

City of Saco

Subdivision Review Checklist
Preliminary Plan

NOTE: This checklist is based on Section 5.2 of the City of Saco Subdivision Regulations. This checklist shall be completed and submitted as part of the preliminary subdivision review application. Please contact the City Planning Office with questions.

When the applicant or his authorized agent makes formal application for preliminary subdivision plan review, the application shall contain at least the following exhibits and information. The Planning Board or the City Planner may require the submission of additional information if the submissions below are insufficient to determine whether the application meets the criteria for approval.

To apply for preliminary subdivision approval, an applicant must submit a properly executed Application Form, a completed copy of the Subdivision Review Checklist, fifteen (15) contact prints of the preliminary plan, and fifteen (15) copies of the accompanying statements. The application shall be accompanied by a fee determined under the City's Cost Recovery Ordinance. No review of the plans will begin until the fee has been received by the city.

A preliminary plan submitted to the Board shall contain the following:

- _____ 1. The preliminary plan must be a contact print of an original drawing in permanent black ink on mylar, or other reproducible, stable based transparent originals. It shall also:
 - _____ Be clearly designated as "preliminary plan."
 - _____ Be drawn at a scale not less than one inch equals 100 feet.
 - _____ Sheets shall be 24" by 36".
 - _____ Plans shall be prepared by an engineer, architect, landscape architect, or land surveyor registered in Maine.
 - _____ Surveyed plans shall be stamped and signed.
 - _____ If multiple sheets are used, they must be accompanied by an index sheet as a cover showing the entire subdivision.

- _____ 2. Location Plan. Two location plans of the subdivision and neighboring areas within at least a 2000 foot radius at scales of 800 feet to the inch and 200 feet to the inch, showing right of way lines of all proposed streets in the subdivision and their location in relation to existing streets and readily identifiable as to locus on the Zoning Map of Saco, Maine, as most recently amended.

- _____ 3. a. Subdivision name
 _____ b. Boundaries
 _____ c. Acreage
 _____ d. Tax map and lot numbers
 _____ e. Date
 _____ f. Graphic scale
 _____ g. Magnetic and true north arrow.
- _____ 4. Name and address of:
 _____ a. Record owner.
 _____ b. Subdivider.
 _____ c. Engineer, surveyor, firm, and/or individual who prepared the plan.
- _____ 5. A field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances, made and certified by a registered land surveyor.
- _____ 6. Boundary lines of adjacent land and names of owners as determined from most recent tax list.
- _____ 7. Location, name, and present width of each street and public or private way bounding, approaching or within 500 feet of the subdivision, and any easements within or adjacent to the subdivision.
- _____ 8. Locations and outlines of all existing buildings.
- _____ 9. Significant site features such as (if none, state such):
 _____ a. Stone walls
 _____ b. Fences
 _____ c. Large trees (24 inch diameter breast height)
 _____ d. Wooded areas
 _____ e. Rock ridges and outcroppings
 _____ f. Cemeteries
 _____ g. Water courses
 _____ h. Wetlands and water bodies on the site
 _____ i. Wooded areas, watercourses, wetlands and water bodies within 200 feet of the site shall also be identified, when possible.
- _____ 10. Topography with two-foot contours of existing and proposed grades to include the demarcation of wetlands, 100-year flood elevations, and flood hazard areas.
- _____ 11. The location, direction, and length of every proposed street line, lot line

and boundary line established on the ground, the location of temporary markers adequate to enable the Board to locate the layout in the field, and the names of proposed streets.

- _____ 12. Lot lines with dimensions.
- _____ 13. Zoning setback lines.
- _____ 14. The area of each lot in square feet and acres.
- _____ 15. Lot numbers.
- _____ 16. Locations of (if none, state so):
 - _____ a. Existing and proposed monuments
 - _____ b. Existing and proposed hydrants
 - _____ c. Location and size of public utility facilities
 - _____ d. Sewer lines
 - _____ e. Culverts
 - _____ f. Drains
 - _____ g. Water lines.
 - _____ h. When sewage disposal is to be accomplished by subsurface disposal systems, the location of all test pits dug on the site shall be submitted. The plumbing inspector must be notified before test pits are dug.
- _____ 17. Park, open, recreation, or common areas within a subdivision and a plan of any formal recreation area. (Amended 1/30/90)
- _____ 18. Locations and species of proposed street trees and/or wooded areas to be retained within the sidelines of each street, and other no-cut areas.

The preliminary plan submission shall also include:

- _____ 18. A plan for the management of surface drainage waters, including existing waterways and the proposed disposition of water from proposed subdivision to new or existing subsurface drainage systems with sufficient capacity to dispose of the storm flows.
- _____ 19. Street plans and profiles showing the percent slope of each grade, and the radius, length, point of curvature and point of tangency of each curve.
- _____ 20. Street plans and profiles showing proposed centerline grades and existing ground grades at fifty (50) foot stations. All existing and proposed elevations shall be based on the U.S.C. & G.S. Datum.
- _____ 21. Location of all of the following proposed improvements unless

specifically waived in writing by the Board:

- _____ a. Proposed monuments
- _____ b. Parking areas
- _____ c. Street lights
- _____ d. Sidewalks
- _____ e. Street signs
- _____ f. All utilities above and below ground
- _____ g. Curbs
- _____ h. Gutters
- _____ i. Storm drainage facilities and courses
- _____ j. All easements
- _____ k. Service and utility buildings and structures
- _____ l. Dumpsters. (Amended 1/30/90)

- _____ 22. Erosion control plan showing the placement of all berms, silt fences, hay bales, sedimentation ponds and other erosion control devices, detention ponds, to the standards of the "Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices," by the Cumberland County Soil and Water Conservation District and the Maine Department of Environmental Protection, latest revision. (Amended 10/26/93)

Accompanying Statements and Data

The applicant shall submit with the preliminary plan fifteen (15) copies each of the following statements:

- _____ 23. Verification of subdivider's legal right, title, or interest in the property (deed or purchase and sale agreement.)
- _____ 24. A copy of the deed upon which the survey was based.
- _____ 25. A copy of all existing easements, covenants, and restrictions applying to the area proposed to be subdivided. If none, state so.
- _____ 26. Proposed arrangements for water supply as required by the Biddeford and Saco Water Company, and a letter from the water company stating that the water supply is adequate to serve the subdivision. If public water is not required and an on-site water supply is proposed, the developer must submit an explanation of why a public water supply is not feasible and submit materials which will reasonably satisfy the Planning Board that each lot has the capability to support the well, the septic system, and a principal structure and will meet the minimum specifications of these standards, the Maine Rules Relating to Drinking Water (10-144 AC.M.R. 231) and all other pertinent State and local codes.
- _____ 27. Proposed arrangements for storm drainage, with supporting data and

design analysis, including plans and profiles showing location and size of drain lines and culverts, catch basins and manholes, and such other information as may be required to define the drainage provisions, stamped by an engineer registered in Maine, and an operating and maintenance plan for any detention basins.

- _____ 28. A copy of that portion of the county Soil Survey covering the subdivision superimposed on a copy of the plan. When the medium intensity soil survey shows soils which are questionable for the uses proposed, the Planning Board may require the submittal of a high intensity soil survey.

- _____ 29. An estimate of the amount and type of traffic to be generated daily and at peak hours. For developments involving 40 or more parking spaces or projected to generate more than 200 vehicle trips per day, a traffic impact analysis, prepared by a traffic engineer, shall be submitted. The analysis shall show, at a minimum, the expected average number of vehicle trips per day, 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, neighboring streets which may be affected, the intersection(s) nearest to the site and other intersections which may be affected, and recommended improvement to maintain the level of service on the road.

- _____ 30. The names, addresses and tax map and lot numbers of owners of record of adjacent property, including any property directly across an existing street from the subdivision, and the names, addresses and tax map and lot numbers of owners of record of all property within 600 feet of the subdivision.

- _____ 31. Description of how proposed open space will be owned and managed.

- _____ 32. When sewage disposal is to be accomplished by subsurface disposal systems, test pit analyses prepared by a Licensed Site Evaluator shall be provided.

- _____ 33. Proof of financial capacity as described in Section 8.7 of the Subdivision Regulations.

- _____ 34. Proof of technical ability as described in Section 8.8 of the Subdivision Regulations.

- _____ 35. The anticipated amount of land to be covered by buildings and structures expressed in square feet and as a percentage of the site and lots.

- _____ 36. The anticipated amount of land to be covered by buildings, pavement, and

other impervious coverage expressed in square feet, percentage of site, and percentage of lot.

Community Facilities Impact Analysis

Proposed subdivisions of more than five lots or dwelling units, or commercial properties subject to subdivision review, shall conduct a community facilities impact analysis.

Demographic information shall be projected using the multipliers found in "The New Practitioner's Guide to Fiscal Impact Analysis," published by Center for Urban Policy Research, Rutgers University, available in the Planning Department. Alternative projections, based on local experience or other accepted methods, may supplement the required information.

The applicant shall submit the following information:

5.2.4.1 Demographic Description. For residential projects, the analysis must describe the demographic market the project is intended to serve, including:

- _____ (1) Average family size, including number and ages of children.
- _____ (2) Types and mix of dwelling units.
- _____ (3) Projected selling price or rent per dwelling unit.
- _____ (4) Anticipated time period to build and fill all lots or units.
- _____ (5) Associated data, such as income levels, type and place of employment, and other demographic characteristics may also be presented. If transfers from existing city neighborhoods are expected, the secondary impacts shall be considered.

5.2.4.2 For all subdivisions with commercial uses the following data shall be provided.

- _____ (1) Number of employees, shifts, and period of operation
- _____ (2) Where retail business is concerned, anticipated trade area, trade area population description and desired customer mix;
- _____ (3) Area of operating space, seating capacity, rooms, beds, or other appropriate measure of intensity of use.
- _____ (4) Where waste production is involved, description of type, volume, and method of removal.

5.2.4.3 Community Facilities Impact Analysis

Utilizing the data in 5.2.4.1 and 5.2.4.2 above, the applicant shall conduct an analysis of the following:

- _____ (1) Estimated costs and impacts on sewage disposal system, including assessment of capacity and ability to accept particular types of flowage. (Use 280 gallons per household per day.)
- _____ (2) Estimated costs and impacts on the water system, including

flow estimates, impact on capacity and assessment of existing or potential water pressure.

- _____ (3) Estimated costs and impacts on police and fire protection services. Include estimates of capital equipment requirements and response time. (Calculate police staffing at one officer per 1,000 population.)
- _____ (4) Estimated costs and impacts on the school system. (Calculate cost of most recently added classroom divided by 25 times the number of children anticipated in the subdivision.)
- _____ (5) Estimated costs and impacts on the recreation resources and provisions to meet proposed needs;
- _____ (6) Estimated impact on public works department, including solid waste disposal and snow removal. (For solid waste, use .5 tons per capita per year. For plowing multiply road mileage times current costs per mile of plowing contracts.)
- _____ (7) Estimated annual tax revenues from completed project and during each year of the construction phase. (Estimate of assessed value times estimate of tax rate.)