

## PLANNING BOARD SUBDIVISION PLAN REVIEW REQUIREMENTS

### PRE-APPLICATION MEETINGS

Pre-application meetings are held in 30 minute increments every Wednesday at 1:30 pm at Town Hall or via Zoom. To schedule a pre-application meeting, please email the Planning Staff at [planningdepartment@scarboroughmaine.org](mailto:planningdepartment@scarboroughmaine.org)

### 2024 SUBMITTAL DEADLINES [2024 DRC Calendar](#)

### PRELIMINARY AND FINAL SUBDIVISION SUBMITTALS

1. Compile items required in Chapter 406 [Subdivision Ordinance](#)
2. Complete the Planning Board Application and Subdivision Plan Checklist. Please be sure to sign where necessary.
3. Submit these items as outlined in the attached checklist with the applicable fee. The Town of Scarborough Schedule of Permit and Applications Fees can be found [here](#). Checks are payable to Town of Scarborough.

### PRELIMINARY AND FINAL SUBDIVISION REVIEW PROCESS

1. Once an application has been received, Planning Staff will review the application for completeness. Complete applications will be distributed to the Development Review Committee (DRC). Incomplete applications will be placed on-hold until the application is deemed complete.
2. DRC will provide preliminary comments to the applicant and review at the established time on the DRC meeting date. Once comments have been discussed and the application is ready to move to the Planning Board meeting, Planning Staff will prepare final comments and place the item on the next Planning Board agenda.
3. Planning Board will review and approve, approve with conditions, or request the applicant make changes and resubmit for another review cycle.

If you have any questions pertaining to these requirements, contact a member of the planning staff below.

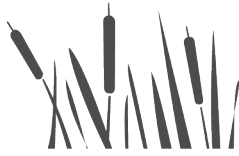
Autumn Speer, Planning Director  
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207-730-4042

Doreen Christ, Administrative Assistant  
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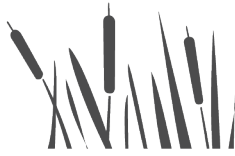
### SUBDIVISION PLAN REVIEW CHECKLIST

The applicant must complete the following checklist and include it with the subdivision application to the Planning Board. Please check each required box and acknowledge the applicable item has been included with the application. This checklist is not a substitute for a thorough review of the Town of Scarborough Subdivision and other applicable ordinances.

REQUIRED SUBDIVISION PLAN APPLICATION MATERIALS	SKETCH PLAN	PRELIM PLAN	FINAL PLAN	PROVIDED	RECEIVED
<b>Planning Board Application</b>	X	X	X		
<b>Approved Preliminary Plan</b>			X		
<b>Applicable Review Fee</b>		X	X		
<b>Evidence of Control of Property (Select One)</b>					
<ul style="list-style-type: none"> <li>• Deed</li> <li>• Purchase and Sales Agreement</li> <li>• Lease</li> <li>• Other</li> </ul>	X	X	X		
<b>Electronic Submittal Requirements (Include All)</b>					
<ul style="list-style-type: none"> <li>• One PDF of "narrative materials" (Application, project narrative, traffic analysis, reports etc.)</li> <li>• One PDF of plan sets</li> <li>• PDFs should be provided to the Planning Department Submittals email at <a href="mailto:planningdepartment@scarboroughmaine.org">planningdepartment@scarboroughmaine.org</a></li> </ul>	X	X	X		
<b>Paper Submittal Requirements (Include All)</b>					
<ul style="list-style-type: none"> <li>• 4 Copies – 11 x 17 Plan Sets</li> <li>• 3 Copies – 24 x 36 Full Size Plan Sets</li> <li>• 6 Copies – Full Narrative Submittal (Application, project narrative, traffic analysis, reports etc.)</li> </ul> <p>** Rolled plan sets will no longer be accepted. All plans must be folded to an 8 ½ x 11 size and no more than 10 pages folded at a time.</p>	X	X	X		
<b>Written Narrative of Project (Include All)</b>					
<ul style="list-style-type: none"> <li>• 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.</li> <li>• All requests for waivers or deviations from the requirements shall be submitted noting the specific standards within the Subdivision Ordinance for which waivers are sought.</li> </ul> <p>NOTE: Low Impact Development (LID) strategies are required by the Town's Ordinances for development or redevelopment projects. A narrative of LID techniques used in each project must be included in the narrative submittal.</p>	X	X	X		



REQUIRED SUBDIVISION PLAN APPLICATION MATERIALS	SKETCH PLAN	PRELIM PLAN	FINAL PLAN	APROVIDED	RECEIVED
<b>Existing Conditions Plan</b>	X	X	X		
<b>Proposed Conditions Plan (Include All that Apply)</b> <ul style="list-style-type: none"> <li>• Scale 1"= 40' preferred</li> <li>• Name of Subdivision, owner(s),engineer(s), surveyor(s)</li> <li>• North arrow and date</li> <li>• Location Map Inset</li> <li>• Plan legend</li> <li>• 2' contour elevations</li> <li>• Zoning boundaries</li> <li>• Net residential density calculation</li> <li>• Lot dimensions and area</li> <li>• Location of permanent monuments</li> <li>• Total Disturbed Area</li> <li>• Setback requirements</li> <li>• Specifications for all existing and proposed public &amp; private streets</li> <li>• Natural features (e.g. wetlands, floodplains, significant habitat &amp; trees)</li> <li>• Location of all utilities</li> <li>• Location of streetlights</li> <li>• Location of proposed open and public spaces</li> <li>• Pedestrian walkways &amp; amenities</li> <li>• Location of fences &amp; walls</li> <li>• Location of easements</li> <li>• Assessing Field Card</li> <li>• Landscape Plan including designation of the location, size, species of streetscape, parks, esplanades or other open space</li> </ul>	X	X	X		
<b>Wastewater Accommodations (Select one)</b> <ul style="list-style-type: none"> <li>• Sewer connection (requires Sanitary District sign off)</li> <li>• Demonstrate ability to serve on-site</li> <li>• Nitrate plum analysis</li> </ul>		X	X		
<b>Stormwater and Erosion Control Plan (Include all)</b> <ul style="list-style-type: none"> <li>• Pre &amp; Post development conditions</li> <li>• Stormwater management systems and details</li> <li>• Erosion control measures and details</li> <li>• Erosion and sedimentation control plan and narrative in accordance with Chapter 420 - Town of Scarborough Erosion and Sedimentation Control at Construction Sites Ordinance.</li> </ul> <p>**This requirement is not waivable.</p>		X	X		
<b>Post-Construction Stormwater Infrastructure Management</b> If the following criteria apply to your application please refer to Chapter 419, Post-Construction Stormwater Infrastructure Management Ordinance for further requirements: <ul style="list-style-type: none"> <li>• Disturb one or more acres of area; or</li> <li>• Disturb less than one acre of area, but is part of a subdivision that will disturb more than one acre; or</li> <li>• Activity within the Shoreland Zone that is subject to permits pursuant MEDEP Chapter 500 and 502 rules</li> </ul>		X	X		



REQUIRED SUBDIVISION PLAN APPLICATION MATERIALS	SKETCH PLAN	PRELIM PLAN	FINAL PLAN	APROVIDED	RECEIVED
<b>Traffic Analysis (Include All that Apply)</b> <ul style="list-style-type: none"> <li>Traffic flow patterns</li> <li>Peak hour trip generation</li> <li>Measured sight distances from driveway access</li> <li>Calculated impact/mitigation fees</li> </ul>		X	X		
<b>Off-site Improvements (Include All that Apply)</b> <ul style="list-style-type: none"> <li>Road Improvements</li> <li>Sidewalks</li> <li>Natural area, open space, parks</li> <li>Other</li> </ul>		X	X		
<b>Open Space and Recreation Contributions (Include All that Apply)</b> <ul style="list-style-type: none"> <li>Designated Open Space (provide acreage)</li> <li>Conserved Land (provide acreage)</li> <li>Recreation Improvements</li> <li>Other</li> </ul>		X	X		
<b>Permits from Other Agencies (Include Submittal and Approval Dates for All that Apply)</b> <ul style="list-style-type: none"> <li>ME Dept. of Environmental Protection</li> <li>U.S. Army Corps of Engineers</li> <li>ME Dept. of Transportation</li> <li>Other (<i>please describe</i>)</li> </ul>		X	X		
<b>Additional Approvals Required (Include All that Apply)</b> <ul style="list-style-type: none"> <li>Zoning Board of Appeals</li> <li>Public Water District</li> <li>Sanitary District</li> <li>Other</li> </ul>		X	X		
<b>Historic or Archeological Resources (Include All that Apply)</b> <ul style="list-style-type: none"> <li>ME Historic Preservation Commission</li> <li>Town's Comprehensive Plan</li> </ul>		X	X		
<b>Subdivisions that include 15 or more lots on 30 or more acres: (Include All that Apply)</b> <ul style="list-style-type: none"> <li>ME Department of Inland Fisheries and Wildlife Review</li> <li>ME Historic Preservation Commission Review</li> </ul>		X	X		
<b>Municipal Capacity for review of DEP Site Location of Development Applications</b> 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. <ul style="list-style-type: none"> <li>Subdivisions that meet the Site Law are required to:               <ol style="list-style-type: none"> <li>Submit a complete application to the Maine Department of Inland Fisheries and Wildlife for review and comment  <i>Submission Date</i> _____ and</li> <li>Submit a complete application to the Maine Historic Preservation Commission for review and comment  <i>Submission Date</i> _____</li> </ol> </li> </ul>		X	X		

TOWN OF SCARBOROUGH, MAINE

Planning Board Application Form

All applications submitted for consideration by the Planning Board shall include:

- checkbox application form
checkbox payment of application fees
checkbox electronic file
checkbox submission materials (see relevant submission checklists and/or ordinance requirements)

Project Name: Project Type:
Project Location (physical address):
Assessors Map & Lot Number: Zoning District:

Applicant: Phone: E-mail:
Mailing Address:
Evidence of standing?
checkbox Ownership checkbox Option checkbox Lease checkbox Purchase and sales contract checkbox Other

Property Owner: Phone: E-mail:
Mailing Address:

Consultant/Agent: Phone: E-mail:
Mailing Address:

Billing Contact Information
Name: Phone: E-mail:
Address:

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 Planning Board and/or town employees 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\* Applicant/Property Owner
\*(If you are an agent, written authorization must be attached to this form.)

For Official Use:
Application Fee Electronic File 15 Copies
Received By Date