



# TOWN OF DAYTON, MAINE PLANNING BOARD

Date Submitted to Town for PB meeting:

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## MINOR SUBDIVISION APPLICATION – Article 6

1. Project/Subdivision Name: \_\_\_\_\_
2. Property Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_
3. Applicant/Agent (if different from owner): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_
4. Engineer or Surveyor who prepared plan: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_
5. All correspondence should be sent to:  
(specify one of the above) \_\_\_\_\_
6. Assessor's Tax Map Number: \_\_\_\_\_ Lot Number: \_\_\_\_\_ (of land to be divided)
7. Is applicant a Maine-licensed corporation?     Yes     No    (if yes, attach copy of license)
8. What legal interest does the applicant have in the property to be developed (ownership, option, purchase & sales contract, etc.)?  
\_\_\_\_\_  
\_\_\_\_\_
9. What interest does the applicant have in any abutting property?  
\_\_\_\_\_

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10. Location of Property:  
 Street Address (approx.) \_\_\_\_\_  
 Book \_\_\_\_\_ Page \_\_\_\_\_ (From County Registry of Deeds)
11. Current Zoning and Shoreland Overlay of property: \_\_\_\_\_
12. Is any portion of the property within 250 feet of the high water mark of a pond, river or salt- water body?  
 Yes  No
13. Total Acreage: \_\_\_\_\_ Acreage to be developed: \_\_\_\_\_
14. Indicate the nature of any restrictive covenants to be place in the deeds:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
15. Has this land been part of a prior approved subdivision?  Yes  No  
 Or other divisions within the past 5 Years?  Yes  No  
 If so, please describe and/or list the Map and Lot numbers of all 'out-sale' lots:  
 \_\_\_\_\_  
 \_\_\_\_\_
16. Identify existing use(s) of land, (farmland, woodlot, etc.):  
 \_\_\_\_\_  
 \_\_\_\_\_
17. Does the parcel include any water bodies?  Yes  No
18. Is any portion of the property within a special flood hazard area as idenitified by the Federal Emergency Management Agency?  Yes  No
19. Number of lots or dwelling units existing: \_\_\_\_\_ and  
 Number of lots or dwelling units proposed: \_\_\_\_\_.
20. Does this development require extension of public infrastructure?  Yes  No  
 If yes, which type of structure?
- |   |  |                                    |
|---|--|------------------------------------|
| <input type="checkbox"/> roads                        | <input type="checkbox"/> storm drainage            | <input type="checkbox"/> sidewalks |
| <input type="checkbox"/> water lines                  | <input type="checkbox"/> fire protection equipment | <input type="checkbox"/> sewer     |
| <input type="checkbox"/> If other, please state _____ |  |                                    |
21. Estimated cost for infrastructure improvements: \$ \_\_\_\_\_
22. Identify method of water supply to the proposed development:
- |   |   |
|---|---|
| <input type="checkbox"/> individual wells                   | <input type="checkbox"/> connection to public water system        |
| <input type="checkbox"/> central well w/ distribution lines | <input type="checkbox"/> If other, please state alternative _____ |

23. Identify method of sewage disposal to the proposed development:

- individual septic tanks
- central on site disposal with distribution lines
- connection to public sewer system
- If other, please state alternative \_\_\_\_\_

24. Identify method of fire protection for the proposed development:

- hydrants connected to the public water system
- dry hydrants located on an existing pond or water body
- existing fire pond
- If other, please state alternative (new fire cistern, individual sprinklers) \_\_\_\_\_

25. Does the applicant intend to request waivers of any of the subdivision submission requirements?

- Yes
- No

If yes, list them and state the reasons for the request:

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**CERTIFICATION: To the best of my knowledge, all the information submitted on this subdivision plan and with my application is true and correct.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

THE APPLICANT MUST SUBMIT THE FOLLOWING MATERIALS AND INFORMATION TO THE PLANNING BOARD CHAIRMAN, SECRETARY AND/OR CODE ENFORCEMENT OFFICE TWO WEEKS IN ADVANCE OF A SCHEDULED MEETING IN ORDER FOR THE SUBMISSION TO BE CONSIDERED: (see Subdivision Regulations, Article 6)

**MINOR SUBDIVISION/ AMENDMENT APPLICATION COMPLETENESS REVIEW CHECKLIST**  
*(This Checklist MUST be submitted)*

**Project Name:** \_\_\_\_\_ **Applicant:** \_\_\_\_\_

**Checklist Prepared By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Checklist Reviewed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please use this Checklist as a guide to prepare your Subdivision Plan and Submission Information. Check the appropriate blank boxes. Shaded boxes indicate the action in the heading cannot be taken. The Checklist does not substitute for the requirements for Subdivision Approval in Subdivision Regulations or Land Use Code.

**Response (Please check applicable box)**

<b>Code Section</b>	<b>Submission Requirements</b>	<b>Submitted By Applicant</b>	<b>To Be Submitted By Applicant</b>	<b>Not Applicable</b>	<b>Applicant Requests Waiver</b>
6.2.A	Within six months after the on-site inspection by the Board, the subdivider shall submit an application for approval of a Final Plan for a Minor Subdivision. If a Preapplication on-site inspection was not held the Planning Board shall consider if an on-site inspection is required upon the submission of the Minor Subdivision Application. Applications shall be submitted by mail to the Planning Board, or delivered by hand to the municipal office 14 days prior to a scheduled Planning Board meeting. Failure to meet the six month deadline shall require resubmission of the Sketch Plan to the Board. The Final Plan shall approximate the layout shown on the Sketch Plan, plus any recommendations made by the Board.				
6.2.B	All applications for Final Plan approval for a Minor Subdivision shall be accompanied by a non-refundable application fee of \$400.00 per lot or dwelling unit, payable by check to the municipality. In addition, the applicant shall pay a fee of \$75.00 per lot or dwelling unit to be deposited in a special escrow account designated for that subdivision application, to be used by the Planning Board for hiring independent consulting services to review the application, if necessary this fee may be adjusted by the Planning Board if it finds that the amount is not adequate or in excess of the level of review that may be needed...				
6.3	The Final Plan Application submission shall consist of the following items:				
6.3.A	8 copies of a completed application form, the required application fee, and escrow deposit;				

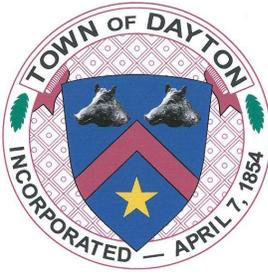
6.3.B	Location Map. The Location Map shall be drawn at a size adequate to show the relationship of the proposed subdivision to the adjacent properties, and to allow the Board to locate the subdivision within the municipality. The Location Map shall show: <ol style="list-style-type: none"> <li>1. Existing subdivisions in the proximity of the proposed subdivision.</li> <li>2. Locations and names of existing and proposed streets.</li> <li>3. Boundaries and designations of zoning districts.</li> <li>4. An outline of the proposed subdivision and any remaining portion of the owner's property if the Final Plan submitted covers only a portion of the owner's entire contiguous holding.</li> </ol>				
6.3.C	Plans shall be drawn to a scale of not more than one hundred feet to the inch. Plans for subdivisions containing more than one hundred acres may be drawn at a scale of not more than two hundred feet to the inch provided all necessary detail can easily be read.				
6.3.D.1	Proposed name of the subdivision, or identifying title, and the name of the municipality in which it is located, plus the Assessors Map and Lot numbers.				
6.3.D.	Verification of right, title, or and interest in the property.				
6.3.D.	A standard boundary survey of the parcel, giving complete descriptive data by bearings and distances, made and certified by a registered land surveyor. The corners of the parcel shall be located on the ground and marked by monuments. The plan shall indicate the type of monument found or to be set at each lot corner.				
6.3.D.4	A copy of the most recently recorded deed for the parcel. A copy of all deed restrictions, easements, rights-of-way, or other encumbrances currently affecting the property.				
6.3.D.5	A copy of all deed restrictions intended to cover all or part of the lots or dwellings in the subdivision.				
6.3.D.6	Indication of the type of sewage disposal to be used in the subdivision. Test pit analyses, prepared by a Licensed Site Evaluator shall be provided. A map showing the location of all test pits dug on the site shall be submitted.				
6.3.D.7	Indication of the type of water supply system(s) to be used in the subdivision.				
6.3.D.8	The date the Plan was prepared, north point, and graphic map scale.				
6.3.D.9	The names and addresses of the record owner, subdivider, individual or company who prepared the plan, and owners of property within 500 feet.				
6.3.D.10	A high intensity soil survey by a Registered Soil Scientist. Wetland areas shall be identified on the survey, regardless of size.				
6.3.D.11	The number of acres within the proposed subdivision, location of property lines, existing buildings, vegetative cover type, and other essential existing physical features. The location of any trees larger than 24 inches in diameter at breast high shall be shown on the plan. On wooded sites, the plan shall indicate the area where clearing for lawns and structures shall be permitted and/or any restrictions to be placed on clearing of existing vegetation.				
6.3.D.12	The location of all rivers, streams, and brooks within or adjacent to the proposed subdivision.				
6.3.D.13	Contour lines at the interval specified by the Board, showing elevations in relation to Mean Sea Level.				

6.3.D.14	The zoning district in which the proposed subdivision is located and location of any zoning boundaries affecting the subdivision.				
6.3.D.15	The location and size of existing and proposed sewers, water mains, culverts, and drainage ways on or adjacent to the property to be subdivided.				
6.3.D.16	The location, names, and present widths of existing streets and highways, and existing and proposed easements, building lines, parks and other open spaces on or adjacent to the subdivision. The plan shall contain sufficient data to allow the location, bearing and length of every street 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.				
6.3.D.17	The width and location of any streets, public improvements or open space shown upon the Official Map and the Comprehensive Plan, if any within the subdivision.				
6.3.D.18	The location of any open space to be preserved and a description of proposed improvements and its management.				
6.3.D.19	All parcels of land proposed to be dedicated to public use and the conditions of such dedication. Written offers to convey title to the municipality of all public 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 maintained shall be submitted, including an executed warranty deed transferring such property upon acceptance by the town. If open space or other land is to be offered to the municipality, written evidence				
6.3.D.20	If any portion of the subdivision is in a flood-prone area, the boundaries of any flood hazard areas and the 100-year flood elevation, as depicted on the municipality's Flood Insurance Rate Map, shall be delineated on the plan.				
6.3.D.21	<p>A hydrogeologic assessment prepared by a Certified Geologist or Registered Professional Engineer, experienced in hydrogeology, when the subdivision is not served by public sewer; and when:</p> <ul style="list-style-type: none"> <li>a. Any part of the subdivision is located over a sand and gravel aquifer, as shown on a map entitled "Hydrogeologic Data for Significant Sand and Gravel Aquifers" by the Maine Geological Survey. 1985, Map No 4; or</li> <li>b. The subdivision has an average density of more than one dwelling unit per 100,000 square feet</li> </ul> <p>The Board may require a hydrogeologic assessment in other cases where site considerations or development design indicate greater potential of adverse impacts on ground water quality. These cases include extensive areas of shallow to bedrock soils; or cluster developments in which the average density is less than one dwelling unit per 100,000 square feet but the density of the developed portion is in excess of one dwelling unit per 80,000 square feet; and proposed use of shared or common subsurface waste water disposal systems. The hydrogeologic assessment shall be conducted in accordance with the provisions of Section 11.9.A.1 below.</p>				

6.3.D.22	An estimate of the amount and type of vehicular traffic to be generated on a daily basis and at peak hours. Trip generation rates used shall be taken from Trip Generation Manual, 1991 edition, published by the Institute of transportation Engineers. Trip generation rates from other sources may be used if the applicant demonstrates that these sources better reflect local conditions.				
6.3.D.23	For subdivisions projected to generate more than 400 vehicle trips per day or commercial subdivisions involving 40 or more parking spaces, <del>or</del> a traffic				
6.3.D.24	A storm water management plan, prepared by a registered professional engineer in accordance with Urban Hydrology for Small Watersheds, T.R. 55, 1986 edition, published by the U.S. Soil Conservation Service. Another methodology may be used if the applicant can demonstrate it is equally or more applicable to the site.				
6.3.D.25	An erosion and sedimentation control plan prepared in accordance with the Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices by the Cumberland County SWCD and Maine DEP dated 1991. The Board may waive submission of the erosion and sedimentation control plan only if the subdivision is not in the watershed of a great pond, and upon finding that the proposed subdivision will not involve road construction and that no driveway or house construction will occur on sites with slopes steeper than 10%.				
6.3.D.26	Areas within or adjacent to the proposed subdivision that have been identified as high or moderate value wildlife habitat by the Maine Department of Inland Fisheries and Wildlife or within the Comprehensive Plan.				
6.3.D.27	If the owner of the parcel to be subdivided has owned the parcel for less than five years, a narrative describing any timber harvesting operations since the owner obtained the parcel. A copy of the Forest Operations Notification and a written determination of the harvester's compliance with Maine Forest Service's Harvesting Standards to Substantially Eliminate Liquidation Harvesting certified by a licensed forester shall be submitted.				

- ◆ Please contact the Code Officer or Planning Board Secretary with questions regarding the materials to be submitted, in what format, and for other questions and information.
- ◆ The entire Dayton Town Code is on the town website <https://www.dayton-me.gov/>





# TOWN OF DAYTON, MAINE PLANNING BOARD

33 Clarks Mills Road  
Dayton, ME 04005  
[ceo@dayton-me.gov](mailto:ceo@dayton-me.gov)

## MINOR SUBDIVISION APPLICATION ABUTTER NOTIFICATION

*This Minor Subdivision Application Notice to abutters is required to be mailed by the applicant/subdivider to all abutters.*

To Whom It May Concern:

A Minor Subdivision Application has been filed with the Dayton Planning Board for land that is located directly abutting or across the street from property you own. The Subdivision Application and proposed plans are currently available for public inspection at the Dayton Code Office. This abutter notification is required by the Dayton Subdivision Regulations for minor subdivision applications and if new lots or dwellings units would be created through a subdivision amendment.

Planning Board meetings are open to the public for informational purposes. Only Planning Board PUBLIC HEARINGS, of which abutters are mailed separate certified mail notice, give the opportunity to concerned abutters/ town residents to speak about this application. Please feel free to mail or email your concerns in writing to the attention of the Code Officer or Planning Board Chairman at the address noted above. Copies of the written concerns will be provided to the Planning Board at a scheduled meeting.

The Planning Board meeting calendar and agendas are available for view at <https://www.dayton-me.gov/>

**Property Owner (of land to be divided):** \_\_\_\_\_

**Owner's Mailing Address:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

**Applicant's Mailing Address:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Assessor's Tax Map Number:** \_\_\_\_\_ **Lot Number :** \_\_\_\_\_ (of land to be divided)

**Subdivision Location (street address):** \_\_\_\_\_

**Acres to be subdivided:** \_\_\_\_\_ **Number of proposed lots or dwelling units:** \_\_\_\_\_

**Zoning District(s):** \_\_\_\_\_

**Description of Proposal:**

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