

TOWN OF SCARBOROUGH, MAINE  
SUBDIVISION CHECKLIST

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The applicant must prepare this check list and include it with the Subdivision application submission to the Planning Board. This checklist is intended to be a guide for use by the applicant, in preparation of the Subdivision Application. The preparation of this checklist should not be a substitute for a thorough review of the Town of Scarborough Subdivision and other applicable ordinances.

Check Appropriate Box

Submitted      \*Waiver Request      Not Applicable

1. Evidence of Control of Property

Check the box(es)  
that apply

- Deed
- Purchase and Sales Agreement
- Lease
- Other

          

2. Written narrative of project

*(At a minimum this will include a description of the intended uses of the property; a description of the existing site conditions; exiting zoning; tabulation of the number of lots allowed and proposed; amount of open space required and proposed; proposed use of open space; minimum lot sizes allowed and proposed; any special exceptions or permits required; on and off site improvements; description of traffic impacts; stormwater management)*

          

3. Subdivision Plan(s):

Existing Conditions Plan

          

Proposed Conditions including:

          

Check the box(es)  
that apply

- Scale 1"= 40' preferred
- Name of Subdivision, owner(s),engineer(s), surveyor(s)
- North arrow and date
- Plan legend
- 2' contour elevations
- Zoning boundaries
- Net residential density calculation
- Lot dimensions and area
- Location of permanent monuments
- Setback requirements
- Specifications for all existing and proposed public & private streets
- Natural features (e.g. wetlands, floodplains, significant habitat & trees)
- Location of utilities
- Location of proposed open and public spaces
- Pedestrian walkways & amenities
- Location of fences & walls
- Location of easements

Assessing Field Card (click [here](#) for instructions from Assessing Department. Field Card is Step 7).

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4.	Abutters list and mailing addresses <i>(to be provided on mailing labels)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Location Map <i>Showing relationship of the project to the surrounding area</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Landscaping Plan <i>Designation of the location, size, species of streetscape, parks, esplanades or other open space</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Wastewater Accommodations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-right: 10px;">Check the box(es) that apply</div> <input type="checkbox"/> Sewer connection <input type="checkbox"/> Demonstrate ability to serve on-site <input type="checkbox"/> Nitrate plum analysis			
8.	Stormwater and Erosion control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-right: 10px;">Check the box(es) that apply</div> <input type="checkbox"/> Pre & Post development conditions <input type="checkbox"/> Stormwater management systems and details <input type="checkbox"/> Erosion control measures and details			
8(A). Post-Construction Stormwater Infrastructure Management				
<u>If the following criteria apply to your application please refer to Chapter 419, Post-Construction Stormwater Infrastructure Management Ordinance for further requirements:</u>				
		YES	NO	
Disturb one or more acres of area		<input type="checkbox"/>	<input type="checkbox"/>	
9.	Traffic Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-right: 10px;">Check the box(es) that apply</div> <input type="checkbox"/> Traffic flow patterns <input type="checkbox"/> Peak hour trip generation <input type="checkbox"/> Measured sight distances from driveway access <input type="checkbox"/> Calculated impact/mitigation fees			
10.	Off-Site Improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-right: 10px;">Check the box(es) that apply</div> <input type="checkbox"/> Road Improvements <input type="checkbox"/> Sidewalks <input type="checkbox"/> Natural Areas, open space, parks <input type="checkbox"/> Other <i>(please describe)</i>			

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11. Open Space and Recreation Contributions

A. Recreation impacts

Check the box(es)  
that apply

- Calculated contribution amount required \_\_\_\_\_  
(*\$500 per lot in growth area; \$250 per lot in limited growth area*)
- Recreation improvements in-lieu of contribution  
(*provide written description*)

B. If required, please indicate the amount of open space that is:

required: \_\_\_\_\_ proposed: \_\_\_\_\_

C. Please indicate the type of use(s) of the open space:

Check the box(es)  
that apply

- Passive recreation
- Active recreation
- Agricultural
- Habitat preservation
- Other (*please indicate*)

12. Does this application require: YES                      NO

A. Permits from Other Agencies

If yes, please indicate Approved              Pending

- a. ME Dept. of Environmental Protection
- b. U.S. Army Corps of Engineers
- c. ME Dept. of Transportation
- d. Other (*please describe*)

B. Approval from other applicable entities YES                      NO

If yes, please indicate Approved              Pending

- a. Town Council
- b. Zoning Board
- c. Fire Department
- d. Public Water District
- e. Sanitary District
- f. Other    
(please describe) \_\_\_\_\_

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|--|--------------------------|--------------------------|--------------------------|
| 13. Identification of Historic or Archeological Resources    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> ME Historic Preservation Commission |                          |                          |                          |
| <input type="checkbox"/> Town's Comprehensive Plan           |                          |                          |                          |

14. Municipal Capacity for review of DEP Site Location of Development Applications

Within the Town's designated growth areas the Planning Board has municipal capacity to review subdivisions that otherwise would require review by the Maine Department of Environmental Protection under the Site Location of Development Law. Subdivisions that meet the Site Law are required to:

- (a) Submit a complete application to the Maine Department of Inland Fisheries and Wildlife for review and comment  
*Submission Date* \_\_\_\_\_
  
- (b) Submit a complete application to the Maine Historic Preservation Commission for review and comment  
*Submission Date* \_\_\_\_\_

Requests for waivers or deviations from the requirements shall be submitted noting the specific standards within the Subdivision Ordinance for which waivers are sought.