



**TOWN OF GORHAM  
PLANNING OFFICE**  
75 South Street, Suite 1 · Gorham, Maine 04038  
Tel: (207) 222-1620 · Fax: 839-7711

**PRELIMINARY SUBDIVISION REVIEW APPLICATION**

<b>Fees for Preliminary Subdivision Review</b>	<input type="checkbox"/> \$1500 for the first 3 lots or dwelling unit;		\$ 1,500.00	Total Paid
	<input type="checkbox"/> plus \$150 for each of the next 4 to 30 lots or dwelling units;	_____ Lots/DU @ \$150	\$ _____	\$ _____
	<input type="checkbox"/> plus \$100 for each of the next 31 or more lots or dwelling units	_____ Lots/DU @ \$100	\$ _____	\$ _____
	<input type="checkbox"/> \$3,500 Peer Review and Legal Services Escrow. ( <i>\$500.00 plus \$3,000.00 Engineer's Estimate -- may need to be increased depending on project.</i> )		\$ 3,500.00	\$ _____

PROPERTY DESCRIPTION	Parcel ID	Map	Lot	Zoning District	Total Land Area
	Physical Address				

PROPERTY OWNER'S INFORMATION	Name	Mailing Address
	Phone	
	Fax	
	Email	

APPLICANT'S INFORMATION (if different from owner)	Name	Name of Business
	Phone	Mailing Address
	Fax	
	Email	

APPLICANT'S AGENT INFORMATION	Name	Name of Business
	Phone	Mailing Address
	Fax	
	Email	

PROJECT DESCRIPTION	Existing Use:						
	Name of Subdivision:				Will there be a Home Owner's Association?	Y <input type="checkbox"/>	N <input type="checkbox"/>
	Dwelling Units	Single Family	Duplex	Multi-Family	Commercial Units	YOU MUST COMPLETE THE APPROPRIATE SUPPLEMENT(S) TO THIS APPLICATION IF A DEVELOPMENT TRANSFER OVERLAY AND/ OR A CLUSTER DEVELOPMENT IS PROPOSED.	
	Number of Dwelling Units						
	Proposed Use						

CHECK ALL THAT APPLY		THE FOLLOWING QUESTIONS MAY APPLY. (Answer Yes/No or comment Does Not Apply).	Explain or comment as needed for clarification
YES	NO	GENERAL INFORMATION	
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed elevations are based on <b>State Plane NAD83</b> , and benchmarks locations and elevations are clearly indicated on the plans.	
<input type="checkbox"/>	<input type="checkbox"/>	An <b>Agent Authorization form</b> has been completed.	
<input type="checkbox"/>	<input type="checkbox"/>	Copies of documents that show ' <b>Right, Title and/or Interest</b> ' in the property, or if applicable, contract to purchase or option to lease the property are attached.	
<input type="checkbox"/>	<input type="checkbox"/>	The Owner holds an interest in abutting and/or contiguous property? If yes, please explain.	
<input type="checkbox"/>	<input type="checkbox"/>	Documents for conservation provisions such as open space easements, covenants, agreements, etc. are attached.	
<input type="checkbox"/>	<input type="checkbox"/>	All easements are shown and labeled on the property. Copies of all <b>easement deeds</b> are attached.	
<input type="checkbox"/>	<input type="checkbox"/>	All phasing (streets, drainage, utilities, etc.) is clearly indicated on the plans.	
<input type="checkbox"/>	<input type="checkbox"/>	A High Intensity Soils Survey with test logs and boring results is complete, and test pit locations are shown on the plans.	
YES	NO	<b>Is the following information shown on the plans? Provide calculations, if applicable, on a separate sheet that shows how the following is calculated.</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Total building area(s):	sq. ft.
<input type="checkbox"/>	<input type="checkbox"/>	Lot coverage ratio:	
<input type="checkbox"/>	<input type="checkbox"/>	Net density calculations:	
<input type="checkbox"/>	<input type="checkbox"/>	Lot frontages:	feet
<input type="checkbox"/>	<input type="checkbox"/>	Yard setbacks:	
<input type="checkbox"/>	<input type="checkbox"/>	Buffer strips:	
<input type="checkbox"/>	<input type="checkbox"/>	Distances between structures:	feet
<input type="checkbox"/>	<input type="checkbox"/>	Open space or public use areas:	sq. ft.; acres.
<input type="checkbox"/>	<input type="checkbox"/>	Area(s) reserved for active recreational purposes	sq. ft or acres.
YES	NO	<b>Are locations and dimensions of the following shown on the Plans?</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Driveway entrance points	
<input type="checkbox"/>	<input type="checkbox"/>	Streets/drives	
<input type="checkbox"/>	<input type="checkbox"/>	Parking areas	
<input type="checkbox"/>	<input type="checkbox"/>	Easements and right-of-ways	
<input type="checkbox"/>	<input type="checkbox"/>	Building height and shape	
<input type="checkbox"/>	<input type="checkbox"/>	Site distances	
YES	NO	<b>Are widths and <u>cross sections</u>, per Chapter II, Section V, shown on the plans?</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Streets, drives, curbs and sidewalks	
<input type="checkbox"/>	<input type="checkbox"/>	Is there proper continuation of streets from the adjacent lands?	

CHECK ALL THAT APPLY		THE FOLLOWING QUESTIONS MAY APPLY. (Answer Yes/No or comment Does Not Apply).	Explain or comment as needed for clarification
YES	NO	STORMWATER MANAGEMENT	
<input type="checkbox"/>	<input type="checkbox"/>	Are significant water bodies, wetlands, woodlands, cleared areas; trees with diameter greater than 5"; gullies, ravines and ledge outcroppings shown on the plans?	
<input type="checkbox"/>	<input type="checkbox"/>	Are floodplain boundaries and Base Flood Elevations (BFE) indicated?	
<input type="checkbox"/>	<input type="checkbox"/>	Are Shoreland zoning overlay districts indicated?	
<input type="checkbox"/>	<input type="checkbox"/>	Is there an erosion control plan?	
<input type="checkbox"/>	<input type="checkbox"/>	Are areas of storage designated for snow storage?	
<input type="checkbox"/>	<input type="checkbox"/>	If phasing is proposed, is it reflected in the design and construction of the drainage plan?	

YES	NO	EARTHWORK AND STOCKPILING	
<input type="checkbox"/>	<input type="checkbox"/>	The work associated with this project is not subject to the gravel pit provisions of Chapter II, Section I C of the Code.	
<input type="checkbox"/>	<input type="checkbox"/>	The volume of earth moving, removal, grading or filling activities for the proposed project is ten thousand (10,000) cubic yards of material or more.	
<input type="checkbox"/>	<input type="checkbox"/>	There will be a temporary stockpile suitable for fill material for future use in construction of this project.	

**The Planning Board may approve temporary stockpiles for a period of 12 months for construction of the proposed project. The Planning Board will not approve temporary stockpiles for the purposes of resale.**

YES	NO	UTILITIES:	
<input type="checkbox"/>	<input type="checkbox"/>	Public Sewer: Attach a letter from the Portland Water District (PWD) that verifies that public sewer can be connected to, and that the existing system has available capacity.	The estimated gallons per day are      gpd.
<input type="checkbox"/>	<input type="checkbox"/>	Sewer mains, related infrastructure and stationing for manholes, cleanouts and individual service connections are shown in plan and profile.	
<input type="checkbox"/>	<input type="checkbox"/>	Septic System: Subsurface waste disposal. <b>Attach a copy of the HHE 200 Report.</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Public Water: Attach a letter from the Portland Water District (PWD) that verifies the site can be served for the foreseeable future and that the proposed water plan meets or exceeds design requirements of the PWD.	
<input type="checkbox"/>	<input type="checkbox"/>	Potable water will be provided by an on-site well.	
<input type="checkbox"/>	<input type="checkbox"/>	Fire Protection: Attach a letter from the Town of Gorham Fire Chief that verifies all design requirements for fire service and or fire protection are satisfactory.	
<input type="checkbox"/>	<input type="checkbox"/>	Will site be served with Natural Gas? If so, who is the supplier?	
<input type="checkbox"/>	<input type="checkbox"/>	Are mailboxes to be clustered?	
		Power will be: <input type="checkbox"/> underground <input type="checkbox"/> overhead <input type="checkbox"/> Single Phase; <input type="checkbox"/> 2 Phase; <input type="checkbox"/> 3 Phase.	
		Who is the private hauler for Trash Pick-up?	
		Who will be contracted for the disposal of construction and site debris:	

CHECK ALL THAT APPLY		THE FOLLOWING QUESTIONS MAY APPLY. (Answer Yes/No or comment Does Not Apply).	Explain or comment as needed for clarification	
<b>YES</b>	<b>NO</b>	<b>SIGNAGE:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Is there proposed new signage? <b>Attach schematic drawings for EACH proposed sign, indicate the sign area in square feet, and show location on the site plan.</b>	existing signs totaling	sq. ft.
<b>YES</b>	<b>NO</b>	<b>AESTHETICS AND ENVIRONMENTAL IMPACT</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Is this property an important historic or natural site, or adjacent to such a site? If yes, explain:		
<input type="checkbox"/>	<input type="checkbox"/>	Is there a proposed landscape plan and planting schedule?		
<b>YES</b>	<b>NO</b>	<b>POST CONSTRUCTION STORMWATER MANAGEMENT</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Will the construction activity disturb one acre or more?		
<input type="checkbox"/>	<input type="checkbox"/>	Is the parcel located within the Town of Gorham MS4 area?		
<b>YES</b>	<b>NO</b>	<b>STATE AND LOCAL PERMITS</b>		
<input type="checkbox"/>	<input type="checkbox"/>	A Maine Construction General Permit (MCGP) is required where the area of disturbance is greater than one acre. Is an MCGP permit required?		
<input type="checkbox"/>	<input type="checkbox"/>	Is a Maine Department of Environmental Protection (MDEP) Permit required? If so, list the permit.		
<input type="checkbox"/>	<input type="checkbox"/>	Is an Army Corps of Engineers approval/permit required? If so, list the permit.		
<input type="checkbox"/>	<input type="checkbox"/>	Are there any State or Federal approvals required? If so, list the approval.		
<input type="checkbox"/>	<input type="checkbox"/>	Is a variance from the Zoning Board of Appeals required? If yes, please describe:		
<b>TRAFFIC: THE BOARD MAY REQUIRE A TRAFFIC STUDY.</b>				
Estimate the number of vehicle trips entering and leaving the site on a daily basis.		entering;	exiting	
Estimate the number of vehicles entering and leaving the site during the busiest a.m. hour:		The busiest a.m. hour falls between	a.m. and entering;	a.m. exiting
Estimate the number of vehicles entering and leaving the site during the busiest p.m. hour:		The busiest p.m. hour falls between	p.m. and entering;	p.m. exiting
<b>PACKETS FOR ESTABLISHING PERFORMANCE GUARANTEES ARE AVAILABLE ON-LINE AND IN THE GORHAM PLANNING OFFICE.</b>				

*The undersigned hereby makes application to the Town of Gorham for approval of the proposed project and declares the foregoing to be true and accurate to the best of his/her knowledge.*

\_\_\_\_\_  
SIGNATURE: APPLICANT OR APPLICANT'S AGENT

\_\_\_\_\_  
DATE

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

# APPLICANT'S CHECKLIST FOR PLAN REQUIREMENTS

## IT IS THE RESPONSIBILITY OF THE APPLICANT TO PRESENT A CLEAR UNDERSTANDING OF THE PROJECT.

The following checklists includes items generally required for development by the GORHAM LAND USE ORDINANCES and, due to projects specifics, are required to provide a complete and accurate set of plans, reports and supporting documentation.

- A) Paper size:
  - No less than 11" X 17" (reduced) or greater than 24" X 36" (full)
- B) Scale size:
  - Under 10 acres: no greater than 1" = 30'
  - 10 + acres: 1" = 50'
- C) Title block:
  - Applicant's name and address
  - Name of preparer of professional consultants with license numbers and professional seals
  - Parcel's tax map identification (map – lot)
  - Date of plan preparation
- D) Boundary survey performed and sealed by licensed surveyor:
  - Benchmark based on State Plane NAD83**
  - Identify all existing boundary markers
  - Show all proposed boundary monuments (per ordinance)
  - Show all metes and bounds, rights of way and easements
  - Show names of adjacent lot owners and parcel tax map numbers
- E) Provide orientation:
  - Arrow showing true north and magnetic declination
  - Graphic scale  Parcel Owners and map and lot
  - Signature block for planning board
- F) Show location and description of:
  - Elevations of dwelling units. If applicable
  - All structures within 50 feet of the project parcel
  - All driveway entrances or accesses within 100 feet
- G) Show parcel data:
  - Zoning District(s)  Lots  Lot Widths  Lot Depths
  - Street frontage  Building setback lines  Lot Areas
  - Rights-of-way  ROW area  Exist. & New street names
  - Wetlands  Wetland setbacks
  - Common tracts  Easements  Parcel areas
  - Shoreland Zoning setbacks  Undisturbed areas
  - Note on the subdivision plan regarding areas to be taped off and protected until project construction is completed.
- H)  Label all zoning districts abutting the property boundaries.
- I)  Show locations of natural physical features such as water bodies, watercourses, forest cover, and ledge outcroppings.
- J) Show the location of existing and proposed Utilities and identify which utilities are to be privately owned/ municipally owned:
  - Overhead Electric  underground electric
  - Water mains  Wells  Gas mains  Cable TV
  - Sewer mains  Test pits  Septic tanks
  - Leach fields  Storm drain lines  Catch basins
  - Culverts  Gutters
  - Stormwater storage basins  level spreaders
  - Rain gardens  Nearest fire hydrant

## SUBMITTALS THAT THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BOARD REVIEW.

- K) Indicate required landscaping including:
  - Type of plant material  Plant/Tree sizes
  - Placement  Irrigation systems
- M) Legal Documents:
  - Easements  Deed of Covenants
  - PWD Agreement to serve  Homeowners' Assoc.
  - Road Maintenance Docs  Deed docket & page numbers
- N) Provide a vicinity map at a scale not more than **400 feet to the inch** showing the relation to other properties and geographic features and show:
  - All the area within five hundred (500) feet of the boundary line of the proposed development;
  - Any smaller area between the tract and all existing streets, provided any part of such a street used as part of the perimeter for the locus map is at least five hundred (500) feet from any boundary of the proposed development.
- O) Show the locations of any:
  - Parks  Preserved Open space
  - Conservation easements
  - Note on the subdivision plan regarding areas to be dedicated for public use and conditions of such dedication.
- P) Include plans, profiles and typical sections of all roads and other paved ways, including all relevant street data.
  - Intersections or  Distance to nearest intersection
  - Driveways onsite  Distance to nearest driveway
  - Sight visibility lines
- Q) Show all existing and proposed lighting
  - Map of all street lighting, attached lighting, and area lighting
  - Location of lighted signs  Photo-metrics map
- R)  Indicate the location of any permanently installed machinery likely to cause appreciable noise at the lot lines.
- S) Provide description of these materials stored on the property:
  - Hazardous  Toxic  Raw Waste
- T)  Show existing contours and finished grade elevations onsite and sufficiently offsite to demonstrate how the project is situated in the surrounding environment.
- U) Indicate the location and dimensions of:
  - Sidewalks  Curbs  Driveways
  - Fences  Retaining walls  Other artificial features
- V) Copies of State and Local permit applications:
  - Identify named streams, rivers, ponds on-or-within 250' of site
  - Notice of Intent  NRPA  Permit by Rule
  - All other applicable permits
- W)  Copy of FIRM Map showing the proposed subdivision boundary to scale.

**NOTE TO APPLICANT: PRIOR TO THE SITE WALK, TEMPORARY MARKERS MUST BE ADEQUATELY PLACED THAT ENABLE THE PLANNING BOARD TO READILY LOCATE AND APPRAISE THE LAYOUT OF THE PROPOSED DEVELOPMENT.**

# AGENT AUTHORIZATION

<b>APPLICANT/ OWNER</b>	Name			
<b>PROPERTY DESCRIPTION</b>	Physical Address			Map
				Lot
<b>APPLICANT'S AGENT INFORMATION</b>	Name			
	Phone		Business Name & Mailing Address	
	Fax			
	Email			

*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.*

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

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

\_\_\_\_\_ DATE \_\_\_\_\_  
 CO APPLICANT SIGNATURE (If applicable)

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

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

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

# Submissions and Scheduling of an Item for Planning Board Review

1. An application will not be deemed complete until the applicant has submitted the signed original application, with all supporting documentation, payment of the application fees and fourteen (14) packets [7 for Administrative Review] containing one copy each of all supporting documentation in the following order:
  - a. The signed application form
  - b. Supporting documents such as:
    - i. A copy of the current deed to the property. If the applicant is not the owner; a contract to purchase or lease, or other form of right, title or interest. or agreement to purchase.
    - ii. A completed Agent Authorization form, if the applicant is represented by an agent; and
    - iii. Any Easement Deeds, reports, studies, etc. [4 Stormwater Reports]
  - c. Plan Sheets. [8 Full size (36" x 24") and 7 Reduced size (11" x 17") copies] Multiple plan sheets must be individually folded and bound with a rubber band or stapled together and folded. All plans and other oversized material must be folded to 9" x 12", with title displayed. **Rolled plans will not be accepted;**
2. The Town Planner will forward the application, plans and supporting documents to the Town's engineer for an estimate of cost to review.
  - a. The Town Planner will notify the applicant of the estimated cost for review. The applicant must complete an escrow agreement form and remit payment for escrow to the Town Planner. Upon completion of this agreement, the Town Planner will advise the Town's engineer to commence project review. Additional Peer Review funds may be required.
  - b. Unexpended escrow deposits are refundable in accordance with Land Use Code.
3. The Review Staff, which includes the Town Planner, Assessing and Code Departments, Fire, Police and Public Works departments as well as the Town's Engineer, Portland Water District and the Town's Attorney, will review all complete applications and the Town Planner will prepare staff notes advising the applicant of any questions, concerns or problems with the application. Revisions to the application must address all questions, concerns or problems raised by the Town Planner in the Staff Notes.
4. Upon completion of staff notes for the next scheduled Planning Board meeting, the Town Planner will email, (as an attachment) the most current staff notes to the applicant or the applicant's agent, if applicable. Hard copies of staff notes will be distributed only upon request.
5. Only applications with sufficient information for review (as set forth in the Land Use Code) will be considered for placement on an upcoming Planning Board Agenda. Please note:
  - Space on an agenda may not be reserved by a call, letter, or partial submission.
  - Public Hearings are placed at the beginning of the Agenda.
  - Items tabled at previous meetings will generally receive scheduling priority over new applications, in order of how long each has been pending.
  - New applications will be placed on the Agenda on a first-come, first-served basis. If more items qualify for scheduling that can be considered by the Board at a single meeting because of the number or complexity of previously scheduled items, then excess items will be carried over to the next regular meeting.
  - Applications or projects of special significance to the Town of Gorham may receive scheduling priority on the Planning Board agenda at the discretion of the Town Council.
  - Certain business will always be afforded agenda priority over all other business, as follows:
    - a. Advertised public hearings.
    - b. Business tabled at the previous meeting because of lateness.
    - c. Requests for reconsideration of action taken at previous meeting.

6. Meeting and Deadline dates for submittals are a part of this application packet. (See Planning Board Meeting Schedule chart.) If documents, reports and plans are not included in the Planning Board packets at the time of distribution to the Board, the Town Planner will not distribute late items to the Board.
7. Consent Agenda Items.
  - a. Certain administrative or noncontroversial items of business considered routine may be placed on the Consent Agenda if it is anticipated that there is no need for Board discussion and there will be no public comment on the item.
  - b. Conditions of approval for Consent Agenda items will be available to the Board in advance.
  - c. Any item on the Consent Agenda may be taken off the Consent Agenda and discussed as a regular item at the request of any board member or any member of the public.
  - d. Individual items on the Consent Agenda need to be removed from the Consent Agenda by formal vote. The items on the Consent Agenda should be approved by a single motion and vote.
  - e. Items which have been removed from the Consent Agenda should be discussed immediately following the approval of the Consent Agenda, in the order in which they appeared on the Consent Agenda.
  - f. Examples of possible Consent Agenda items include:
    - i. Minor amendment to an approved application.
    - ii. Routine re-approval of an approved application.
    - iii. Town discussion/comment on an application under review by the Maine Department of Environmental Protection or other State agency.
    - iv. Routine business relating to Planning Board administration.
    - v. Site plan review of new non-residential use in a single or multi-unit, non-residential building, if such building has previously been granted site plan review approval by the Board.
    - vi. Final approval of items considered by the Board at the previous meeting if the Board, by affirmative vote at that meeting, rules that the items should be placed on the Consent Agenda for final review of conditions or revised plans.
8. The conditions of approval must be added to the Plan for any subdivision, site plan or private way and the Plan shall be recorded at the Cumberland County Registry of Deeds within thirty (30) days of the date of written notice of approval by the Planning Board. A dated copy of the recorded site plan shall be returned to the Town Planner prior to the start of site construction.
9. The final recording Mylar for any subdivision, site plan or private way may be signed by the Planning Board at the close of the meeting only if the Mylar and three (3) paper copies have been filed with the Planning Department by noon on Monday one (1) week prior to a Planning Board meeting. Prior to the signing of mylars by the Planning Board, information in an AutoCAD.dwg or dxf format (preferably .dwg) must be submitted to the Town Planner on a CD.

*NOTE: The Planning Board Rules state that no new agenda items may be taken up after 10:00 PM, unless the Board votes to waive the rules. Scheduled items tabled at the meeting because of the hour shall have first priority at the next scheduled meeting of the board.*