

Subdivision Application

Checklist and Planning Board Record

Town of Windsor, Maine | Planning Board

Town Offices: 523 Ridge Road (State Route 32), Windsor, Maine

Mailing Address: PO Box 179, Windsor, ME 04363-0179

Phone: (voice) 207-445-2998, (telefax) 207-445-3762

Introduction:

Pages in this *Subdivision Application* collect information from applicants to support the provisions found in WINDSOR SUBDIVISION ORDINANCE enacted 20 June 2007. The Ordinance clearly defines all the elements required to be presented to the Planning Board to support the development of a subdivision. Please read and become familiar with contents and decide how best to present the information. Don't hesitate to ask the Planning Board or the Windsor Town Office questions on the Ordinance and how best to proceed with the Application.

Checklists (blue) are found in the document to guide the applicant and Planning Board to successfully complete the process. There are **Planning Board Notes and Results** (green) which allow key points to be recognized and recorded. Finally, **Items Necessary to be Compliant and Other Notes** (purple) with each part of the process are clearly listed.

Applicants may either print the blank application form and then complete the information by hand or enter information on an electronic copy. To make an entry from a computer, place the cursor over the "x" and type the information. When either is complete, it's necessary for the applicant to sign a paper copy of the application and provide the required number of copies with all supporting documents. Those completing an electronic copy would be required to print the document and then sign in the places indicated. The Planning Board will not accept an electronic signature. Send the completed electronic copy of the Application to thaskell@windsor.maine.gov

Here's a simple table which shows timelines and other information for each part of the process.

Part A (Sketch Plan): Six (6) copies of the Sketch Plan and other materials should be received two (2) or more days before a scheduled Planning Board Meeting.	Part B (Preliminary): Eight (8) copies of all materials must be received at least seven (7) days prior to a scheduled Planning Board Meeting. Part B must be submitted within six months of the Sketch Plan.	Part C (Final): Eight (8) copies of all materials must be received at least seven (7) days prior to a scheduled Planning Board Meeting. Part C must be submitted within six months of the Preliminary Plan.
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Contents and Date Received at Town Office:

Page	Title	Description	Enter Date Received and Show the Amount of the Fee Paid (Part B)
2	Part A – Pre-application Sketch Plan	Items Necessary to be Compliant with the Pre-Application Sketch Plan...On-Site Inspection of Proposed Subdivision	Part A - Date Received Fee Paid (Part B) \$
5	Part B – Preliminary Plan Application	Items Necessary to be Compliant with the Preliminary Plan Application Review...Composite Communication Page	Part B - Date Received Calculation of Fee Paid (Part B) 1. Application Fee = \$300 (a) 2. No. of Lots _____ x \$100 = \$_____ (b)
12	Part C – Final Plan Application	Items Necessary to be Compliant with the Final Plan Application...Composite Communication Page	Part C - Date Received 3. Part B Total Fee (a+b) = \$_____

NOTE: The Application Information and Fee Calculation are in effect for all applications submitted after 8 July 2015.

PART A. Information to Support Submission of a Pre-application Sketch Plan

Information provided in Part A is used to support the submission of a Sketch Plan to the Board for comments prior to an additional commitment of time and incurring further expense by the applicant. Six (6) copies of the Sketch Plan and supporting materials must be submitted at least two (2) days prior to the Planning Board’s scheduled meeting to be considered. Please see Ordinance Article 5 – *Sketch Plan Submission* for details.

The Sketch Plan shall show, in simple terms streets, lots, buildings, and other features in relation to existing conditions as well as site conditions such as steep slopes, wet areas, and vegetative cover in a general manner.

NOTE: If the Applicant chooses to submit a Preliminary Plan Application (Part B), items/questions 1, 2, 3, and 4a-d, found below, must still be completed as part of the information in Part B. You may make entries from your computer by placing the cursor over and highlighting the “x,” then typing the response.

1. Applicant Name, Address, Telephone Number(s), and E-mail Address.

Name	Phone (Area Code) – Number
X	X
Number and Street or Post Office Box	Cellular Phone (Area Code) – Number
X	X
Cellular Phone (Area Code) – Number	E-mail Address
X	X

2. Property Owner Name, Address, Telephone Number(s), and E-mail Address.

Applicant: Check the box if the same entries as “Applicant” apply or continue below.

Name	Phone (Area Code) – Number
X	X
Number and Street or Post Office Box	Cellular Phone (Area Code) – Number
X	X
Cellular Phone (Area Code) – Number	E-mail Address
X	X

3. Property Address or Location and Tax Map Page(s) and Lot Number(s)

Property Address or Location	Tax Map Page(s)
X	X
	Tax Map Lot Location(s)
	X

4. Provide a response to each of the four questions. You may provide a longer reply to the four questions than allowed in the space below by attaching one or more “Continuation Sheets.” [“Continuation Sheets,” should reference the item/question associated with the response.]

a. What is the existing condition of the site? How is the land now being used?	b. How will use of the land change with the proposed development?
X	X
c. Will the development provide for any “common areas?”	d. If “common areas” are planned, how will the infrastructure be managed and maintained?
X	X

NOTE: The Planning Board charges NO FEE for work done in Part A of the application process.

Items Necessary to be Compliant with the Pre-application Sketch Plan

- ◆ Complete Part A of the Application, questions/items 1, 2, 3, and 4a through 4d.
- ◆ Prepare a “Sketch Plan” based on the requirements of 5.3 *Sketch Plan Submissions* in the Ordinance.
- ◆ Present a copy of the Assessor’s Map(s) on which the land is located.
- ◆ Have available a USGS topographic map or GIS contour data layer (if ten (10) acres or more).
- ◆ Provide the pertinent portion of the Kennebec County Soil Survey or GIS contour data layer.

Planning Board Notes and Results of the Pre-application Sketch Plan Review

Item or Question Select a response & enter the response date.	Response (check one)	Date
1. Was an “onsite” review scheduled by the Planning Board?	<input type="checkbox"/> Yes ▼ <input type="radio"/> No <input type="checkbox"/> N/A	x
1a. If “Yes” was the inspection properly advertised? Show the date of the public notification and date of scheduled viewing below. Notification Date ► X Scheduled Viewing Date ► X		
2. Did the Planning Board request the Applicant to produce additional documents associated with the Sketch Plan?	<input type="checkbox"/> Yes ▼ <input type="radio"/> No <input type="checkbox"/> N/A	x
2a. If “Yes” show what additional information was requested. X		
3. Show the dates of the Planning Board meetings at which the submitted Sketch Plan was discussed. The project file should hold minutes describing the discussion(s). X		
4. Did the Planning Board offer definitive advice to the Applicant which should be incorporated into Preliminary Plan Application?	<input type="checkbox"/> Yes ▼ <input type="radio"/> No <input type="checkbox"/> N/A	x
5. If definitive advice was provided to the Applicant, summarize the points offered for inclusion in the Preliminary Plan Application. X		

Pre-application Sketch Plan Checklist

Check List Item or Question Select a response & enter the response date.	Response (check one)	Date
1. Were six (6) copies of the Sketch Plan and supporting documents received two (2) days or more prior to the scheduled Planning Board meeting?	<input type="checkbox"/> Yes ▼ <input type="radio"/> No <input type="checkbox"/> N/A	x
2. Has a Project File been created for this submission of a Sketch Plan?	<input type="checkbox"/> Yes ▼ <input type="radio"/> No <input type="checkbox"/> N/A	x
3. If an On-Site Inspection has been scheduled, has the Applicant been notified and the inspection visit properly advertised?	<input type="checkbox"/> Yes ▼ <input type="radio"/> No <input type="checkbox"/> N/A	x
4. Does the Project File contain copies of correspondence, submissions, and meeting minutes about site inspections and scheduled meetings at which the Sketch Plan was discussed?	<input type="checkbox"/> Yes ▼ <input type="radio"/> No <input type="checkbox"/> N/A	x
5. If the area described in the Sketch Plan is ten (10) acres or more, did the Applicant provide the appropriate USGS topographic map, GIS contour data layer of the area, a portion of the Kennebec County Soil Survey or GIS soils data layer?	<input type="checkbox"/> Yes ▼ <input type="radio"/> No <input type="checkbox"/> N/A	x

On-Site Inspection of Proposed Subdivision Notification to Applicant and Results of Viewing

[Optional Procedure as part of the Pre-application Sketch Plan Phase or later as part of the Preliminary Plan Application.]

To	From
Name and Address of Applicant	Planning Board Town of Windsor PO Box 179 Windsor, ME 04363-0179

Check one of the boxes

The Planning Board has determined that an On-site Inspection **is not required**. In the event it becomes necessary to visit the site as part of the Board’s deliberations, proper notice will be provided.

The Planning Board has determined that an On-site Inspection **is required**. A visit to the property has been scheduled for **x (show date)** at **x (show time)**. This is considered a meeting of the Board and the public may attend. Meeting minutes will be taken, reviewed, approved, and published as part of the proceedings. As required by 1 MRSA §401-410, a proper notice will be posted by the Planning Board of the visit and inspection.

Adequate Preparation of the Site. To facilitate the inspection of the property, the Planning Board is requesting that the Applicant place “flags” at the centerline of any proposed streets and at the approximate intersections of street centerlines and lot corners. In the event the project include buildings, the approximate corners of building footprints shall be identified on the site.

X _____
Signatory (Name)

X _____
Date

PART B. Preliminary Plan Application

Information provided in Part B is used to support a Preliminary Subdivision Plan Application submission to the Board. Eight (8) copies of all materials must be submitted to the town office at least seven (7) days prior to the Planning Board’s scheduled meeting to be considered. Please see Article 6 – *Preliminary Plan Application* for details. A completed electronic copy of the Application should be sent to thaskell@windsor.maine.gov

Preliminary Plan Applicants are reminded to complete items/questions 1 through 4a-d in Part A and then continue with question/item 5 below. The same instructions for electronic entries found earlier apply in Part B.

5. Applicant’s Authorized Agent Information.

Applicant: Check the box if an “Authorized Agent” has not been named.

Name	Phone (Area Code) – Number
X	X
Number and Street or Post Office Box	Cellular Phone (Area Code) – Number
X	X
City, Town, Post Office, State, and ZIP/Postal Code	E-mail Address
X	X

6. Name of Person or Entity to which all Correspondence should be posted.

Name	Phone (Area Code) – Number
X	X
Number and Street or Post Office Box	Cellular Phone (Area Code) – Number
X	X
City, Town, Post Office, State, and ZIP/Postal Code	E-mail Address
X	X

7. Architect, Designer, Engineer Information

Applicant: For more than one professional involved in the project, check the box at the left and provide the same information for others on a “Continuation Sheet.” [Reference item 7 on the “Continuation Sheet.”]

Name	Phone (Area Code) – Number
X	X
Number and Street or Post Office Box	Cellular Phone (Area Code) – Number
X	X
City, Town, Post Office, State, and ZIP/Postal Code	E-mail Address
X	X

8. Does the Applicant have a Legal Interest in the Property Proposed for Development?

<input type="checkbox"/> Yes	If “Yes,” provide a copy of the Deed showing Ownership and describing the property boundaries.	If “No,” describe your standing in this proceeding.
<input type="radio"/> No		X

Planning Board Checklist Entry: Has a Copy of the Deed been received? Yes No Date _____
For all Checklist Entries, select a response and enter the response date.

9. Is any portion of the Proposed Subdivision within a Shoreland Zone as depicted on Windsor Shoreland Zoning maps?

<input type="checkbox"/> Yes	If “Yes,” describe the portion in a Shoreland Zone.	<input checked="" type="checkbox"/> If “No,” has the correct assertion been made by the Applicant?
<input type="radio"/> No	X	<input type="checkbox"/> Yes <input type="radio"/> No Date _____

10. Is any portion of the Proposed Subdivision within a special flood hazard area depicted on FEMA Flood Insurance Rate maps?

If "Yes," describe the portion in the FEMA Flood Insurance Rate map.
 Yes
 No X

If "No," has the correct assertion been made by the Applicant?
 Yes No Date _____

11. Has any of the area in the Proposed Subdivision ever been part of a prior Approved Subdivision?

If "Yes," describe the prior Subdivision and identify the areas.
 Yes
 No X

If "No," has the correct assertion been made by the Applicant?
 Yes No Date _____

12. Is any portion of the Proposed Subdivision located within five hundred (500) feet of an existing Municipal Boundary?

If "Yes," describe the location and the boundary.
 Yes
 No X

If "No," has the correct assertion been made by the Applicant?
 Yes No Date _____

13. Enter the Name of the Proposed Subdivision below of check the box by "No Name Proposed."

Show the Name below.
X

No Subdivision Name Proposed

NOTE: If no name is proposed, the Planning Board will assign an appropriate identification.

14. Show the number of units or lots in the Proposed Subdivision. If not all the land will be developed, check the box below to so indicate; make that fact clear on any submitted drawing(s) and other materials.

Number of units or lots
X

Not all land in the contiguous holding will be developed.

Has the portion of the proposed subdivision in the contiguous holding, not to be developed, been clearly identified in submitted materials?

15. Does this development propose extension or expansion of existing town infrastructure? In the space below check all which may apply; add other items as appropriate.

Roads Storm Drainage Fire Protection Equipment Other (describe below)
X

Applicant: Check the box indicating no proposed extension or expansion of existing town infrastructure.

16. Identify the method of Water Supply to the proposed lots/units. Check one.

Individual Wells Central Well with Distribution Lines Other (describe below)
X

17. Identify a method of Sewage Disposal by the proposed lots/units. Check one.

Individual Septic Systems Central On-site Disposal with Distribution Lines Other (describe below)
X

18. Identify a method of Fire Protection for the proposed subdivision. Check one.

- | | | |
|--|---|--|
| <input type="checkbox"/> Dry hydrants located on an existing pond or water body. If selected, indicate the location. | <input type="checkbox"/> Fire pond, cistern, or storage tank <u>to be constructed</u> . | <input type="checkbox"/> Other (describe below)
x |
|--|---|--|
- x

Planning Board Checklist Entry: Has the Applicant checked a box in items 16, 17, and 18? Yes No
Date _____.

19. Does the applicant plan to offer to the Town any infrastructure being created by this project? Read the options and check the appropriate response.

- | | | | |
|--|--|--|---|
| Streets
<input type="checkbox"/> Yes and Estimated Length _____ or <input type="radio"/> No | Recreation Areas
<input type="checkbox"/> Yes and Estimated Acreage _____ or <input type="radio"/> No | Common Lands
<input type="checkbox"/> Yes and Estimated Acreage _____ or <input type="radio"/> No | Other (describe below)
<input type="checkbox"/> Yes _____
_____ or <input type="radio"/> No |
|--|--|--|---|

Planning Board Checklist Entry: Has the Applicant checked either "Yes" or "No" for all choices in question 19? Yes No Date _____.

20. Will the proposed project require permitting by any other governmental body? Read the options, check the box, and describe the permit type.

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Maine DOT and Permit Type x | <input type="checkbox"/> Maine DEP and Permit Type x | <input type="checkbox"/> US Army Corp of Engineers and Permit Type x | <input type="checkbox"/> Other and Permit Type x |
|--|--|--|--|

Applicant: Check the box to indicate the project will require no permitting by any other governmental body.

Planning Board Checklist Entry: Has the Applicant indicated some or no permitting requirement in question 20? Yes No Date _____.

21. If Waivers to the Subdivision Application requirements are being requested, list them below and provide more detail on a "Continuation Sheet."

- | | |
|--|--|
| <input type="checkbox"/> Yes, waivers are being requested. | Briefly, summarize the requested waivers.
x |
| <input type="radio"/> No, waivers are not being requested. | |

Planning Board Checklist Entry: Has the Applicant indicated a response regarding waivers to the Application requirements? Yes No Date _____.

Items Necessary to be Compliant with the Preliminary Plan Application Review

(See pages 18 and 19 of the Ordinance for a complete description of the items listed below.)

- ◆ A completed Town of Windsor Preliminary Plan Application Form.
- ◆ Names and addresses of property owners within five hundred (500) feet of the subdivision.
- ◆ A location map showing the proposed subdivision and adjacent properties, as well as
 - Locations and names of existing and proposed streets or ways,
 - Boundaries and designations of shoreland zoning districts or watersheds of great ponds,
 - The proposed subdivision and any remaining portion of the property,
 - Areas within or adjacent which have historical significance.
- ◆ Clear indication of proof of interest.
- ◆ The most recent recorded deed and deed restrictions, easements, rights-of-way, encumbrances.
- ◆ A standard boundary survey.
- ◆ A copy of proposed lease agreements, covenants, or deed restrictions.
- ◆ Type of sewage disposal to be used and associated test pit analyses.
- ◆ Type of water supply system.
- ◆ The Preliminary Plan should be consistent with the requirements on pages 19 and 20.

Planning Board Notes and Results of the Preliminary Plan Application Review

Item or Question Select a response & enter the response date.	Response (check one)	Date
1. Enter the date the Preliminary Plan Application was received at the Town Office in the space to the right.	Date X	X
2. Enter the date the Planning Board (or designee) issued a dated receipt to the Applicant in the space to the right.	Date X	X
3. If the proposed subdivision is ten (10) or more units/lots, show the date an escrow account was established (or not) for that portion of the fee associated with consultants and compliance.	Date/Comment if N/A X	X
4. If the proposed subdivision abuts or crosses any municipal boundaries , show the date that notification has been provided (or not) to the clerks in the effected municipalities.	Date/Comment if N/A X	X
5a. Enter the date the Planning Board reviewed the Application and determined if it was complete .	Date X	X
5b. If the review determined the Application was incomplete , enter the date that the Applicant was notified, and show the deficiencies below . X	Date X	X
6a. If the Application is complete, enter the date the Board notified the Town Manager, Road Supervisor, and Fire Chief of the proposed subdivision asking for comments .	Date X	X
6b. Show the dates when responses/acknowledgement from town officials were received . Town Manager▶ x Road Supervisor▶ x Fire Chief▶ x NOTE: The responses from the three town officials should be part of the Project File.		
7. Show the date the Planning Board scheduled a Public Hearing on the proposed subdivision in the space at the right.	Date X	X
8a. Show the date the Planning Board's advertisement of the Public Hearing appeared in a local, general circulation newspaper. NOTE: A "tear sheet" of the advertisement should be in the Project File	Date X	X
8b. Show the date the Planning Board's advertisement of the Public Hearing appeared a second time in the newspaper.	Date X	X
9. Show the date the Planning Board conducted a Public Hearing on the proposed subdivision satisfying the meeting requirement found in the Ordinance. Enter the date in the space at the right.	Date X	X
10a. After the Public Hearing, show the date the Planning Board determined findings of fact concerning the proposed subdivision in the space at the right.	Date X	X
10b. Show the determination of the Planning Board concerning the proposed subdivision. Enter (1) Approve, (2) Approve with Conditions, or (3) Deny in the space at the right. NOTE: A copy of the determination should be part of the Project File.	Comment X	X

Additional Preliminary Plan Application Review Checklist Items

Check List Item or Question Select a response & enter the response date.	Response (check one)	Date
1. Was the Preliminary Plan Application submitted within six (6) months of the Sketch Plan?	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	X
2. Was the Preliminary Plan Application submitted at least seven (7) days prior to a scheduled Planning Board meeting?	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	X
3. Did the Planning Board issue a receipt of the Preliminary Plan Application to the Applicant within three (3) days as required?	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	X
4. Did the correct fee accompany the Preliminary Plan Application when	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	X

Subdivision Application

Town of Windsor, Maine | Planning Board

Applicant Name

X

File Reference

X

Check List Item or Question Select a response & enter the response date.	Response (check one)	Date
it was received at the Town Office?		
5. Has the Board notified the Applicant of the balances in any special escrow account associated with consultants and compliance? Copies of all notifications are part of the Project File.	<input type="checkbox"/> Yes <input type="radio"/> No <input checked="" type="checkbox"/> N/A	x
6. Has the Applicant notified in writing by Certified Mail, Return Receipt Requested, all property owners within five hundred (500) feet of the proposed subdivision? Receipts are part of the Project File.	<input type="checkbox"/> Yes <input type="radio"/> No <input checked="" type="checkbox"/> N/A	x
7. Has the Board notified the Applicant that the Application is complete? The date of a complete Application is shown in "Notes & Results," No. 5a.	<input type="checkbox"/> Yes <input type="radio"/> No <input checked="" type="checkbox"/> N/A	x
8. Has the Board notified the Applicant that the Application is incomplete and described the deficiencies? See "Notes & Results," No. 5b.	<input type="checkbox"/> Yes <input type="radio"/> No <input checked="" type="checkbox"/> N/A	x
9. Has the Board notified town officials (Town Manager, Road Supervisor, and Fire Chief) that the application is complete and requesting comments? See "Notes & Results," No. 6.	<input type="checkbox"/> Yes <input type="radio"/> No <input checked="" type="checkbox"/> N/A	x
10. Has the Board scheduled a Public Hearing on the proposed subdivision within the thirty-five (35) days that it was determined the Application is complete?	<input type="checkbox"/> Yes <input type="radio"/> No <input checked="" type="checkbox"/> N/A	x
11. Has the Board satisfied the Public Hearing notice in a timely manner by advertising and in a local newspaper with general circulation and posted a notice in at least three (3) locations within the town. See "Notes & Results," No. 8a.	<input type="checkbox"/> Yes <input type="radio"/> No <input checked="" type="checkbox"/> N/A	x
12. Has the Applicant notified in writing by Certified Mail, Return Receipt Requested, all property owners within five hundred (500) feet of the proposed subdivision of the Public Hearing? NOTE: Receipts are part of the Project File.	<input type="checkbox"/> Yes <input type="radio"/> No <input checked="" type="checkbox"/> N/A	x
13. Has the Planning Board satisfied the meeting requirement in the Subdivision Ordinance by holding a Public Hearing on the proposed subdivision in a timely manner? See "Notes & Results," No. 9.	<input type="checkbox"/> Yes <input type="radio"/> No <input checked="" type="checkbox"/> N/A	x
14. Has the Planning Board satisfied the requirement to determine findings of fact on the proposed subdivision within thirty (30) days after the Public Hearing? See "Notes & Results," No. 10a.	<input type="checkbox"/> Yes <input type="radio"/> No <input checked="" type="checkbox"/> N/A	x

Composite Communication Page (Preliminary Plan)

As part of the Subdivision Submittal and Review process, the Planning Board issues three written communications to the Applicant. These are found on this sheet and are numbered 1, 2, and 3. As the process progresses, information for the appropriate phase of the review is entered and the page will be posted to the Applicant or the person designated to receive correspondence.

To	From
Name and Address of Applicant	Planning Board Town of Windsor PO Box 179 Windsor, ME 04363-0179

1 Acknowledgement of Receipt of the Preliminary Plan Application

Pursuant to Article 6 *Preliminary Plan Application*, specifically 6.1 *Procedures*, and subparagraph D1, the Planning Board, or a designee, acknowledges receipt of a Subdivision Preliminary Plan Application. This notification is made within three (3) working days of receipt at the Windsor Town Office. If the Application is incomplete, the Board will notify you of specific additional material required.

X _____
Signatory (Name) Date

2 Acknowledgement Application is Complete | Public Hearing Date

Pursuant to Article 6 *Preliminary Plan Application*, specifically 6.1 *Procedures*, and subparagraph E, the Planning Board acknowledges that the application submitted appears to be complete. The Board will move forward with consideration of the Application by scheduling a Public Hearing on the proposed subdivision to be held at (Place) on (Day, Date) at (Time).

X _____
Signatory (Name) Date

3 Findings of Fact and Explanation of the Decision

Pursuant to Article 6 *Preliminary Plan Application*, specifically 6.1 *Procedures*, and subparagraph H, the Planning Board has made findings of fact and [approves, approves with conditions, denies (choose one)] the Application. [If approved with conditions, briefly state the conditions.]
Please refer to 6.1, J for additional guidance at this point in the proceeding.

X _____
Signatory (Name) Date

Composite Town Official Review Sheet

Subdivision Name	Applicant or Authorized Agent	Location (Map/Lot) Other
X	X	X

Pursuant to Article 6 *Preliminary Plan Application, 6.1 Procedure*, and subparagraph F, the Planning Board hereby notifies the required Town Officials that the Application appears to be complete and comments should be offered about extending town services or the construction standards proposed by the Applicant. Check one of more boxes and offer comments in the space below by placing the cursor over and highlighting the "X."

Town Manager	Fire Chief	Road Supervisor
<input type="checkbox"/> Existing Services Sufficient I have inspected the subdivision documents and the site of the subdivision and find the current commitment and provision of town services are sufficient for the addition of this development.	<input type="checkbox"/> Current Resources Sufficient I have inspected the subdivision documents and the site of the subdivision and find there is sufficient fire protection available from current resources.	<input type="checkbox"/> All Construction Sufficient I have reviewed and inspected the site of the proposed subdivision as well as the proposed road/street construction, grading and drainage and find all meet standards employed by the town.
<input type="checkbox"/> Additional Resources Based on my inspection of the subdivision documents and the site of the subdivision, the following additional resources will be required for Windsor to service the development. (List below.) X	<input type="checkbox"/> Additional Resources Based on my inspection of the subdivision documents and the site of the subdivision, the following additional resources will be required for Windsor to provide fire protection to the development. (List below.) X	<input type="checkbox"/> Additional Work Based on my inspection of the subdivision documents and the site of the subdivision, the following additional work will be required by Windsor in order that the development is able to safely use the infrastructure. (List below.) X
<input type="checkbox"/> Additional Comments X	<input type="checkbox"/> Additional Comments X	<input type="checkbox"/> Additional Comments X
Signature Date X (type name, enter date, sign)	Signature Date X (type name, enter date, sign)	Signature Date X (type name, enter date, sign)

Completed responses from the three town officials should be collected and the sheets be added to the proposed subdivision Project File.

PART C. Final Plan Application

Should the Applicant wish to continue the Subdivision Application process, it's necessary to complete the information in Part C and provide all the required submissions. The submittal of this final part must be timely so that it may be considered by the Planning Board. The Applicant should become familiar with the timelines outlined in the Ordinance's Section 7.1, *Procedure*.

22. By signing and entering a date below, the Applicant acknowledges and affirms the intent to move to the Final Plan Application phase of the subdivision review by the Planning Board.

I am submitting the necessary forms and supporting materials consistent with Part C of the Windsor Subdivision Application and I request the Planning Board to continue the review process outlined in the Ordinance. Unless indicated below, I am NOT requesting a waiver to extend the period associated with timely submission of the application and materials.

Signature of Applicant

Signature Date

23. Waiver Request – Final Filing Date

I am requesting an extension of time indicated at the right to file the necessary forms and supporting materials so that the application may be compliant with the timelines found in the Windsor Subdivision Ordinance. A “continuation sheet” is attached explaining relevant details associated with the delay.

Check one

- Up to Thirty (30) Calendar Days
- Up to Sixty (60) Calendar Days
- Up to Ninety (90) Calendar Days

Items Necessary to be Compliant with the Final Subdivision Plan Application

NOTE: A section has been added at the right to assist with Checklist review by the Planning Board.

Item (Some items have check boxes as part of the response.)	Response (check one)	Date
1. Completed Town of Windsor Final Plan Application Form.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
2a. Final Plan with Subdivision Name, Assessor Map & Lot Numbers, and	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
2b. Existing & proposed property lines, streets, easements, watercourses, and other existing physical features, certified by a professional land surveyor.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
2c. Each individual lot, a proposed building envelope which meets all setback and separation requirements from streets, property lines, wetlands and other protected features.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
2d. Date plan was prepared, with north arrow and graphic map scale.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
3. Provide the name/s and address/es of record owner/s, applicant, and individual or firm preparing the plan with embossment of and signature of the professional land surveyor is/are shown.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
4. Make known locations of any shoreland zoning boundaries of interest.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
5. Note waivers granted by the Board for required public improvements.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
6. The Plan should have space reserved for endorsement by the Board.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
7. Include a digital parcel layer containing existing and proposed lot lines, street lines and boundaries of easements or rights-of-way affected by the subdivision.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
8. Provide a written statement from the fire chief approving all proposed fire protection measures for the subdivision.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x

Subdivision Application

Town of Windsor, Maine | Planning Board

Applicant Name

X

File Reference

X

Item (Some items have check boxes as part of the response.)	Response (check one)	Date
9. Show evidence of adequate ground water supply and water quality prepared by a well driller or a hydrologist familiar with the area.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
10. If different from the Preliminary Plan, provide a copy of proposed leases, covenants, or deed restrictions associated with the subdivision.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
11. Include construction-quality plans for all streets, including off-site street improvements and commercial parking and entrance areas which are compliant with the town's Streets and Ways Ordinance.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
12. Show a financial guarantee of performance in accordance with Section 9.2 of the Subdivision Ordinance.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
13. Show that all parcels of land proposed to be dedicated to public use shall be surveyed.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
14. Provide written offers to convey title to the Town of Windsor of all streets and open spaces shown on the Plan, or copies of agreements or other documents showing how streets and open spaces to be retained by the developer or lot owners are to be managed and maintained.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
15. Describe the location and method of disposal for land clearing and construction debris.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
16. Show that erosion and sedimentation control plans prepared in accordance with State and County agency guidelines. NOTE: May be waived only if the plan is not in the watershed of a great pond or other factors found in the Ordinance.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
17. Provide a storm water management plan, prepared by a registered professional engineer in accordance with recognized manuals or standards. NOTE: May be waived based on standards shown above.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
18. If a Homeowners or Condominium Association is proposed as part of the subdivision, provide a copy of proposed articles of incorporation, bylaws, condominium declarations or other documents. <input type="checkbox"/> No Homeowners or Condominium Association is proposed.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
19. If proposed streets, parks, playgrounds, open space, or other land and facilities are offered to the Town, show written evidence that the Board of Selectmen is satisfied with the legal sufficiency of the written offer to convey title. <input type="checkbox"/> No proposed conveyance of assets is proposed.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
20. If the project consists of the division of a building by lease or rental, provide a written plan for the ownership and management of the building, grounds, and public areas. <input type="checkbox"/> No division of a building by lease or rental is proposed.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
21. If any portion of the proposed subdivision is in the direct watershed of a great pond and the average density of development is greater than one (1) lot or unit per five (5) acres, it's necessary to submit: <input type="checkbox"/> No portion of the proposed subdivision meets the requirement. If checked, applies to (2) and (3) below.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
(1) A phosphorus impact analysis and control plan in accordance with recognized manuals or standards;	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
(2) A long-term maintenance plan for all phosphorus control measures;	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x
(3) Contour lines shown on the Plan shall be at an interval of no less than five (5) feet. Areas with sustained slopes greater than twenty-five (25) percent covering more than one acre shall be delineated.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	x

Planning Board Notes and Results of the Final Plan Application Review

Item or Question Select a response & enter the response date.	Response (check one)	Date
1. Enter the date the Final Plan Application was received at the Town Office in the space to the right.	Date X	X
2. Enter the date the Planning Board (or designee) issued a dated receipt to the Applicant in the space to the right.	Date X	X
▶ 3. If the Final Plan was not submitted within six (6) months after Preliminary Plan approval, did the Planning Board require a resubmission of the Preliminary Plan?	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Yes	X
4. Show the date of any extension granted by the Planning Board to a Waiver Request by the Applicant.	Date X	X
5. Show the amount of escrow account replenishment the Applicant will be required fund.	Amount X	X
6. Enter the name of other agency approvals which the Planning Board will required the Applicant to submit.	Name(s) X	X
7. Enter the date the Planning Board reviewed the Application and determined if it was complete .	Date X	X
7a. If the review determined the Application was incomplete , enter the date that the Applicant was notified, and show the deficiencies below . X	Date X	X
8. Show the date the Planning Board scheduled a Public Hearing on the proposed subdivision in the space at the right.	Date X	X
9a. Show the date the Planning Board's advertisement of the Public Hearing appeared in a local, general circulation newspaper. NOTE: A "tear sheet" of the advertisement should be in the Project File	Date X	X
9b. Show the date the Planning Board's advertisement of the Public Hearing appeared a second time in the newspaper.	Date X	X
10. Show the date the Planning Board conducted a Public Hearing on the proposed subdivision satisfying the meeting requirement found in the Ordinance. Enter the date in the space at the right.	Date X	X
11a. After the Public Hearing, show the date the Planning Board determined findings of fact concerning the proposed subdivision in the space at the right.	Date X	X
11b. Show the determination of the Planning Board concerning the proposed subdivision. Enter (1) Approve, (2) Approve with Conditions, or (3) Deny in the space at the right. NOTE: A copy of the determination should be part of the Project File.	Comment X	X

Additional Final Plan Application Review Checklist Items

Check List Item or Question Select a response & enter the response date.	Response (check one)	Date
1. Was the Final Plan Application submitted within six (6) months of the Preliminary Plan determination by the Board?	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	X
2. Was the Final Plan Application submitted at least seven (7) days prior to a scheduled Planning Board meeting?	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	X
3. Was a Waiver Request to extend submittal beyond the six (6) month limit of the Preliminary determination made prior to the required date? If an extension was granted, see "Notes & Results," No. 4.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	X
4. Is it necessary for the Applicant to replenish any previously established escrow account? If "Yes," show the amount in "Notes & Results," No. 5.	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	X
5. Does the Final Application contain written approval from the following (5a to 5g) and Will the Board require other agency approvals not shown?	<input type="checkbox"/> Yes <input type="radio"/> No <input type="checkbox"/> N/A	X

Subdivision Application

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X

File Reference

X

If “Yes,” show the names in “Notes & Results,” No. 6.				
5a. Maine DEP (Site Location of Development Act);	<input type="checkbox"/> Yes	<input type="radio"/> No	<input checked="" type="checkbox"/> N/A	x
5b. Maine DEP (Natural Resources Protection Act or Storm water Law);	<input type="checkbox"/> Yes	<input type="radio"/> No	<input checked="" type="checkbox"/> N/A	x
5c. Maine DHS (creation of a public water system);	<input type="checkbox"/> Yes	<input type="radio"/> No	<input checked="" type="checkbox"/> N/A	x
5d. Maine DHS (engineered subsurface waste water disposal system);	<input type="checkbox"/> Yes	<input type="radio"/> No	<input checked="" type="checkbox"/> N/A	x
5e. US Army Corp of Engineers (Section 404 of Clean Water Act);	<input type="checkbox"/> Yes	<input type="radio"/> No	<input checked="" type="checkbox"/> N/A	x
5f. Maine DOT (driveway permit for state roads);	<input type="checkbox"/> Yes	<input type="radio"/> No	<input checked="" type="checkbox"/> N/A	x
5g. Windsor E911 Addressing Officer (street names).	<input type="checkbox"/> Yes	<input type="radio"/> No	<input checked="" type="checkbox"/> N/A	x
6. If Plan areas are listed on the National Register of Historic Places, is there a plan and mitigation measures to the Maine Historic Preservation Commission for comment prior to the Final Plan?	<input type="checkbox"/> Yes	<input type="radio"/> No	<input checked="" type="checkbox"/> N/A	x
7. Has the Board notified the Applicant that the Application is complete? The date of a complete Application is shown in “Notes & Results,” No. 7.	<input type="checkbox"/> Yes	<input type="radio"/> No	<input checked="" type="checkbox"/> N/A	x
8. Has the Board notified the Applicant that the Application is incomplete and described the deficiencies? See “Notes & Results,” No. 7a.	<input type="checkbox"/> Yes	<input type="radio"/> No	<input checked="" type="checkbox"/> N/A	x
9. Has the Board determined whether to hold a public hearing on the Final Plan application?	<input type="checkbox"/> Yes	<input type="radio"/> No	<input checked="" type="checkbox"/> N/A	x
10. Has the Board scheduled a Public Hearing on the proposed subdivision within the thirty-five (35) days that it was determined the Application is complete?	<input type="checkbox"/> Yes	<input type="radio"/> No	<input checked="" type="checkbox"/> N/A	x
11. Has the Board satisfied the Public Hearing notice in a timely manner by advertising and in a local newspaper with general circulation and posted a notice in at least three (3) locations within the town. See “Notes & Results,” No. 9a.	<input type="checkbox"/> Yes	<input type="radio"/> No	<input checked="" type="checkbox"/> N/A	x
12. Has the Applicant notified in writing by Certified Mail, Return Receipt Requested, all property owners within five hundred (500) feet of the proposed subdivision of the Public Hearing? NOTE: Receipts are part of the Project File.	<input type="checkbox"/> Yes	<input type="radio"/> No	<input checked="" type="checkbox"/> N/A	x
13. Has the Planning Board satisfied the meeting requirement in the Subdivision Ordinance by holding a Public Hearing on the proposed subdivision in a timely manner? See “Notes & Results,” No. 9.	<input type="checkbox"/> Yes	<input type="radio"/> No	<input checked="" type="checkbox"/> N/A	x
14. Has the Planning Board satisfied the requirement to determine findings of fact on the proposed subdivision within thirty (30) days after the Public Hearing? See “Notes & Results,” No. 10a.	<input type="checkbox"/> Yes	<input type="radio"/> No	<input checked="" type="checkbox"/> N/A	x

Composite Communication Page (Final Plan)

As part of the Subdivision Submittal and Review process, the Planning Board issues three written communications to the Applicant. These are found on this sheet and are numbered 1, 2, and 3. As the process progresses, information for the appropriate phase of the review is entered and the page will be posted to the Applicant or the person designated to receive correspondence.

To	From
Name and Address of Applicant	Planning Board Town of Windsor PO Box 179 Windsor, ME 04363-0179

1 Acknowledgement of Receipt of the Final Plan Application

Pursuant to Article 7 *Final Plan Application*, specifically 7.1 *Procedures*, and subparagraph G, the Planning Board, or a designee, acknowledges receipt of a Subdivision Final Plan Application. This notification is made within three (3) working days of receipt at the Windsor Town Office. If the Application is incomplete, the Board will notify you of specific additional material required.

X _____
Signatory (Name) Date

2 Acknowledgement Application is Complete | Public Hearing Date

Pursuant to Article 7 *Final Plan Application*, specifically 7.1 *Procedures*, and subparagraph H, the Planning Board acknowledges that the application submitted appears to be complete. The Board will move forward with consideration of the Application by scheduling a Public Hearing on the proposed subdivision to be held at (Place) on (Day, Date) at (Time). No Hearing is scheduled.

X _____
Signatory (Name) Date

3 Findings of Fact and Explanation of the Decision

Pursuant to Article 7 *Final Plan Application*, specifically 7.1 *Procedures*, and subparagraph K, the Planning Board has made findings of fact and [approves, approves with conditions, denies (choose one)] the Application. [If approved with conditions, briefly state the conditions.]

X _____
Signatory (Name) Date