



## Community Development Planning Division

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GORHAM MUNICIPAL CENTER, 75 South Street, Gorham, ME 04038

Tel: 207-222-1620

### STREET ACCEPTANCE APPLICATION

**A separate application with fee must be submitted for EACH street. The application fee is non refundable regardless of whether the Town Council accepts or does not accept the street as a public way.**

**FEE FOR  
PLAN  
REVIEW:**

☐ \$500.00

**Amount Paid:**  
\$ \_\_\_\_\_  
**Date:**  
\_\_\_\_\_

<b>PROPERTY DESCRIPTION</b>	<b>Parcel ID</b>	<b>Map (s)</b>		<b>Lot (s)</b>		<b>Zoning District(s)</b>		<b>Total Land Area (sq. ft.)</b>	
	<b>Physical Address/ Location</b>								
<b>APPLICANT'S INFORMATION</b>	<b>Name</b>				<b>Mailing Address</b>				
	<b>Phone</b>								
	<b>Email</b>								
<b>PROPERTY OWNER'S INFORMATION</b>	<b>Name(s)</b>				<b>Mailing Address</b>				
	<b>Phone</b>								
	<b>Email</b>								
<b>APPLICANT'S AGENT INFORMATION</b>	<b>Name</b>				<b>Name of Business</b>				
	<b>Phone</b>				<b>Mailing Address</b>				
	<b>Email</b>								

**NOTICE: A decision by the Planning Board to grant permission to an applicant to subdivide and develop land is not a guarantee that the Town Council will automatically accept any roads that are constructed in said development as public roads. The Town Council is not obligated to accept any road as a public way when the Council determines it is not in the public's best interest, even if the proposed road is located in an approved subdivision and otherwise meets all specifications for a public road.**

<b>STREET NAME:</b>					With suffix: (Dr, Ln, Ave, St, etc.)	
<b>Length of Street</b>		<b>feet</b>	<b>SUBDIVISION NAME</b>		<b>Type A Acceptance</b>	
<b>Dead End Street</b>	<b>Y/N</b>		<b>Number of Lots Served:</b>		<b>Final Acceptance</b>	

<b>PROJECT STATUS:</b>		<b>Number</b>	<b>Work Completed As of [DATE]</b>	<b>Gorham Land Use and Dev. Code, Chap. 2, Sec. 2-5, E. 4. g.</b> - A street may be accepted by the Town Council prior to final paving provided that 150% of the cost of completion, as estimated by the Town Engineer, is deposited in a road improvement account with the Town. Unexpended funds will be returned to the developer upon completion.
<b>Dwelling Units Built/ Under Construction</b>				
<b>Occupancy Permits Issued</b>				
<b>PAVEMENT:</b>		<b>Work Completed As of [DATE]</b>		
<b>Base Pavement</b>				
<b>Final Pavement</b>				
<b>Public Sewer</b>	<b>Y /N</b>		<b>If yes, provide date of final inspection &amp; provide a copy of the final inspection report from Portland Water Dist.</b>	<b>Mo. Da. Yr.</b>
<b>Public Water</b>	<b>Y /N</b>		<b>If yes, provide date of final inspection &amp; provide a copy of the final inspection report from Portland Water Dist.</b>	<b>Mo. Da. Yr</b>

**THIS REQUEST FOR STREET ACCEPTANCE MUST BE ACCOMPANIED BY: ONE ORIGINAL PACKET, 2 SETS OF PLANS AND 1 ELECTRONIC COPY.**

<b>YES</b>	<b>NO</b>	<b>EACH PACKET MUST INCLUDE THE FOLLOWING ITEMS:</b>
		A current offer of cession letter. (This generally requires an updating of the letter of cession submitted with the application for final subdivision approval. The letter should specify that the road and related improvements are being offered without request for compensation)
		A warranty deed for the roadway. (This deed may be submitted in draft form for review and approval by the Town Attorney. Any revisions requested by the Town Attorney must be made to the deed and the signed original provided to the Planning Department before the Town Council acts on this application).
		Copies of any associated easements documents (drainage, fire pond, conservation, etc.), must be reviewed and approved by the Town Attorney and which will be offered to the Town for acceptance before the Town Council acts on this application. These can be referenced in the road deed or provided in a separate deed.
		A current Real Estate Transfer form. (Completed and signed by the property owner)
		A copy of the recorded subdivision plan referenced in the proposed deed
		A copy of the Record Drawings (As Builts). (Once Record Drawings are approved by staff, applicant will submit 1 Autocad, 1 mylar, and 2 paper copies of same)
		A one-year maintenance warranty. (The applicant must warranty all public improvements for a period of one year from the date of acceptance and must be prepared to supply a one-year maintenance guarantee to the Town in the form of a Letter of Credit, a Cash Escrow Account, or a Bond. The proposed form of the guarantee must be reviewed by the Town Attorney prior to finalization. The amount of the guarantee is determined by the Public Works Director or Town Engineer at the time of his final inspection. At the conclusion of the one-year warranty period, the

		owner shall request the Public Works Director or Town Engineer (as applicable) to prepare a second written report of inspection prior to the release of the maintenance guarantee).
		A letter from the developer's engineer that the road proposed for acceptance as a Town Way was constructed to the appropriate standards as specified in the Town's Land Use and Development Code.
		A copy of the most current Subdivision Declaration and Homeowners' Association documents, including documentation showing that the Homeowners' Association has been formed.
<b>ADDITIONAL COMMENTS:</b>		

*I understand that the Town Council is under no legal obligation to accept this road as a public way. I also understand that the application fee is non refundable even if the Town Council does not accept this road as a public way. I hereby certify, to the best of my knowledge, the information contained in this application is true and accurate.*

\_\_\_\_\_  
APPLICANT (OR APPLICANT'S AGENT) SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

*PLEASE RETURN COMPLETED APPLICATION TO THE TOWN PLANNER*

*NOTE: The Application for Street Acceptance will not be heard by the Town Council until all required documentation is submitted by the applicant and reviewed by Town staff.*

### ***REVIEW STEPS***

**Staff Review:** Once all application documents have been received, the Planning Department and the Town Attorney will review the documents. The Inspecting Engineer and the Public Works Director will inspect the road that is proposed for acceptance and issue a report. Applicants should expect this step to take approximately one month, if the applicant has submitted all necessary documents and if all documents submitted were in order. The Town Council will not consider an application to accept a road until said application with all documentation is complete and the fee is paid in full.

**Town Council Acceptance:** Once it has been determined that all documents are in order, the item will be placed on the next Town Council agenda for their consideration on whether to approve the road as a public way if they determine it is in the public's best interest.

# AGENT AUTHORIZATION

<b>PROPERTY DESCRIPTION</b>	<b>PHYSICAL ADDRESS/ LOCATION</b>		<b>MAP(S)</b>	
			<b>LOT(S)</b>	
<b>APPLICANT(S) INFORMATION</b>	<b>NAME(S)</b>			<b>MAILING ADDRESS</b>
	<b>PHONE</b>			
	<b>EMAIL</b>			
<b>OWNER(S) INFORMATION</b>	<b>NAME(S)</b>			<b>MAILING ADDRESS</b>
	<b>PHONE</b>			
	<b>EMAIL</b>			
<b>APPLICANT'S AGENT INFORMATION</b>	<b>NAME</b>		<b>BUSINESS NAME</b>	
	<b>PHONE</b>		<b>MAILING ADDRESS</b>	
	<b>EMAIL</b>			

*Said agent(s) may represent me/us before Gorham Town officers and the Gorham Planning Board to expedite and complete the approval of the proposed development for this parcel.*

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PLEASE TYPE OR PRINT NAME HERE

\_\_\_\_\_  
CO-APPLICANT SIGNATURE (if applicable)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PLEASE TYPE OR PRINT NAME HERE

\_\_\_\_\_  
APPLICANT'S AGENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PLEASE TYPE OR PRINT NAME HERE

# PUBLIC WORKS DEPARTMENT STREET ACCEPTANCE CHECKLIST

*(To be completed by Director of Public Works)*

Street Name: \_\_\_\_\_

Subdivision/Project Name: \_\_\_\_\_

OWNER/Developer: \_\_\_\_\_

Final Inspection by: \_\_\_\_\_ Date: \_\_\_\_\_

**Please mark each of the following items Yes, No or NA (Not applicable)**

1.     \_\_\_\_\_ Road Deed and Easement Deeds reviewed by the Public Works Director.
2.     \_\_\_\_\_ Easement Deeds reviewed by the Public Works Director.
3.     \_\_\_\_\_ Roadway and shoulders constructed per plans.
4.     \_\_\_\_\_ Drainage installed per plans.
5.     \_\_\_\_\_ Curbing installed per plans.
6.     \_\_\_\_\_ Sidewalks installed per plans.
7.     \_\_\_\_\_ Roadway monumentation installed per plans.
8.     \_\_\_\_\_ Catch basins cleaned.
9.     \_\_\_\_\_ Detention ponds constructed per plans.
10.    \_\_\_\_\_ Fire ponds constructed per plans.
11.    \_\_\_\_\_ Fire ponds inspected, tested and approved by the Gorham Fire Department.
12.    \_\_\_\_\_ Hydrants inspected, tested and approved by the Gorham Fire Department.
13.    \_\_\_\_\_ No. of new hydrants \_\_\_\_.
15.    \_\_\_\_\_ Paved driveway aprons.
16.    \_\_\_\_\_ Mailbox locations per plans.
17.    \_\_\_\_\_ Street trees and landscaping completed per plans.
18.    \_\_\_\_\_ Street signs and traffic control signs installed per plans.
19.    \_\_\_\_\_ Loaming and seeding completed per plans.
20.    \_\_\_\_\_ Permanent erosion control installed per plans.
21.    \_\_\_\_\_ Water mains inspected and approved by Portland Water District.  
      \_\_\_\_\_ Final inspection report received.
22.    \_\_\_\_\_ Sewer mains and pump stations inspected and approved by Portland Water District.  
      \_\_\_\_\_ Final inspection report received.
23.    \_\_\_\_\_ Final clean up completed.
24.    \_\_\_\_\_ Core Sample(s) measured and met the Town's minimum standards.

Note any incomplete items or compliance issues:

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## PLANNING DEPARTMENT STREET ACCEPTANCE CHECKLIST

*(To be completed by the Town Planner)*

Street Name: \_\_\_\_\_

Subdivision/Project Name: \_\_\_\_\_

OWNER/Developer: \_\_\_\_\_

Street Classification: \_\_\_\_\_ Street Length: \_\_\_\_\_

Type of Approval:

☐ Final

☐ Acceptance Prior to Final Paving

**Verification of occupancy permits for 50% of the housing units in the subdivision, if there are more than 20 lots in the subdivision or 50% of the approved construction phase.**

**Total number of lots:** \_\_\_\_\_

**Number of occupancy permits issued:** \_\_\_\_\_ , \_\_\_\_\_ %

**Number of lots in phase:** \_\_\_\_\_

**Number of occupancy permits issued:** \_\_\_\_\_ , \_\_\_\_\_ %

***Please mark each of the following items Yes, No or NA (Not applicable)***

1. \_\_\_\_\_ Letter of Cession.
2. \_\_\_\_\_ Road Deed (\_\_\_\_\_ includes center of turning circle).
3. \_\_\_\_\_ Transfer Tax Form.
4. \_\_\_\_\_ Easement deeds for road drainage.
5. \_\_\_\_\_ Other documents \_\_\_\_\_.
6. \_\_\_\_\_ Reviewed by Town Attorney and approved on \_\_\_\_\_.
7. \_\_\_\_\_ Fire pond/dry hydrant installations reviewed & approved by the Fire Chief.
8. \_\_\_\_\_ PWD: Water/Final Inspection Report received.
9. \_\_\_\_\_ PWD: Sewer/Final Inspection Report received.
10. \_\_\_\_\_ As-Built drawings delivered to: Engineer Public Works Planner.
11. \_\_\_\_\_ Maintenance Guarantee Acct.: Amount: \_\_\_\_\_ Type: \_\_\_\_\_ Date: \_\_\_\_\_.
13. \_\_\_\_\_ Road Improvement Acct.: Amount: \_\_\_\_\_ Date Established: \_\_\_\_\_.
15. \_\_\_\_\_ Legal Documents & Plan ROW provided to Town Clerk. Date: \_\_\_\_\_.
16. \_\_\_\_\_ Legal Documents & Plan ROW provided to the Town Manager. Date: \_\_\_\_\_.
17. \_\_\_\_\_ Public Works Director's Final Report.

Note any incomplete items or compliance issues:

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(COMPANY LETTERHEAD)

\_\_\_\_\_, 20\_\_

Ephrem Paraschak, Town Manager

Town of Gorham

75 South Street, Suite 1

Gorham, ME 04038

**RE: Offer of Cession for *(name of Street)*, *(name of subdivision)* Subdivision, Tax Map #\_\_, Lot #\_\_**

Dear Mr. Paraschak:

On behalf of *(name of subdivision developer or the development corporation)*, we are pleased to offer this written offer of cession and deeds for *(name of Street)* and all associated utility easements and rights of way, *(if applicable add: including the so-called Potential Future Road Extensions show on the subdivision plan)* as shown on the *(name of subdivision)* Subdivision plans, prepared by *(name of plan consultant, i.e. the original professional engineer and/or plan surveyor)*. This offer is made without demand for compensation. This roadway has been constructed to service *(number of lots)* lots in the *(name of subdivision)* Subdivision as approved by the Gorham Planning Board.

A copy of the final subdivision plan showing roadways and associated easements is now enclosed. *(Name of developer or the development corporation)* has constructed this road to Town standards in accordance with the approved plans and under the supervision of the Town's inspectors.

If you require any additional information regarding our request, please contact me. Thank you for your cooperation in this matter.

Sincerely,

\_\_\_\_\_  
*(Name of applicant/developer or the development corporation, OR its designated agent)*

\_\_\_\_\_  
*(title)*