

CITY OF AUGUSTA, MAINE

SUBDIVISION REVIEW APPLICATION

Applicant Please Read First:

This application form is only for the development of 3 or more dwelling units or a brand new subdivision of land into lots. Any projects involving changes within an existing approved subdivision requires either a “Re-Subdivision” or a “Subdivision Amendment” Review by the Planning Board and a different application form.

This application form is for minor subdivision and major subdivision applications which are:

MINOR SUBDIVISION: Any subdivision not involving the development of a street and involving the creation of fewer than six (6) lots or units.

MAJOR SUBDIVISION: Any subdivision involving the development of a street. A major subdivision shall also include those developments which create six (6) or more lots or units whether on an existing street or on or within a proposed street or street system.

When a proposed use qualifies as both a Subdivision review and a Conditional Use, this single application shall be used. The staff and Planning Board review shall take both required approvals into account during a single review process.

It is the Applicant’s responsibility to read the relevant sections of the Augusta Land Use Ordinance and provide the material required to constitute a complete application. No application will be placed on the Planning Board agenda until it has been deemed complete by staff at the Bureau of Planning. An application that includes all of the information described in this packet shall constitute a completed application. The attached application must be submitted with the required plans, drawings, reports, and narratives as outlined in Part 4 of the Land Use Ordinance and Section 300-603E of the Land Use Ordinance. Waivers from certain standards may be requested in writing as an alternative to providing the required information.

The application review for a **Subdivision** will proceed as follows:

1. Pre-Application review with Planning Staff, as necessary
2. Application submission to Planning Board
3. Notification of abutters upon receipt of Application
4. Public hearing within thirty (30) days of receipt of complete application
5. Planning Board decision within thirty (30) days of the close of a public hearing

Decisions on a Subdivision are generally made in a single Planning Board meeting. However, if additional information is required, the hearing may be continued and additional Planning Board meetings may be required.

FEES:

1. For all applications: \$0.15 + the cost of first class postage for each abutter that will be notified as required by the ordinance.
2. For Minor Subdivision review: \$150
3. For Major Subdivision review (fee due with preliminary application): \$200 (first 6 lots) + \$35 (per lot over 6 lots)

Note: No fee is assessed for pre-application review.

City of Augusta
Subdivision Review Application
 Bureau of Planning, Department of Development Services

Application Type (check one):		Minor Subdivision	Major Subdivision
Project Name:			
Address:			
Tax Map:		Lot(s):	
Zoning District(s):			
Owner's Name/Address:	Applicant's Name/Address:	Agent's Name/Address:	
Phone #:	Phone #:	Phone #:	
Cell #:	Cell #:	Cell #:	
e-mail:	e-mail:	e-mail:	
Form of Evidence of Standing (i.e. deed):			
Brief Description of Subdivision:			
1. Type of subdivision:	Residential	Commercial	Mixed
2. Total number of acres in tract/parcel: _____			
3. Proposed number of dwelling units: _____			
4. Proposed number of lots: _____			
5. Will subdivision have any open space or areas held in common?	Yes	No	
6. Are new street(s) proposed for this subdivision?	Yes	No	
7. New streets are proposed to be:	Public	Private	
8. Is blasting proposed?	Yes	No	
Signatures			
<small>As part of the project review process, City Staff and/or Planning Board Members may visit the project site. Signing this application authorizes site access.</small>			
Applicant: _____		Date: _____	
Owner: _____		Date: _____	
Agent: _____		Date: _____	
For Staff Use			
Fee Calculation:			
Minor Subdivision: \$150 =			
Major Subdivision: \$200 (first 6 lots) + \$35 (per lot over 6 lots) =			
All Development: Number of Abutters x (1oz First Class postage fee + \$0.15) =			
Total Fee =			

Checklist. The checklist below must be completed by the applicant. The required material or a written waiver request must be provided.

Information Required on Plan(s) See Augusta Land Use Ordinance for greater detail including Section 300-405B(1) Preliminary Plan Requirements and Section 300-305B Final Plan Requirements	Included	Waiver Requested
a. Name of Subdivision. 300-405B(1)(a)		
b. Owner(s) name and address. 300-405B(1)(b)		
c. Deed reference to subject parcel and immediate abutter identification. 300-405B(1)(c)		
d. Engineer's name, address, signature and seal. 300-405B(1)(d)		
e. Surveyor's name, address, signature and seal. 300-405B(1)(e)		
f. Scale, both in graphic and written form. 300-405B(1)(f)		
g. Date and revision box. 300-405B(1)(g)		
h. Zoning designation(s). 300-405B(1)(h)		
i. North Arrow (true, magnetic, dated or grid). 300-405B(1)(i)		
a. Preliminary site plan. 300-405B(1)(j)		
k. Ownership, location & present or proposed use of abutting properties. 300-405B(1)(k)		
l. Location map. 300-405B(1)(l)		
m. Streets, existing & proposed, with curve data. 300-405B(1)(m) & 300-406B(5)		
n. Drainage and erosion control. 300-405B(1)(n)		
o. Utilities, existing and proposed. 300-405B(1)(o)		
p. Topography, 2 foot contours. 300-405B(1)(p)		
q. Lot lines and dimensions. 300-405B(1)(q)		
r. Proposed use of the property. 300-405B(1)(r)		
s. Proposed public or common areas, if any. 300-405B(1)(s)		
t. Boundary survey and associated information. 300-405B(1)(t)		
u. Traffic controls, off-street parking and facilities. 300-405B(1)(u)		
v. Proposed fire protection plans or needs. 300-405B(1)(v)		
w. Landscaping and buffering. 300-405B(1)(w)		
x. Outdoor lighting plan. 300-405B(1)(x)		
y. Freshwater wetlands. 300-404B(15)		
z. River, stream or brook. 300-404B(16)		

Information Required in Written Project Narrative See Augusta Land Use Ordinance for greater detail Section 300-404B(1) Criteria for Reviewing the Preapplication and Section 300-603E Conditional Uses Site Plan Review Criteria	Included	Waiver Requested
1. Pollution – undue water or air pollution. 300-404B(1)		
2. Water – sufficient potable water. 300-404B(2)		
3. Municipal Water – adequate supply, if applicable. 300-404B(3)		
4. Soil Erosion – unreasonable soil erosion. 300-404B(4)		
5. Road congestion and safety. 300-404B(5) & 300-405B(1)(v)		
6. Major Developments, additional traffic movement. 300-404B(6)		
7. Sewage waste disposal – adequate provisions. 300-404B(7)		
8. Solid waste – adequate provisions. 300-404B(8)		
9. Aesthetic, cultural, and natural values. 300-404B(9)		
10. Conformity with City ordinances and plans. 300-404B(10)		

Additional Information Required in Written Narrative (continued) Where the items below duplicate the items above, identical responses are permitted and encouraged.	Included	Waiver Requested
11. Financial and technical capacity. 300-404B(11)		
12. Surface water, shorelands and outstanding rivers. 300-404B(12)		
13. Groundwater – negative impact. 300-404B(13)		
14. Flood areas. 300-404B(14)		
15. Freshwater wetlands – description of impact. 300-404B(15)		
16. River, stream or brook – description of impact. 300-404B(16)		
17. Stormwater – management plans. 300-404B(17)		
18. Access to direct sunlight. 300-404B(18)		
19. State permits – description of requirements. 300-404B(19)		
20. Spaghetti lots prohibited – 300-404B(20)		
21. Outdoor lighting – description of lighting plans. 300-404B(21)		
22. Neighborhood compatibility – description per ordinance. 300-603E(1)		
23. Compliance with plans and policies. 300-603E(2)		
24. Traffic pattern, flow and volume analysis. 300-603E(3)		
25. Public facilities – utilities including stormwater. 300-603E(4)		
26. Resource protection and the environment. 300-603E(5)		
27. Performance standards. 300-603E(6)		
28. Financial and technical ability. 300-603E(7)		

Application Materials

The application materials that are required for a complete application are listed below:

Paper Copies	Included	Waiver Requested
10 copies of the Application Packet		
- Application Form(s)		
- Project narratives		
- Purchase & sale agreement, or other document to show standing		
- Letter authorizing the agent to represent the applicant		
3 copies of any stormwater report		
2 copies of any traffic report		
10 reduced-sized complete plan sets on 11" x 17" paper		
4 full-sized complete plan sets on ARCH D or E size paper		
Payment in full of application fee (Note: an abutter notification fee will be assessed after the application is determined to be complete. The fee is \$0.15 plus the cost of first class postage for each abutter that will be notified as required by the ordinance.)		
Electronic Copy		
1 CD that includes each of the application documents in Adobe PDF format		

For Official Use:

\$ _____ **Application** Fee Paid. Received By (Initials): _____ Date: _____
 \$ _____ **Abutter** Notification Fee Paid. Received By (Initials): _____ Date: _____