



# TOWN OF DAYTON, MAINE PLANNING BOARD

Date Submitted to Town for PB meeting:

## PRELIMINARY SUBDIVISION APPLICATION – Article 7

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?

\_\_\_\_\_

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?  
 roads  storm drainage  sidewalks  
 water lines  fire protection equipment  sewer  
 If other, please state \_\_\_\_\_
21. Estimated cost for infrastructure improvements: \$ \_\_\_\_\_
22. Identify method of water supply to the proposed development:  
 individual wells  connection to public water system  
 central well w/ distribution lines  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 (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 7)

**PRELIMINARY 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 Zoning Ordinance.

**Response (Please check applicable box)**

| <b>Code Section</b> | <b>Submission Requirements</b>  | Submitted By Applicant | To Be Submitted By Applicant | Not Applicable | Applicant Requests Waiver |
|---------------------|---|------------------------|------------------------------|----------------|---------------------------|
| 7.1.A               | Within six months after the on-site inspection by the Board, the applicant shall submit an application for approval of a preliminary plan at least 14 days prior to a scheduled meeting of the Board. Applications shall be submitted by mail or by hand to the municipal offices. Failure to submit an application within six months of the on-site inspection shall require resubmission of the Sketch Plan to the Board. The preliminary plan shall approximate the layout shown on the Sketch Plan, plus any recommendations made by the Board.   |                        |                              |                |                           |
| 7.1.B               | All applications for preliminary plan shall be accompanied by a nonrefundable application fee of \$400.00 per lot or Dwelling Unit payable by check to the municipality. In addition, there will be a \$350.00 escrow fee if the Planning Board determines that an on-site inspection is required, and an additional \$350.00 escrow fee if a public hearing is required. In the event the Planning Board requires both, they may be held together if appropriate. The applicant shall pay an escrow fee in the amount of \$45.00 per lot or dwelling unit, to be deposited in a special escrow account designated for that subdivision application, to be used by the Board for hiring independent consulting services to review engineering and other technical submissions associated with the application, and to ensure compliance with the Zoning Ordinance and Subdivision Regulations.... |                        |                              |                |                           |

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| 7.2     | The following items shall be submitted as part of the Preliminary Plan Application, unless the applicant submits a written waiver request, and is granted a waiver from the submission requirement by the Planning Board, pursuant to Article 12. 8 copies of all materials shall be delivered to the Town Office, at least 14 days prior to a regularly scheduled Planning Board meeting, in order for the application to be placed on the Board's agenda. The Board may require additional information to be submitted, as necessary, in order to determine whether the criteria of Title 30-A M.R.S.A., §4404 are met.  |  |  |  |  |
| 7.2.A   | 8 copies of the application form and any accompanying information.   |  |  |  |  |
|         | 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 preliminary plan submitted covers only a portion of the owner's entire contiguous holding.</li> <li>5. The location of existing cemeteries within the proposed subdivision.</li> </ol> |  |  |  |  |
| 7.2.C   | The preliminary plan shall be 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 easily be read.   |  |  |  |  |
| 7.2.C.1 | Proposed name of the subdivision and the name of the municipality in which it is located, plus the Assessor's Map and Lot numbers.   |  |  |  |  |
| 7.2.C.2 | Verification of right, title or interest in the property by deed, purchase and sales agreement, option to purchase, or some other proof of interest.   |  |  |  |  |
| 7.2.C.3 | A standard boundary survey of the parcel, giving complete descriptive data by bearings and distances, made and certified by a professional land surveyor. The corners of the parcel shall be located on the ground and marked by monuments. The entire parcel or tract shall be shown, including all contiguous land in common ownership within the last five years, as required by Title 30-A M.R.S.A. section 4401.  |  |  |  |  |
| 7.2.C.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.   |  |  |  |  |
| 7.2.C.5 | A copy of any deed restrictions intended to cover all or part of the lots or dwellings in the subdivision.   |  |  |  |  |

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| 7.2.C.6  | An indication of the type of sewage disposal to be used in the subdivision. When sewage disposal is to be accomplished by subsurface waste water disposal systems, test pit analyses, prepared by a Licensed Site Evaluator or Certified Soil Scientist shall be provided. A map showing the location of all test pits dug on the site shall be submitted. A minimum of two test pits per lot shall be required. Test pit limiting factors shall be noted.  |  |  |  |  |
| 7.2.C.7  | An indication of the type of water supply system(s) to be used in the subdivision.<br>a. Evidence of adequate groundwater quality shall be required for proposed subdivisions in the vicinity of known sources of potential groundwater contamination. The results of a primary inorganic water analysis performed upon a well on the parcel to be subdivided or from wells on adjacent parcels, between the parcel to be subdivided and the potential contamination source, shall be submitted.<br>b. When a proposed subdivision is to be served by a private central water system or contains structures other than one- or two-family dwellings, evidence of adequate groundwater quantity shall be required. |  |  |  |  |
| 7.2.C.8  | The date the plan was prepared, north point, and graphic map scale.   |  |  |  |  |
| 7.2.C.9  | The names and addresses of the record owner, applicant, and individual or company who prepared the plan and adjoining property owners.  |  |  |  |  |
| 7.2.C.10 | Wetland areas shall be delineated on the survey, regardless of size.  |  |  |  |  |
| 7.2.C.11 | The number of acres within the proposed subdivision, location of property lines, existing buildings, vegetative cover type, unusually large specimen trees, if present, and other essential existing physical features.   |  |  |  |  |
| 7.2.C.12 | The location of all rivers, streams and brooks within or adjacent to the proposed subdivision. If any portion of the proposed subdivision is located in the direct watershed of a great pond, the application shall indicate which great pond.  |  |  |  |  |
| 7.2.C.13 | The zoning district in which the proposed subdivision is located and the location of any zoning boundaries affecting the subdivision.   |  |  |  |  |
| 7.2.C.14 | The location and size of existing and proposed sewers, water mains, culverts, and drainage ways on or adjacent to the property to be subdivided.  |  |  |  |  |
| 7.2.C.15 | The location, names, and present widths of existing streets, highways, easements, building lines, parks and other open spaces on or adjacent to the subdivision.  |  |  |  |  |
| 7.2.C.16 | 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.  |  |  |  |  |
| 7.2.C.17 | The proposed lot lines with approximate dimensions and lot areas.   |  |  |  |  |
| 7.2.C.18 | All parcels of land proposed to be dedicated to public use and the conditions of such dedication.   |  |  |  |  |

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| 7.2.C.19 | The location of any open space to be preserved or common areas to be created, and a general description of proposed ownership, improvement and management.   |  |  |  |  |
| 7.2.C.20 | The area on each lot where existing forest cover will be permitted to be removed and converted to lawn, structures or other cover and any proposed restrictions to be placed on clearing existing vegetation..   |  |  |  |  |
| 7.2.C.21 | 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   |  |  |  |  |
| 7.2.C.22 | Areas within or adjacent to the proposed subdivision which have been identified by the Maine Department of Inland Fisheries and Wildlife Beginning with Habitat Project or within the comprehensive plan. If any portion of the subdivision is located within an area designated as a unique natural area by the comprehensive plan or the Maine Natural Areas Program or Maine Department of Inland Fisheries & Wildlife Beginning With Habitat Project the plan shall indicate appropriate measures for the preservation of the values which qualify the site for such designation.  |  |  |  |  |
| 7.2.C.23 | All areas within or adjacent to the proposed subdivision which are either listed on or eligible to be listed on the National Register of Historic Places, or have been identified in the comprehensive plan or by the Maine Historic Preservation Commission as sensitive or likely to contain such sites.   |  |  |  |  |
| 7.2.D    | <b>Waivers May be Granted</b>  |  |  |  |  |
| 7.2.D.1  | A high-intensity soil survey by a registered soil scientist.   |  |  |  |  |
| 7.2.D.2  | Contour lines at the interval specified by the Planning Board, showing elevations in relation to mean sea level.   |  |  |  |  |
| 7.2.D.3  | 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:<br>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, 1998, File No. 98-138, 144 and 147; or<br>b. The subdivision has an average density of more than one dwelling unit per 100,000 square feet. The Board may require a hydrogeologic assessment in other cases where site considerations or development design indicate greater potential of adverse impacts on groundwater 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 wastewater disposal systems. The hydrogeologic assessment shall be conducted in accordance with the provisions of section 11.9 below. |  |  |  |  |

|         |   |  |  |  |  |
|---------|---|--|--|--|--|
| 7.2.D.4 | 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 the most recent available edition of the Trip Generation Manual, 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.  |  |  |  |  |
| 7.2.D.5 | Traffic Impact Analysis. For subdivisions involving 28 or more parking spaces or projected to generate more than 140 vehicle trips per day, a traffic impact analysis, prepared by a Registered Professional Engineer with experience in traffic engineering, shall be submitted. The analysis shall indicate the expected average daily vehicular trips, peak-hour volumes, access conditions at the site, distribution of traffic, types of vehicles expected, effect upon the level of service of the street giving access to the site and neighboring streets which may be affected, and recommended improvements to maintain the desired level of service on the affected streets. |  |  |  |  |
| 7.2.D.6 | Maine Department of Transportation if traffic movement permit or highway entrance permit is required  |  |  |  |  |

- ◆ 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)

## PRELIMINARY SUBDIVISION APPLICATION ABUTTER NOTIFICATION

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

To Whom It May Concern:

A Preliminary 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 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:** \_\_\_\_\_

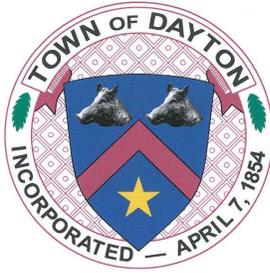
**Zoning District(s):** \_\_\_\_\_

**Description of Proposal:**

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# TOWN OF DAYTON, MAINE PLANNING BOARD

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

## STREET NAME REQUEST FORM

Per Subdivision Regulation Article 11.C.3

### Street Names, Signs, and Lighting.

Streets which join and are in alignment with streets of abutting or neighboring properties shall bear the same name.

Names of new streets shall not duplicate, nor bear phonetic resemblance to the names of existing streets within the municipality and shall be subject to the approval of the 911 Addressing Officer prior to Final Plan approval.

No street name shall be the common given name of a person.

The developer shall either install street name, traffic safety and control signs meeting municipal specifications or reimburse the municipality for the costs of their installation.

### **PLEASE PROVIDE A SEPARATE FORM FOR EACH STREET/ROAD PROPOSED**

NAME OF PROPOSED SUBDIVISION: \_\_\_\_\_

LOCATION OF PROPOSED SUBDIVISION : \_\_\_\_\_

MAP(s)/LOT(s)#: \_\_\_\_\_

Desired Street Names to be Considered:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Contact Name of Development: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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***Approval***

STREET NAME(s) APPROVED BY PLANNING BOARD & 911 ADDRESSING OFFICER:

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Date: \_\_\_\_\_ Signature: \_\_\_\_\_