



Municipal Office, Town of Bristol, Maine

P. O. Box 339 • Bristol, Maine 04539 • Telephone (207) 563-5270 • Fax (207) 563-6103

Date _____

Application for a Subdivision

1. Owner(s) of Property: _____

Authorized Representative (if corporation): _____

If Applicant is a corporation, state whether the corporation is licensed to do business in Maine, and attach a copy of Secretary of State's Registration.

Mailing Address: _____

Telephone Number: Daytime _____ Evening _____

Fax Number: _____ Email address: _____

2. Applicant (if different from Owner) _____

Mailing Address: _____

Telephone Number: Daytime _____ Evening _____

Fax Number: _____ Email address: _____

3. Street Location/Address of the Property: _____

Tax Map # _____ Lot # _____ Is any portion of the lot in the Shoreland Zone? Yes No

If lot is in the Shoreland Zone, which district? _____

4. Acreage to be subdivided _____ Total number of lots _____ Number of new lots _____

If lot is part of an existing recorded subdivision: Subdivider _____

Date Final Plat Plan recorded _____ Plan Book _____ Page _____

Number of lots previously approved in subdivision _____

5. Right, Title or Interest in the Property Owner's Deed: Book: _____ Page: _____

Contract to purchase or option to lease: Date _____

6. Interest of Applicant in any abutting property

Tax Map # _____ Lot # _____ Interest _____

7. Is the lot Registered Farmland? Yes No

8. Is the lot Registered Open Space? Yes No

9. Is the lot Registered Tree Growth? Yes No

10. Have all Real Estate and Personal Property taxes on the lot been paid in full? Yes _____ No _____

11. Does the owner/applicant have any outstanding notices of violation issued by the Code Enforcement Officer?

Yes _____ No _____ If yes, please explain _____

12. Professional Engineer: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____

Professional Registration Number: _____ Email address: _____

13. Land Surveyor: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____

Professional Registration Number: _____ Email address: _____

14. Other Professional: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____

Professional Registration Number: _____ Email address: _____

15. Contractor (if different from applicant) who will construct roads, drainage ways and other common areas or structures:

Mailing Address: _____

Telephone Number: _____ Fax Number: _____

Signature

The applicant and owner affirm that they are willing and able, in the event of approval, to undertake and complete all activities in accordance with the approved application and in conformance with all regulations of the Town of Bristol and in accordance with all conditions for approval required by the Planning Board. In addition, the applicant and owner affirm that they will not make changes to the approved subdivision unless approval is obtained from the Planning Board in accordance with Section F(14) of the Bristol Subdivision Ordinance.

The undersigned consent to this application and agree to abide by all terms and conditions set forth in this application or required by the Planning Board. If the applicant is different from the owner, please attach a letter of authorization for the subdivision.

Owners (Signature) _____ Date _____

Applicant if other than owner (Signature) _____ Date _____

Required Information (please attach)

1. Map survey of tract to be subdivided, certified by a Registered Land surveyor, and tied to the established reference points. Survey must include:
 - Proposed area of subdivision.
 - Number of lots.
 - Date, North point, graphic map scale.
 - Proposed lot lines with dimensions and locations of subsurface sewage disposal systems (with logs) and wells.
 - Location of temporary markers adequately located to enable the Board to locate lots readily and appraise basic lot layout in the field.
 - Location of parcels to be dedicated to public use, the conditions of such dedication and the location of all natural features or site elements to be preserved.
 - Perennial and intermittent watercourses and wetlands, and other essential existing physical features. The boundaries of any wetlands depicted on the plans shall be delineated by a wetlands scientist.
2. A soil erosion and sedimentation control plan.
3. A soils report, identifying soil types and evidence of soil suitability tested for sewage disposal for each lot prepared by a Licensed Soil Evaluator together with the location of a test pit on each lot. Based on soil test results, certain modifications of the Preliminary Plat Plan may be required (attach a copy of soils report to application). There shall be at least one soil test per lot.
4. Names of property owners abutting parcel to be subdivided, and on opposite side of any road from parcel to be subdivided (show on plat).
5. The nature of any restrictive covenants to be placed on deeds
6. An archaeological/historical site survey report for the parcel or the statement of an appropriate state agency or qualified professional that there is not a high potential of an archaeological site on the parcel.
7. Identification of significant or unique natural resources, habitats, areas, or environments, including outstanding river segments, and flood plains.

Optional Information. The Board may also require the following information if it deems it useful or necessary to its consideration of the application:

- a. Location and size of existing buildings.
- b. Location and size (if applicable) of any existing septic systems and wells, culverts and drains.
- c. Location, names and widths of existing and proposed streets, highways, easements, building lines, parks and other open spaces (show on plat).
- d. Contour lines at an interval of not more than five, ten or twenty (5, 10, 20) feet in elevation, as specified by the Board, referred to U.S. coastal and Geodetic survey benchmarks if such exists within five-hundred (500) feet of the subdivision.
- e. Typical cross-sections of proposed grading for roadways, sidewalks, and storm drainage facilities (attach to application).
- f. The approximate route of proposed underground utility wiring or above ground utility poles. Developers are encouraged to consider underground utility wiring.
- g. Other information not indicated above, as specified by the Board on the application form.

GENERAL REQUIREMENTS AND PERFORMANCE STANDARDS

1. The subdivision must conform to all local, State, and Federal statutes, laws and ordinances. If the subdivision meets the definition of subdivision as defined in the Site Location Act, 38 M.R.S.A §482, the Applicant must secure the approval of the Department of Environmental Protection and the Planning Board.

When a subdivision requires approval of the Planning Board and the Department of Environmental Protection, each review may be conducted simultaneously. However, each review is independent, and the Planning Board may deny approval even though the Department of Environmental Protection has granted an approval.

2. No utility installations, no ditching, grading, or construction of roads, no grading of land or lots, and no construction of buildings shall be done on any part of the parcel until a Final Plat Plan has been approved and recorded in the Lincoln County Registry of Deeds.
3. Plans for road construction, grading and ditching shall be reviewed by the Selectmen for recommendations prior to Board approval. In addition, there shall be at least one (1) on-site inspection by the Selectmen or their designee during construction, with the assistance of the Applicant's engineer. If the Selectmen deem a professional registered engineer is required to assist them, the fees shall be borne by the applicant. The Applicant or his engineer shall certify completion and compliance with road standards for road construction to the Selectmen.
4. A storm water management plan, prepared by a registered professional engineer, shall be designed so that the post-development storm water runoff does not exceed the pre-development storm water runoff for the 24-hour duration, 2-,10-, and 25-year frequency storm events. The storm water plan shall be prepared in accordance with *Stormwater Management for Maine: Best Management Practices*, latest edition. The storm water plan shall include the following information for the pre- and post-development conditions: drainage area boundaries, hydrologic soils groups, ground cover type, time of concentration flow paths, modeling methodology, calculations, and background data. The Board may require review and endorsement of the stormwater plan and calculations by the Knox-Lincoln Soil and Water Conservation District.

If the subdivision requires a Stormwater Permit from the Department of Environmental Protection (DEP), the Board may accept the Stormwater Permit issued by DEP as evidence that section I.1.Q has been satisfied and that an additional submission required under section VI.2.2.12 is not required.

5. An erosion and sediment control plan shall be prepared in accordance with the *Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices*, latest revision, prepared by the Cumberland County Soil and Water Conservation District and the Maine Department of Environmental Protection, which is incorporated herein by reference and made a part thereof. The plan shall be prepared either by a professional civil engineer or by a Certified Professional in Erosion and Sediment Control (CPESC). At a minimum, the following items shall be discussed and provided:
 - a. The name, address, and telephone number of the person responsible for implementation of the plan.
 - b. A vicinity map showing the location of waterbodies that may be affected by erosion and sedimentation from the project.
 - c. Existing and proposed drainage patterns, including drainage channels that drain to surrounding waterbodies.
 - d. A sequence of work that outlines how the project will be constructed and specifically addressing how soil disturbance will be minimized during the construction process.
 - e. Clear definition of the limits of work and any buffer areas that will remain undisturbed and an indication of how these areas will be protected during construction.
 - f. Description of temporary and permanent erosion control practices that will be used.
 - g. Identification of the locations of the temporary and permanent erosion control practices.
 - h. Identification of how and where collected sediment will be disposed.
 - i. Dust control measures.
 - j. Inspection and maintenance procedures, including schedule and frequency.

The Board may require the review and endorsement of this plan by the Knox-Lincoln Soil and Water Conservation District.

6. A phosphorous control plan for any portion of the subdivision within the watershed of a great pond prepared in conformance with the provisions of Section VIII-15.
7. If the subdivision requires a Stormwater Permit from the Department of Environmental Protection (DEP), the Board may accept the Stormwater Permit issued by DEP as evidence that section I.1.S has been satisfied and that an additional submission required under section VI.2.2.26 is not required.
8. The Applicant shall provide for the installation of ditches, catch basins, piping systems or other appurtenances for the conveyance, control or disposal of surface waters. Adequate drainage shall be provided so as to reduce the danger of flooding and erosion, on and off-site.
9. The Board may require the Applicant to provide easements for drainage or other utilities to individual lots when necessary to insure those services can be provided within the subdivision.
10. The Board shall consider the criteria set forth in the Guidelines contained in 30-A M.R.S.A. §4404, and shall determine that they have been, or will be, met.

Performance Guarantee

A performance guarantee is to be provided as follows:

- a. The Board shall require that the Applicant file at the time of submission of the Final Plat Plan adequate proof of the availability of a performance guarantee. This may be tendered in the form of a certified check payable to the Treasurer of the Municipality, a performance bond endorsed to the municipality and issued by a surety company acceptable to the Municipality, an irrevocable letter of credit from which the Municipality may draw, or an equivalent guarantee. The conditions and amount of such performance guarantee shall be determined by the Board with the approval of the Selectmen. The amount shall be at least equal to the total cost of furnishing, installing, connecting and completing all public improvements specified on the Final Plat Plan including public or private roads or streets, storm drainage, shared sewage treatment systems and other public utilities or improvements. The performance guarantee shall provide for completion of the improvements within two (2) years of the date of the performance guarantee.
- b. The Board may recommend to the Selectmen, and the Selectmen may grant a maximum extension of twelve (12) months to the performance guarantee period when the Applicant can demonstrate, to the satisfaction of the Board good cause for such extension.
- c. The Board may recommend to the Selectmen, and the Selectmen may relieve an Applicant from his obligation under the performance guarantee, when all improvements have been satisfactorily completed in accordance with all applicable standards.
- d. The Board may waive the requirement of a performance guarantee and accept a properly executed conditional agreement with the Municipality. That agreement shall be endorsed in writing on the Final Plot Plan. The endorsement shall state that the Board approved the Final Plot Plan, on the condition that no lot may be sold and no building permit may be issued for construction of any building until the Board or their designee shall have certified that all improvements have been made.
- e. Before construction may begin, the Applicant shall file the approved performance guarantee with the Town.

Public Safety/Environmental Protection Factors Based on the requirements in Appendix A of the Subdivision Ordinance, informational statements addressing the specific measures proposed to ensure the public safety and environmental protection are required in the following areas:

- a. Water Supply
- b. Sewage Treatment
- c. Soils Conservation Measures
- d. Road Safety Standards
- e. Storm Water Management Plan

Town and Public Services

Based on potential impact of town services, informational statements addressing the below listed services may be required. Statements are required for large subdivisions.

- a. Fire protection
- b. School enrollment and busing
- c. Town water service
- d. Town sewage treatment service
- e. Town refuse handling and treatment
- f. Public roads

Review Criteria Please refer to Appendix B of the Bristol Subdivision Ordinance.

Please refer to the Town of Bristol Subdivision Ordinance for further guidelines and information.

Maine Statutes and Session Laws are available online at: <http://janus.state.me.us/legis/ros/meconlaw.htm>