The size type and location of public utilities shall be approved by the Board and installed in accordance with codes and regulations.					

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9.9.2	Utilities shall be installed underground except as otherwise approved by the Board.					
9.10 ADDITIONAL REQUIREMENTS						
9.10.1	Street trees and esplanades and open green spaces may be required at the discretion of the Board. When required they shall be included in the final plan and made part of the construction process					
9.10.2	The subdivision design shall minimize the possibility of noise pollution from within or without the development (from highway or industrial sources) by providing and maintaining a green strip at least 20 feet wide between abutting properties that are so endangered.					
ARTICLE 10 CLUSTER DEVELOPMENT STANDARDS						
10.3.1	In order to qualify for consideration under this article, two plans must be submitted. One showing a standard subdivision and the second as a cluster subdivision.					
10.3.2	The net residential acreage is calculated by taking the total area of the lot and subtracting portions covered by surface water, portions shown to be in the floodway as designated by FEMA maps, portions of the lot subject to a right of way, portions of the lot to be used for roads and parking.					
10.3.3.A	Must meet all requirements for a subdivision other than those that may be modified under this article and all other applicable ordinances.					
10.3.3.B	The developer must specify the building envelopes and the treatment of open spaces, paths, roads, utility service and parking on the plan.					
10.3.3.C	A high intensity soil survey must be submitted. No building may be constructed on soil classified as very poorly drained.					
10.3.3.D	No building shall be located within 100 feet of a waterbody or wetlands.					
10.3.3.E	No house lot for a single family dwelling shall be smaller than 43,560 square feet or larger than 55,000 square feet in the Residential and Commercial/Residential districts with the rest of the 3 acres set aside as common and further spelled out in this section.					
10.3.3.F	No house lot for a single family dwelling shall be smaller than 43,560 square feet or larger than 55,000 square feet in the General purpose district with the rest of the 5 acres set aside as common and further spelled out in this section.					
10.3.3.G	All open space shall be considered common land and the interest divided equally among land owners.					
10.3.3.H	Road frontage shall not be less than 150 feet or more than 200 feet for each house lot.					
10.3.3.I	No individual lot or dwelling unit may have direct vehicular access onto a public road existing at the time of development.					
10.3.3.J	The developer shall provide for the construction of underground storage facilities for fire protection. Size and number of facilities required shall be determined by the Board based on the Fire Dept. recommendations. Maintenance of this facility is the responsibility of the homeowners association.					
10.3.3.K	Utilities must be installed underground.					
10.3.3.L	Location of all SSWD systems and an equivalent reserve area for replacement systems must be shown on the plan. The reserved areas must be deed restricted with language not allowing construction of structures within the replacement area. SSWD systems shall not be located in the required open space area.					

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10.3.3.M	The report of a licensed site evaluator must accompany the plan. If the subsurface disposal system is an engineered system approval from the State Dept. of Health Engineering must be obtained prior to Board approval.					
10.3.3.N	In order to meet state requirements for separation distances between drinking water wells and septic systems, private drinking water wells may be located in areas designated as open space.					
	10.4 CREATION AND MAINT. OF OPEN SPACE/COMMON AREAS					
10.4.1	There shall be no further subdivision of the open space. The open space may be used only for agriculture, forestry conservation, or non-commercial recreation. Easements for public utilities or structures accessory to non-commercial recreation may be approved by the Board after review.					
10.4.2	Upland areas of open space may be used as storage or stock pile areas during construction of the development and must meet further conditions of this section.					
	10.5 RESTORATION					
10.5.1	The applicant shall delineate the limits of stockpile and storage areas on the plan.					
10.5.2	The applicant shall take photos of the area to be used for storage and stockpiling and submit them to the Board with the preliminary plan.					
10.5.3	The applicant shall provide a restoration plan of storage and stockpile areas specifying grading, topsoil specs, and plantings.					
	10.6 DEVELOPMENT OF FIELDS FOR ACTIVE RECREATION					
10.6.1	The applicant shall delineate the limits of stockpile and storage areas on the plan.					
10.6.2	Provide a plan of storage and stockpile areas to be developed as play-fields specifying grading, topsoil specs, grass seed mix with application rate. The fields shall be graded to drain and the cross slope shall not exceed 2%.					
10.6.3	Specify a maintenance schedule and responsibilities that shall be included in the homeowners association documents.					
10.6.4	There shall be a separate item in the schedule of values provided with the performance guarantee outlined in section 7.2 of this ordinance for the restoration or development as play fields in the open space.					
10.6.5	Open space shall be shown on the plan.					
10.6.6	The plan shall indicate by notation that the open space shall not be subdivided or used for future buildings development.					
10.6.7	The plan shall indicate by notation that the homeowners association shall own and maintain the open space.					
	10.7 HOMEOWNERS ASSOCIATION					
	Refer to Article 8.11 Homeowners Association					
	10.8 BUFFERING					
10.8.1	The portion of the development which abuts a street or road no in the cluster development and areas along the exterior boundaries must be designed as a continuous landscaped buffer area of not less than 75 feet in width. Structures or streets are prohibited in the buffer area other than a street providing access to the development. The first 50 feet of the buffer strip as measured from the exterior boundaries of the development must contain vegetation.					
10.8.2	No structure may be built within 75 feet of the internal road or street right of way boundary.					

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10.8.3	No structure may be built within 40 feet of an internal side or rear property line.					
	All other standards within the Town subdivision standards shall apply to Cluster Housing Development Standards.					
	30-A MRSA 4404 section 187 / Article 3					
1	Pollution					
2	Sufficient water					
3	Water supply					
4	Erosion					
5	Traffic					
6	Sewage disposal					
7	Municipal solid waste					
8	Municipal or Governmental Service					
9	Aesthetic, Cultural and Natural Values					
10	Conformity with local ordinances and plans					
11	Financial and technical capacity					
12	Surface waters					
13	Ground water					
14	Flood areas - has been identified					
15	Freshwater wetlands/ vernal pools - has been identified					
16	Farmland					
17	River, stream or brook - has been identified					
18	Storm water - will provide for adequate storm water management					
19	Spaghetti lots prohibited					
20	Lake phosphorus concentration					