

ARTICLE 4
PREAPPLICATION-OPTIONAL

4.1 PROCEDURE

At the request of an applicant, prior to the submission of a plan for preliminary subdivision review, the Planning Board may hold a preapplication workshop to discuss the lot layout, road design, and the format, procedures and process of subdivision review. The preapplication meeting shall not be considered as the commencement of the regular subdivision review process. A plan viewed in preapplication workshop is not considered complete or pending and creates no vested rights for the subdivision review process. The submittal of the preapplication sketch plan shall not be considered the initiation of the review process for the purposes of bringing the plan under the protection of Title 1, M.R.S.A., Subsection 302.

4.1.1 The Planning Board or its agent shall schedule a workshop on the preapplication. The Planning Board may schedule an on-site inspection.

4.1.2 At the workshop the applicant shall introduce the sketch plan. Planning Board members may ask questions of the applicant and make comments about the plan and applicable sections of these standards and other applicable city ordinances. The Board chairman may allow comments and questions from the public. The Planning Board may schedule an on-site inspection, if necessary. The applicant shall place flagging at the centerline of any of the proposed streets and the approximate intersections of the street centerline prior to on site inspection.

4.1.3 Within 30 days the Planning Board may make specific suggestions which may be incorporated by the applicant in subsequent submissions. Comments are advisory in nature and at this stage not binding on the applicant or the Board. If a preliminary plan is not submitted within six months, Planning Board comments are assumed to be no longer applicable, and a new preapplication workshop may be recommended.

4.2 SUBMISSIONS

At the time of the preapplication filing, the subdivider shall submit 10 copies of a Sketch Plan and 10 copies of a written narrative containing other data relative to the proposed subdivision including a completed application form. The applicant will also deposit with the city a fee as required by the city's cost recovery ordinance. No review of the plans will begin until the fee has been deposited with the city.

4.2.1 The sketch plan must be clearly designated as "sketch plan", drawn at the scale of one inch equals 100 feet or greater. Sheet sizes shall be 24" by 36". If multiple sheets are used, they must be accompanied by an index sheet showing the entire subdivision.

The sketch plan shall contain the following information:

- (1) Subdivision name, boundaries, acreage, tax map and lot numbers, magnetic and true north point, date and graphic scale.
- (2) Location Plan--A location plan of the subdivision, at a scale of 2000 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 Saco Zoning Map.
- (3) Name and address of record owner, subdivider, and engineer, surveyor, firm, or individual who prepared the plan.
- (4) Existing and proposed lines of streets, ways, easements, lots, and any public or common areas within the subdivision.
- (5) Location, name, and present width of each street and public or private way bounding or within 500 feet of the subdivision.
- (6) Approximate locations of existing buildings and site features such as wooded areas, wetlands, and water bodies within or adjacent to the proposed subdivision.

4.2.2 Accompanying Statements and Data

The applicant shall submit with the sketch plan 10 copies of the following statements:

- (1) Proof of legal interest in the property (deed or purchase and sale agreement).
- (2) Any easements, covenants, and restrictions applying to the area proposed to be subdivided.
- (3) Proposed arrangements for water supply.
- (4) Proposed arrangements for sewers.
- (5) General description of the uses proposed for the subdivision, including number and type of dwelling units, businesses, and other uses.
- (6) Names and addresses of abutters.