

TOWN OF SMITHFIELD **SUBDIVISION APPLICATION**

926 VILLAGE ROAD
SMITHFIELD, ME 04978
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E-Mail: townoffice@smithfieldmaine.us

Code Enforcement Officer: Hans Rasmussen
E-Mail: smithfieldceo@gmail.com

Planning Board Members

Erik Rasmussen, Chair
David Kincaid, Member
Michelle Taylor, Member
Gloria Kelly, Alternate

Jo-Anne Bushey, Member
Ed Glasheen, Member
Jodie Mosher-Alternate

Next Meeting Date: *Wednesday's* _____ @ 6:00 PM

Application due two weeks prior to meeting date: _____

FEE: \$100.00 plus \$25.00 for each lot

ATTENTION APPLICANTS IMPORTANT INFORMATION:

- The Planning Board meets the second Wednesday of each month to review completed written applications for permits for construction in the Shore Land Zones and for all Commercial Businesses, Mobile Home Parks, and/or Subdivision Developments. Applications must be submitted by two weeks prior to the meeting date.
 - Due to limited time, the Planning Board will not review or discuss additional applications or unexpected inquiries after the agenda has been established. These requests will be deferred until the next meeting.
 - No verbal inquiries are accepted. Applicants should review the Smithfield Ordinances in order to ensure that their plans conform to all applicable requirements. Copies are available at the Town Office for purchase.
 - The Administrative Assistant is available to assist in completing the forms on a limited basis as her schedule allows. Applicants should call ahead for an appointment.
 - Lot Owners should be present during the Planning Board meeting to answer any questions pertaining to this application. If owners or their representatives are not present and the board is unable to make a clear determination, the application may be tabled until the next regular meeting.
1. Your application for subdivision approval will not be considered complete until a Final Plat Plan, based on a survey, has been submitted to the Planning Board. The review of your subdivision should consist of three steps, as outlined below.

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2. **Submission of a sketch plan.** The sketch plan shall consist of a rough outline of the proposed subdivision, and may be a free hand, penciled sketch of the parcel, showing the proposed layout of streets, lots, and other features, which may be of assistance to the Planning Board in making its determinations.
3. **Submission of a Preliminary Plat Plan.** Upon submission of a sketch plan, the Planning Board will review, by checking specific items on this application, the specific requirements for preliminary plat submission. Specific requirements will vary according to the size and complexity of the subdivision proposal. In some instances, the Planning Board may waive the requirement for a preliminary plat plan submittal, in which case this application form must be submitted with the final plat plan.
4. **Submission of a Final Plat Plan.** After any apparent deficiencies in the preliminary plat plan have been corrected, a final plat plan must be submitted to the Planning Board. Your application for subdivision approval will not be considered complete until the final plat plan has been submitted.

PLEASE COMPLETE THE FOLLOWING QUESTIONS:

1. **Date:** _____

2. **Name of Property Owner:**

3. **Mailing Address:** _____

4. **Phone: Day** _____ **Eve.** _____

5. **E-Mail (optional):** _____

6. **Name of Applicant (if different than owner):**

7. **Mailing Address:** _____

8. **Phone: Day** _____ **Eve.** _____

9. **E-Mail (optional):** _____

10. **Physical location & zoning of property:**

11. **All correspondence should be sent to whom: Owner or Applicant:**

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12. Indicate type of Right, Title, or Interest in the Property:

13. Provide a brief description of the project:

14. Identify method of water supply to the project:

15. Identify method of sewage disposal:

16. List all other local permits required for the project:

17. List all other State and Federal Permits required for the project:

18. Anticipated date for construction:

19. Anticipated date for completion:

To the best of my knowledge, all information submitted on this application is true and correct. All proposed uses will be in conformance with the application.

OWNER (S) SIGNATURE (S): _____

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DATE: _____

Application for approval of a subdivision shall include the submittal of a preliminary plan and a final plan.

20. Preliminary Plan Submittal: (The Planning Board will check off completed items)

The preliminary plan must contain the following information:

- a. ____ Name and title of subdivision
- b. ____ Date and submittal to Planning Board
- c. ____ Boundaries of the tract and North point
- d. ____ Name of owner(s), engineer(s) or surveyor(s)
- e. ____ Name of all abutting property owners
- f. ____ Name and location of all existing streets or roads
- g. ____ Proposed location and means of sewage disposal and, if on-site sewage systems are to be utilized, evidence of soil suitability, published soils maps or soils tests by a qualified person
- h. ____ Lines and dimensions of all lots
- I. ____ Scale of Map (100 feet to the inch is desirable)
- j. ____ Right-of-way lines and width of proposed driving surface
- k. ____ Location of features, natural and man-made, on or abutting the proposed subdivision such as water bodies, streams, wooded areas, railroads, utilities (high-lines, underground telephone lines, water and sewer lines, etc.) water courses, ledge within five feet of the surface, buildings, high water marks, flood information (such as flood plain soils, flood or record elevations, 100 year flood elevations, aerial photographs of flooding, and reports, studies and information so as to better plot flood contour elevations), and similar features.
- l. ____ Name, location, profile, and cross sections, radius of curves of all existing and proposed streets.
- m. ____ Kind, location, profiles, and cross-sections of all existing and proposed drainage structures.
- o. ____ A Topographic map of the tract with a contour interval of five feet or other intervals may be specified by the Planning Board.

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The final plan submitted by the applicant shall consist of three prints and an inked original on cloth or similar materials, capable of reproduction, which shall contain:

21. Final Plan Submittal: (The Planning Board will check off finished items)

- a. ___ Existing and final proposed lines of streets, ways, lots, easements, and public or common areas within the subdivision.
- b. ___ Sufficient data to determine the location, direction with calculated bearing, and length of every street and way line, lot line and boundary line, and to establish these lines on the ground.
- c. ___ Location of all permanent monuments properly identified as to whether existing or proposed.
- d. ___ The seal and signature of a registered surveyor.
- e. ___ Name of the subdivision, street names, and lot and block numbers.
- f. ___ The methods of sewage disposal authorized for each lot. A lot-by-lot soils suitability determination for on-site sewage disposal shall be made by a licensed soils scientist or other qualified person. This determination shall be based on the Maine State Plumbing Code for private sewage disposal. If alternate planned waste disposal systems are to be used, written approval from the Department of Health and Welfare, Division of Health Engineering and/or the Maine Department of Environmental Protection must be present.
- g. ___ Suitable space to record on the final plan approval by the Board with conditions, if any, and also the date of such approval as follows:

APPROVED: Town of Smithfield Planning Board

SIGNED: (signed by five Planning Board Members)

DATE: (date of approval of Planning Board)

CONDITIONS (all conditions listed or referenced to documents on file with the Registry of Deeds in the County)

- h. ___ Evidence that the sub-divider has filed a certified check or a performance bond to cover the full cost of the required improvements, with the municipal treasurer. Any such bond shall be satisfactory with the municipal officials and the municipal attorney as to form, efficiency, manner of execution and surety. A period of one year (or such other period as the Planning Board may determine appropriate, not to exceed three years), shall be set forth in the bond for the time within which required improvements must be completed. Before a sub-divider may be released from any obligation required by his guarantee of performance, the Planning Board will require certification from the municipal officers based on a field inspection by a qualified technician to the effect that all improvements have been satisfactorily completed in accordance with all applicable standards, State and Municipal codes and ordinances.

THE FOLLOWING CHECKLIST IS FOR PLANNING BOARD ONLY

Before granting approval of a subdivision, the Planning Board shall be satisfied that the following

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criteria have been met. The proposed subdivision:

1. ___ Will not result in undue water or air pollution. In making this determination, the Planning Board shall at least consider:
 - a. The elevation of land above sea level and its relations to flood plains.
 - b. The nature of soils and sub-soils and their ability to adequately support waste disposal.
 - c. The slope of the land and its effect on effluents.
 - d. The availability of streams for disposal of effluents.
 - e. The applicable State and Local Health and Water regulations.
2. ___ Has sufficient water available for the reasonably foreseeable needs of the subdivision.
3. ___ Will not cause an unreasonable burden on existing water supply if one is to be utilized.
4. ___ Will not cause unreasonable soil erosion or reduction in the capacity of the land to hold water so that a dangerous or unhealthy condition may result.
5. ___ Will not cause unreasonable highway or public road congestion or unsafe conditions with respect to use of the highways or public roads existing or proposed.
6. ___ Will provide adequate sewage disposal.
7. ___ Will not cause an unreasonable burden on the ability of the local municipality to dispose of solid waste and sewage if municipal services are to be utilized.
8. ___ Will not have an undue adverse effect on the scenic or natural beauty or the area, aesthetics, historic sites, or rare and irreplaceable natural areas.
9. ___ Is consistent with the need to minimize flood damages.
10. ___ Is in conformance with duly adopted subdivision regulation or ordinance, comprehensive plan, development plan, or land use plan, if any.
11. ___ The sub-divider has adequate financial and technical capacity to meet the above standards.
12. ___ Whenever situated, in whole or in part, within 250 feet of any pond, lake, river, or tidal waters, will not adversely affect the quality of such body of water or unreasonably affect the shoreline of such body of water.

(For official use only - maintain as a permanent record)

Date Received _____ Fee Paid _____

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Date of Action on Application _____ Approved _____ Denied _____

If application denied, reason for denial _____

If approved, the following conditions and safeguards were prescribed:

Code Enforcement Officer (if applicable) _____

Planning Board Members Signatures/Date:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____