

**TOWN OF STARKS
APPLICATION FOR A SUBDIVISION PERMIT**

3/29/2021 Draft

General Information and Instructions

The Subdivision Ordinance is administered by the Town of Starks Planning Board. The Town of Starks Subdivision Ordinance and application form are available from the Town Office and at <https://www.starksme.com/ordinances-and-other-town-documents>

Property tax maps and landowner information see: <https://www.starksme.com/tax-maps-and-committment-book>

First Steps:

1. Check with the Town Office at 207-696-8069 to obtain contact information for the Chair of the Starks Planning Board.
2. Ask the Chair to be placed on the Planning Board agenda at least 14 days in advance of the meeting.
3. Submit a Sketch Plan Review Application in preparation for the first meeting with the Planning Board (no application fee required)
4. Thoroughly review the Subdivision Ordinance for the Town of Starks

Sketch Plan Review Submissions (Subdivision Ordinance Sec. 6.1)

The sketch plan, which may be a free-hand penciled sketch, shall show the proposed layout of the subdivision, and should be supplemented with general information to describe the existing conditions of the site and the proposed development as required in Table 6.1. The sketch plan shall be legible with sufficient detail to be clearly understood. The sketch plan shall contain, at a minimum, 8 copies of the submissions. (See pages 1-3 of the application form)

Note the following for the Final Subdivision Submissions (Subdivision Ordinance Sec.6.2)

- **Timeframe for Submission:** The applicant shall submit a final plan within 6 months after the Planning Board has authorized the submission. If the applicant does not meet the 6-month deadline, the application will be null and void. The Planning Board may, upon failure to meet the 6-month deadline, require the applicant to return to the sketch plan review phase and pay required application fees.
- **Sketch Plan and Final Plan:** The final plan shall approximate the layout shown on the sketch plan, plus any recommendations made by the Planning Board.

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SKETCH PLAN APPLICATION FORM (Ord. Sec. 6) Date of Submission: _____

1. Applicant name, address and contact information:

2. Landowner name, address and contact information:

3. Consultant name, address and contact information:

4. Provide evidence of right, title, or interest in the property (copy of deed, lease agreement or letter from landowner).

5. Subdivision address, location (name of road, E911 address)

6. Has this land been part of a prior approved subdivision? Yes _____ No _____
If yes, what was the name of the subdivision?
Has this land been part of any other lot divisions within the past 5 years? Yes _____ No _____

7. Describe existing conditions – total acreage, existing use(s), the number and size of lots, constraints, and opportunities (these can also be labeled on one of the maps below)

8. Provide a copy of the property tax map showing the map and lot number of the parcel to be subdivided.

9. Provide a copy of a portion of the U.S.G.S. topographic map (7.5 min. quad.) of the area showing the boundaries of the proposed subdivision.

10. Provide a copy of that portion of the Somerset County Medium Intensity Soil Survey covering the proposed subdivision with the boundaries of the proposed subdivision shown.

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11. Provide details of any waivers from the application submission requirements being requested.

12. List any traffic studies, utility studies, market studies or other applicable work to be submitted for the subdivision plan.

13. Provide a plan of the parcel, with an accurate scale, showing at a minimum the information listed below:

- a. Name(s) of the applicant and owner of the parcel
- b. North arrow, date, map scale and legend
- c. Boundary and lot lines of the subdivision
- d. Approximate location, width and purpose of easements or restrictions
- e. Roads on and adjacent to the tract
- f. Approximate location and size of existing utilities on/adjacent to the tract
- g. Existing buildings, structures, or other improvements on the site
- h. The major natural features of the site, including wetlands, streams, ponds, floodplains, groundwater aquifers, tree lines, significant wildlife habitat and fisheries, and other important natural features
- i. Shoreland Zoning boundaries (Shoreland Zoning Ordinance for the Town of Starks)
- j. Floodplain boundaries (Starks Floodplain Management Ordinance)

Use the space below to provide any additional information that will be helpful in explaining your proposed project.

**TOWN OF STARKS
FINAL APPLICATION FOR A SUBDIVISION PERMIT**

The undersigned applies for a permit for the following use(s) to be issued based on the information contained within this application. The applicant hereby certifies that all information and attachments to this application are true and correct.

Applicant's Name (Printed): _____

Applicant's Signature: _____ **Date:** _____

Final plan submissions shall approximate the layout shown on the sketch plan, plus any recommendations made by the Planning Board, and shall include the submissions listed in Table 6.2, unless the applicant is granted a waiver in accordance with Section 8 Waivers of the Subdivision Ordinance. The Planning Board may require additional information, as necessary, to determine if the criteria of this Ordinance are met (See Section 7 Review Criteria and Standards). All maps and documents shall be submitted as numbered attachments coinciding with this application. This may include any additional pages as necessary to complete the application. Eight copies of the following shall be submitted:

Official Use Only:

Application Name: _____

Date Received: _____

Fee(s) (Amount and Date Received): _____

Notes:

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Table 6.2 Required Final Plan Submissions (Checklist)	Submitted or N/A
A. Completed application, the application fee, establishment of escrow account (if applicable)	
B. Location Map drawn at a size adequate to show the relationship of the subdivision to adjacent properties, and to allow the Planning Board to locate the subdivision within the Town. The map shall show:	
1. Existing land uses and subdivisions in the proximity of the proposed subdivision	
2. Locations and names of existing and proposed roads	
3. Boundaries and designations of shoreland zoning districts	
4. An outline of the subdivision and any remaining portion of the owner's property if the Plan covers only a portion of the owner's entire contiguous holdings	
C. Final plan that consists of one or more maps or drawings drawn to a scale of not more than 100 feet to the inch. Plans for subdivisions containing more than 100 acres may be drawn at a scale of not more than 200 feet to the inch provided all necessary detail can be easily read. Plans shall be no larger than 24 inches by 36 inches in size and shall have a margin of 2 inches outside of the borderline on the left side for binding and a one-inch margin outside the border along the remaining sides. Space shall be reserved on the Plan for endorsement by the Planning Board. One reproducible, stable-based transparency of the recording plan to be recorded at the Registry of Deeds, and 3 full sized paper copies of all the final plan sheets and any supporting documents shall be submitted. The original reproducible plan shall be embossed with the seal of the professional land surveyor and be signed by that individual. In addition, one copy of the plan shall be reduced to a size of 8½ inches by 11 inches or 11 inches by 17 inches for Planning Board members. The following information shall be on the plan:	
1. Name of subdivision or identifying title, and name of the town(s) in which it is located, plus property tax assessor's map and lot numbers	
2. Date plan was prepared, magnetic and true north point, graphic map scale, and legend	
3. Names and addresses of record owner, applicant, and all involved in preparing plan	
4. Deed references, existing and proposed deed restrictions, covenants, easements, rights-of-way, or other encumbrances or conditions affecting the property. Include any public rights for physical or visual access to the shoreline of a water body.	
5. Names and addresses of all abutters, including property owners across any existing road from the subdivision. Include property lines, tax map and lot numbers, and deed references (See abutter form at end of this application)	
6. Standard boundary survey and internal development survey with complete descriptive data by bearings and distances, made by a professional land surveyor. The entire parcel shall be shown, including all contiguous land in common ownership within the last 5 years (Title 30-A M.R.S. § 4401). The plan shall contain sufficient data to allow the location, bearing and length of every road line, lot line, and boundary line to be readily determined and be reproduced upon the ground. These lines shall be tied to reference points previously established.	
7. Location of all monuments to be placed at the corners of the parcel and each lot, and the type of monument (granite, concrete, iron pin, or drilled hole in ledge)	

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Table 6.2 Required Final Plan Submissions (Checklist)	Submitted or N/A
8. Number of acres in the subdivision; proposed lot numbers and acreages for each lot	
9. Contour lines at interval specified by Planning Board, showing elevations relative to mean sea level	
10. Location and boundaries of all water bodies and wetlands, including vernal pools, and the location of any shoreland zoning affecting the tract	
11. Location and type of vegetative cover, unusually large trees, other essential features	
12. Proposed building locations that meet the requirements of the Building Ordinance for the Town of Starks and the Maine Subsurface Wastewater Disposal Rules. For proposed subsurface wastewater disposal systems, the location of at least one test pit per lot, performed by a Maine licensed site evaluator or certified soil scientists	
13. Emergency 911 lot addresses, approved by Town’s addressing agent, shown on plan	
14. The location, names, and dimensions of existing and proposed roads, utilities, easements, building lines, parks, open spaces or other improvements on or adjacent to the subdivision. The plan shall contain sufficient data to allow the location, bearing and length of every road line, lot line, and boundary line to be readily determined and be reproduced upon the ground. These lines shall be tied to reference points previously established.	
15. Proposed locations of private, shared, and/or community wells	
16. Location and size of existing and proposed water lines, culverts, and drainage ways on or adjacent to the property to be subdivided	
17. Detailed design and construction plans for the infrastructure, including, but not limited to, roads, parking lots, sidewalks, and utilities in accordance with the Town’s Ordinances, including, but not limited to, the Road and Utility Structures Ordinance for the Town of Starks.	
18. If roads are to remain privately owned, the following shall be noted on the final plan: “All roads shall remain private roads to be maintained by the developer or lot owners and shall not be accepted or maintained by the Town.”	
19. Location of any proposed open spaces to be preserved including vegetative buffers, common areas, significant wildlife habitat, unique natural areas, historic or prehistoric sites, shoreland zone resource protection zones, and farmland. (See Sections 8.7 and 8.8)	
20. Delineation of any flood hazard areas and the 100-year flood elevation, as depicted on the Town’s Flood Insurance Rate Map. If any portion of the subdivision is within the flood hazard area, the following note shall be on the final recording plan: “If any portion of this subdivision is within a flood hazard area, all principal structures hereafter constructed or placed herein shall be so located that their lowest floor, including basement, is at least one foot above the 100-year flood elevation”	
21. Any waiver(s) approved by the Planning Board in accordance with Section 9 Waivers	
D. Other Required Information	
1. Verification of right, title, and interest to the property by deed, purchase and sales agreement, option to purchase, or some other proof of interest	
2. Copy of most recently recorded deed, deed restrictions, easements, rights-of-way, or other encumbrances affecting the property	

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Table 6.2 Required Final Plan Submissions (Checklist)	Submitted or N/A
3. Copy of any proposed deed restrictions intended to cover all or part of the lots or dwellings in the subdivision	
4. For private subsurface sewage disposal systems, a copy of the test pit analysis for each lot performed by a Maine licensed site evaluator or certified soil scientist	
5. When water is to be supplied by an on-site well(s), a letter from a local well-driller or hydrogeologist familiar with the area indicating it is likely the water supply will be adequate	
6. When water is to be from an existing public water supply, a written statement from the servicing water district indicating the district's approval of the water system design. A written statement from the Fire Chief approving all hydrant locations or other fire protection	
7. For projects located wholly or partially within the wellhead protection area of a public water supply as mapped by the Maine Drinking Water Program, a written statement from the water provider indicating the proposed development will not negatively impact essential operations	
8. When a private community water supply system is proposed, evidence that the system shall conform to the Maine Rules Relating to Drinking Water (10-144A CMR 231)	
9. Location of any sand and gravel aquifers as mapped by the Maine Geologic Survey (MGS). The Planning Board may require a hydrogeologic assessment prepared by a certified geologist or professional engineer, experienced in hydrogeology, when any part of the subdivision is located over a significant sand and gravel aquifer, or where site considerations or development design indicate greater potential of adverse impacts on groundwater quality.	
10. Medium intensity soils map that encompasses the area to be subdivided. Wetlands shall be identified on the survey, regardless of size. The Planning Board may require a high intensity soils map in instances where poor soils are evident and/or if the subdivision proposes high-density development	
11. Description of the measures to be taken to control erosion and sedimentation onto adjacent properties including roads, and into water bodies in accordance with Section 7.3. Major subdivision applicants must submit an erosion and sedimentation control plan prepared by a qualified professional that details control structures to be installed along with ongoing maintenance procedures and practices to be followed during site preparation, construction, and clean-up stages.	
12. Description of solid waste and demolition waste disposal	
13. Landscape plan showing the preservation of any existing trees, replacement of trees and vegetation, graded contours, streams, and preservation of scenic, historic, or environmentally significant areas	
14. Description of measures to assure no undue adverse effect to identified significant wildlife habitat and unique natural areas based on attached letters from public agency(ies) (Maine Department of Inland Fisheries and Wildlife, Maine Natural Areas Program, Maine Department of Marine Resources) and/or other experts approved by the Planning Board.	

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15. Description of measures to assure no undue adverse effect to any historic or prehistoric sites within or adjacent to the proposed subdivision that are either listed on or eligible to be listed on the National Register of Historic Places based on attached letter(s) from the Maine Historic Preservation Commission and/or other experts approved by the Planning Board.	
16. Description of any measures to conserve productive farmland	
17. Description of any measures to provide solar energy access	
18. Affidavit signed by the applicant indicating no timber harvest occurred on the tract within the preceding 5 years, or if it has, an affidavit signed by a licensed forester or an agent of the Maine Forest Service indicating the timber harvest was not in violation of rules adopted pursuant to 12 M.R.S. § 8869(14), as amended	
19. Evidence of adequate financial and technical capability to complete the project in the form of a letter(s) from certified financial institution(s) and/or a letter of credit.	
20. Copy of driveway entrance permit(s) from Town and/or Maine Department of Transportation	
21. An estimate of the amount and type of vehicular traffic to be generated on a daily basis and at peak hours, with trip generation rates from the most recent available edition of the Trip Generation Manual (Institute of Transportation Engineers). Trip generation rates from other sources may be used if these sources better reflect local conditions.	
22. Description of proposed ownership, management and any improvements for all parcels proposed to be dedicated to public use and the conditions of such dedication. Written offers to convey title to the Town of all public ways and open spaces shown on the Plan, and copies of agreements or other documents showing the manner in which open spaces to be retained by the developer or lot owners are to be managed and maintained. These may include homeowners' association bylaws and condominium declarations. The applicant shall provide evidence that a legal entity has been established for common multi-user systems and ownership vested by deed reference for future potential owners for such items as roads, wells, septic systems, stormwater facilities, etc.	
23. If proposed roads or other land is to be offered to the Town, written evidence that the Board of Selectmen are satisfied with the legal sufficiency of the written offer to convey title. All roads and other public improvements not dedicated to the Town during such time prior to the actual acceptance by the Town shall be maintained by the subdivision owners or developer. A legal agreement indicating how the infrastructure will be maintained shall be submitted. The Planning Board shall review the maintenance plan to ensure sufficient provisions have been incorporated to maintain all improvements for the applicable time period.	

