

SUBDIVISION CHECKLIST

Application

- Completed Planning Board application
- Cover letter
- Covenants deed restrictions, easements, or right of way existing or planned
- Documentation establishing right, title and interest in the property
- Variances requested of the Planning Board or Zoning Board of Appeals
- Cost Estimate
- Financial capacity statement from a financial institute
- Where a septic system is proposed, evidence of soil suitability by a certified soils scientist or evaluator
- An electronic copy of all application materials in a format acceptable to the City Planner

Map Requirements

- Name of subdivision, Tax map and lot numbers
- Scale, date, north point, acreage, number of lots,
- Boundaries of tracts with accurate distances and bearings, location of all permanent monuments properly identified as existing or proposed; and certification by a licensed land surveyor that the land has been surveyed and the boundaries established,
- Zoning requirements, proposed project and yard dimension calculations in relation to existing zoning standards.
- Names of owner, engineer and surveyor; and professional registration numbers of those who prepared the plan,
- Names and addresses of abutting landowners,
- Name, location, width of paving and rights-of-way, profile, cross-section dimensions, curve radii of all existing and proposed streets; profiles of centerlines of proposed streets, of a horizontal scale of 1" = 50' and a vertical scale of 1" = 5', with all elevations referred to U.S.G.S. datum and appropriate GIS reference (as noted in section 502.4, subsection (m)),
- A general road plan noting circulation, direction, traffic control devices, street lighting, and type of lighting proposed,
- Accurate dimensions of rights of way, length and bearing of lot lines, lot areas, length or radii of horizontal curves, lot numbers, and building setbacks,

- Existing and proposed easements and dedications associated with the subdivision,
- Type, location, profile and cross-section of all existing and proposed drainage, both within and adjacent to the subdivision, and description of storm water management plan,
- Location of features, natural and manmade, affecting the subdivision, such as water bodies, streams, swamps, wetlands (consistent with Army Corp and DEP requirements), vegetation, railroads, ditches, buildings, and areas of soils with severe or very severe limitations,
- Location of existing and proposed utilities including, but not limited to; water, sewer, electrical lines, telecommunications lines and profiles of all underground facilities,
- Existing and proposed location, size , profile and cross section of sanitary sewers; description, plan and location of other means of sewage disposal with evidence of soil suitability,
- Topography with contours at elevation intervals of not more than 2 feet;
- On land one acre or less in size, the location of all existing trees 24” or more dbh, to be retained and those to be removed. On land over an acre in size, all areas of tree preservation, groves of important species and those trees, outside of preservation areas and 24” or more dbh, to be retained or to be removed. (Ord. of 4-5-10)
- Existing and proposed locations, widths, and profiles of sidewalks and walking paths, Page 631 – City of Westbrook Code of Ordinances
- Location map
- Approximate location and dimensions of specified parking areas,
- Proposed ownership and approximate location and dimensions of open spaces for conservation and recreation,
- Grading, and erosion control; proposed finish grades, slopes, swales and ground cover or other means of stabilization,
- Landscaping plan; for subdivisions of 5 or more units, a landscaping plan stamped by a landscape architect is required.
- Reference to special conditions as stipulated by the Planning Board, on the plan or identified as specific documents filed with the Board, and
- Digital Transfer of any subdivision data in GIS format on the City's Horizontal Datum: Maine Stateplane Coordinate System: Maine West Zone 4101, FIPS Zone 1802, North American Datum 1983; Units: Feet; Vertical Datum: National Geodetic Vertical Datum, 1929,
- Digital Transfer on a compact disc (CD) of any subdivision data in Computer Aided Design (CAD) format as a .dwg file,
- Waivers and conditions of approval granted by the Planning Board.
- If needed, additional copies (on 11x17 sized paper) of the overall subdivision plan sheet for review by the Recreation and Conservation Committee. (Ord. of 03-07-05)

Fees

- Non-refundable application fee (\$300.00/lot or unit)
- Additional noticing fees will be provided during the application review

Copies

- 5 sets with maps on 24" x 36" sized paper
- 10 sets with maps on 11" x 17" sized paper

Additional supporting documents may be required prior to final approval by the Planning Board. See §335-13.3 for a complete list.