

TOWN OF OLD ORCHARD BEACH

Current Planning Services:

MINOR SUBDIVISION

CHAPTER 74 – DIVISION 3

Page 1 of 5

A Minor Subdivision is 4 or less lots/units

See Page 4 for Application Fees

Date Received:

Application Fee PAID: \$

Application and Submittal Requirements

This application and all accompanying submissions shall conform to the applicable provisions of the Old Orchard Beach Zoning Ordinance.

Parcel No. M: _____ **B:** _____ **L:** _____ **Zoning Dist.:** _____

Project Name: _____

Project Address or Location:

Record Owner: _____

Email: _____

Mailing Address:

Phone: _____

Fax: _____

*** Applicant/Agent:** _____

Email: _____

Mailing Address:

Phone: _____

Fax: _____

* If Applicant IS NOT the record owner, attach evidence of the applicant's interest in the property.

Existing Use of Property:

No application shall be accepted by OOB Town Staff without all information in the above section and without all items marked in the following pages.

OOB Planning Department

One Portland Avenue, Old Orchard Beach, ME 04064 Phone: 207-934-5714

Fax: 207-934-5911

Application Revised (August 2016)

TOWN OF OLD ORCHARD BEACH

Current Planning Services:

Page 2 of 5

MINOR SUBDIVISION

CHAPTER 74 – DIVISION 3

Application and Submittal Requirements

1. Attach a copy of the deed of the property.
2. Acreage of property to be subdivided: _____ Acres
3. Number of Lots: _____ 4. Number of units: _____
5. Sewer: Private Public (Provider) _____
 Septic System (Attach a copy of site/soils evaluation.)
6. Water: Private Public (Provider) _____
 On-site well
7. **BUILDING ELEVATION INFORMATION:**
Height: _____ No. of Stories: _____ Lot Coverage: _____ Acres
If multiple designs are proposed, please submit additional sheets with the above information and elevations for each design.
8. **SIGNAGE**
Total Sq. Ft of all Signs _____ Number of all Signs _____
Attach schematic drawings for all proposed signage and note materials, installation details, lighting and color.
9. **LIST ANY LOCAL, STATE OR FEDERAL APPROVALS REQUIRED:**
- ZBA (Variance) EXPLAIN: _____

- DEP:
- | | |
|---|---|
| <input type="checkbox"/> Sand Dune Permit | <input type="checkbox"/> NRPA Permit |
| <input type="checkbox"/> Coastal Wetlands | <input type="checkbox"/> Site Location of Development |
| <input type="checkbox"/> Chap. 500 Stormwater Permit | <input type="checkbox"/> MCGP Permit |
| <input type="checkbox"/> Army Corp of Engineers | <input type="checkbox"/> Post-Construction Ord. Review (Ch. 71) |
| <input type="checkbox"/> State, Local or Federal Licenses _____ | <input type="checkbox"/> Other |
| <input type="checkbox"/> Design Review | |
| <input type="checkbox"/> Historic District Review | |

OOB Planning Department

One Portland Avenue, Old Orchard Beach, ME 04064 Phone: 207-934-5714
Application Revised (August 2016)

Fax: 207-934-5911

TOWN OF OLD ORCHARD BEACH

Current Planning Services:

Page 3 of 5

MINOR SUBDIVISION

CHAPTER 74 – DIVISION 3

Application and Submittal Requirements

10. PURSUANT TO SECTION 74-207 OOB SUBDIVISION REVIEW STANDARDS PLEASE SUBMIT:

- Location map
- Preliminary Plan
- Flood Hazard Maps
- Narrative on how subdivision complies with Article I Sec. 74.2 Subdivision Review Standards and M.R.S.A. Section 4956 (3). Complete and submit the checklist (attached) with this application.
- Preliminary Plan containing the same information as the hardcopy in digital format to Planning Department.
- Preliminary Plan containing the same information as the hardcopy referenced to the town's geographic system and digitally submitted to the Planning Department.

11. THE PRELIMINARY PLAN SHALL CONTAIN THE FOLLOWING INFORMATION:

- Project Title
- Tax Map – Block – Lot
- Owner Name, Subdivider Name, Surveyor/Engineer name and seal
- Acreage of each lot, Gross Acreage, Location of Property Lines
- Identification, location & address of all ABUTTERS (within 100 ft-radius) to applicant's property.
- Topographic Plan (minimum 5-foot intervals)
- Date, Graphic scale, True North Arrow
- Existing/Proposed Easements and/or Covenants
- Proposed Layout of Tract Lines
- Location of Buildings and Appropriate Setbacks
- Designation of Zoning Districts
- Proposed Areas of Public Dedication: Parks, open space areas
- Access to Adjoining Properties and Public Streets, Driveway Locations and Profile
- Drainage Plan: Erosion and Sedimentation Control, Bridges & Culverts
(Work must be performed by a registered Civil Engineer)
- Location of Woodlands, Wetlands, Floodplain Areas & Drainage Ways

OOB Planning Department

One Portland Avenue, Old Orchard Beach, ME 04064 Phone: 207-934-5714
Application Revised (August 2016)

Fax: 207-934-5911

TOWN OF OLD ORCHARD BEACH

Current Planning Services:

MINOR SUBDIVISION

CHAPTER 74 – DIVISION 3

Page 4 of 5

Application and Submittal Requirements

- Location and size of existing and proposed Sanitary Sewer and Water mains.
- Utility Plan: Note size, type & location of proposed utilities including street lights, electricity, gas lines, fire hydrants, etc.
- Existing deed restrictions
- Location of Temporary Markers

12. SUBMIT TECHNICAL DOCUMENTS TO SUPPORT THE PROPOSED SUBDIVISION

- | | |
|---|--|
| <input type="checkbox"/> Drainage Report & Calculations | <input type="checkbox"/> Sanitary Sewer Report |
| <input type="checkbox"/> Traffic Study | <input type="checkbox"/> Water Supply and Certification of |
| <input type="checkbox"/> Homeowners Association Doc. | <input type="checkbox"/> Condo Assoc. Document |

Submit thirteen (13) copies of Applications, Checklists, Plans etc. to OOB Planning Department.

VERIFY SUBMITTAL DEADLINES WITH THE PLANNING DEPARTMENT. ALL SUBMITTALS MUST BE DELIVERED TO THE PLANNING DEPARTMENT NO LATER THAN 4:00 pm 22 DAYS BEFORE THE NEXT PLANNING BOARD MEETING.

13. ATTACH A CHECK PAYABLE TO THE TOWN OF OLD ORCHARD BEACH FOR APPLICATION FEES.

- Lots: \$250 + \$100 per lot over 2 + Peer Review/Professional Fees*
 - Condos: \$250 + \$20 per unit over 2 + Peer Review/Professional Fees*
- * (Sec. 74-32(c))

The undersigned hereby makes application to the Town of Old Orchard Beach for the approval of the attached plans and declares the foregoing document to be true and accurate to the best of his/her knowledge.

Owner, Applicant, or Agent

Date

OOB Planning Department

One Portland Avenue, Old Orchard Beach, ME 04064 Phone: 207-934-5714
Application Revised (August 2016)

Fax: 207-934-5911

TOWN OF OLD ORCHARD BEACH

Current Planning Services:

Page 5 of 5

SUBDIVISION APPROVAL CRITERIA ARTICLE I – SEC. 74.2

Submit a narrative explaining how the proposed subdivision will or will not meet the approved project criteria established in Article I Sec. 74.2 of the Subdivision Ordinance.

The Proposed Subdivision...

- will not result in undue water or air pollution.
- has sufficient water available for the reasonably foreseeable needs of the subdivision.
- will not cause an unreasonable burden on an existing water supply, if one is to be utilized.
- will not cause unreasonable soil erosion or reduction in the capacity of land to hold water so that a dangerous or unhealthy condition may result.
- will not cause unreasonable highway or public road congestion or unsafe condition with respect to use of the highways or public roads existing or proposed.
- will provide for adequate solid and sewage waste disposal.
- will not cause an unreasonable burden on the ability of a municipality to dispose of solid waste and sewage if municipal services are to be utilized.
- will not place an unreasonable burden upon local, municipal or governmental services.
- will not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites or rare and irreplaceable natural areas.
- is in conformance with a duly adopted subdivision regulation or ordinance, comprehensive plan, development plan, or any land use plan, if any.
- owner has adequate financial and technical capacity to meet the standards stated in the ordinance.
- whenever situated, in whole or in part, within 250 feet of any pond will not adversely affect the quality of such body of water or unreasonably affect the shoreline of such body of water.
- will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water.
- will not unreasonably interfere with access to direct sunlight for solar energy systems.

OOB Planning Department

One Portland Avenue, Old Orchard Beach, ME 04064 Phone: 207-934-5714
Application Revised (August 2016)

Fax: 207-934-5911

TOWN OF OLD ORCHARD BEACH

Current Planning Services:

Page 1 of 1

**ASSESSOR'S CERTIFICATION for
MAP BLOCK and LOT**

The following certification of the correct Map Block and Lot Number(s) of the subject property must be obtained from the Assessing Office and must accompany all application submitted to the Planning and Code Enforcement Departments.

NO APPLICATION will be deemed complete without this certification.

PROJECT NAME: _____

PROJECT APPLICANT: _____

Application Type (Check appropriate boxes)

- | | | |
|--|---|---|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Design Review | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Miscellaneous Appeal | <input type="checkbox"/> Amend to Subdivision |
| <input type="checkbox"/> Sign Permit | <input type="checkbox"/> Street Opening | <input type="checkbox"/> Sewer Connection |
| <input type="checkbox"/> Dumpster Permit | <input type="checkbox"/> Building Permit | <input type="checkbox"/> Other |

Property Owned by _____ and located at

Owner's Name

_____ is identified on the

Street Address

Old Orchard Beach Assessor's Maps and within the Town Assessing Records as having the following Map, Block and Lot number:

MAP _____ BLOCK _____ LOT _____

Date

Assessing Official