



Town of Scarborough, Maine

P.O. BOX 360 • SCARBOROUGH, MAINE 04070-0360

PRIVATE WAY RESIDENTIAL DEVELOPMENT SECTION IX.I OF THE ZONING ORDINANCE Application Review Process And Submission Requirements

A. Roles of Town Staff

The application review process involves input from the Town Engineer, Chief Code Enforcement Officer and the Fire Department. Other Town Staff may be involved based on the details of a specific proposal. Areas of responsibility for these disciplines are as follows;

- The Chief Code Officer is responsible for interpretation of the applicability of Section IX.I of the Zoning Ordinance and requirements for lot size and configuration. He is responsible for the determination that the applicant must comply with these requirements and process.
- The Town Engineer is the prime contact by the applicant for administering this process once the Chief Code Officer indicates that compliance with this process is required. Also, the Town Engineer is responsible for assessing the sufficiency of the infrastructure design engineering and survey requirements and that all required documentation has been submitted.
- The Fire Department is responsible for identifying the required fire protection infrastructure as outlined in sections IX.4.k and IX.I.10 of the Ordinance.

B. Preliminary Inquiries

The applicant is encouraged to fully review the ordinance prior to contacting the Chief Code Officer to discuss their plans. Preliminary inquiries regarding this type of development with the Chief Code Officer is expected. The Chief Code Officer may include the Town Engineer and the Fire Department as part of that preliminary inquiry effort by the applicant. **The preliminary inquiry will be an opportunity by the potential applicant to understand and clarify the requirements in order to move forward to a formal application submission and Staff review. This preliminary inquiry review meeting will NOT identify the sufficiency of a submission when a formal application is complete. Specific statements made by staff during a preliminary inquiry may change during the formal review process once all pertinent information has been provided by the applicant. However, Staff makes every effort to provide accurate statements the potential applicant can rely on.**

C. Formal Application

The application submission requirement shall include completion of the application form, payment of the review fee, and include the data indicated in Section IX.I.5 of the Zoning Ordinance and are re-stated below;

- a. Review Documents
 1. A recording plat. A plan of land laying out the private way and lots. See Section IX.I.6, Plat Requirements for plat detail requirements.
 2. A design of the road infrastructure. The design shall include a plan and profile of the road, and layout of utilities to service the development, such as drainage, power, telephone, etc. See Section IX.I.8, Road Infrastructure and Construction Standards for infrastructure design documentation requirements.
 3. A draft of the Maintenance Declaration, if applicable. See Section IX.I.s.7, Maintenance Agreement for declaration requirements.
 4. A cover letter describing where and what the project is and the name and address of the applicant.
 5. Completed Application Form

Detailed understanding of the requirements in the ordinance will be required to prepare an application.

The cover letter is a detailed description of the project and shall include the following:

1. Who the applicant is, with contact information, and lead contact person for the applicant,
2. Location of the project,
3. The acreage of the parcel, Assessor's map/lot number,
4. The number of lots being created,
5. The net residential calculation,
6. Listing of the project team members; i.e. surveyor, engineer for infrastructure design and traffic assessment, wetlands delineation, legal, etc.
7. Three copies of all application materials shall be submitted to the Planning Department with the required review fee.

D. Review and Approval Process

The Planning Department review process is as follows;

1. Within 5-days of receipt of the submission, the Department shall make a determination that the application is complete and ready for detailed review by Staff or is missing required information. The Department shall inform the applicant's lead contact person that the application is either complete or is missing required data. No detailed review will begin until the application is determined to be complete. Determination that the submission is complete does NOT indicate that the proposal has met the requirements of the Ordinance.
2. The Department will distribute a complete application to the Town Engineer, Chief Code Enforcement Officer and the Fire Department.
3. Once the submission is determined to be complete, Staff will begin review of the application.
4. The Town Engineer will coordinate, as necessary, with Staff reviewers to discuss the specifics of the proposal.
5. Within three weeks of the date Staff has begun the review the application comments will be assembled by the Town Engineer from Staff and will be provided to the applicant's contact person in a memo form.
6. Items 1-5 above will be repeated for each subsequent submission until approval is granted.
7. PLEASE NOTE THAT ONCE THE RECORDING PLAT IS SIGNED AND DATED, THE APPLICANT HAS A MAXIMUM OF 30-DAYS TO RECORD THE PLAT AT THE CUMBERLAND COUNTY REGISTRY OF DEEDS. FAILURE TO MEET THIS REQUIREMENT WILL VOID THE APPROVAL.
8. Once the plat is signed, the applicant shall submit to the Town Engineer one (1) mylar and four (4) paper copies of the **attested plat** and a copy of the **recorded** Maintenance Declaration, if a Maintenance Declaration was required for the project.
9. The applicant is advised to inform themselves of the construction phase documentation requirements of the private way and utility infrastructure discussed in section IX(I)8(c)2 and section IX(I)4i of the Ordinance. In addition to meeting building code requirements, issuance of a Certificate of Occupancy is dependant on compliance with the requirements of these identified sections.

Thank you,

TOWN OF SCARBOROUGH, MAINE

Private Way Residential Development Application

All applications shall be accompanied by three (3) copies of the submittal materials identified in the "Application Review Process and Submission Requirements" document attached to this application form. The submission must be collated.

Project Name (IF APPLICABLE): _____
Project Location: _____
Assessors Map & Lot Number: _____ Zoning District: _____

Name of Applicant: _____
Mailing Address: _____
Phone: _____ E-mail Address: _____

List of Project Consultants. Indicate the name, e-mail and phone number of any engineer, surveyor, architect, landscape architect or planner utilized by the applicant on the project:
1. _____
2. _____
3. _____
4. _____

Billing Contact Information (<i>This person will be the primary contact for billing related items; including peer review fees and securing any possible performance guarantees, etc., IF APPLICABLE</i>)
Name: _____
Address: _____
Phone: _____ Email Address: _____

Application Fee Paid: YES NO

Notes to the Applicant:

1. Any application requiring any Federal or State agency approval, i.e. D.E.P. or Army Corps of Engineers, shall not be considered by the Staff for final approval until these other agency permits are furnished to the Town Engineer.
2. If the applicant is not the principal contact person please indicate under "List of Project Consultants" with whom the Town should correspond.

Application Authorization

I hereby make application to the Town of Scarborough for the above-referenced property(ies) and the development as described. The Town of Scarborough town employees or their representative are authorized to enter the property(ies) for purposes of reviewing this proposal and for inspecting improvements as a result of an approval of this proposal.

Signed: _____ **Date:** _____

Printed name: _____

Please identify yourself (check one): Agent* _____ Property Owner _____

*(If you are an agent, written authorization from the property owner must be attached to this form.)