

**APPLICANT'S CHECKLIST FOR PLAN REQUIREMENTS**

*The following checklist includes items generally required for development by the Town of Scarborough*

**A) General Requirements:**

- Private way ROW is a minimum 50ft wide
- Building envelope meets zoning setbacks + 15-ft setback from no-disturb buffer
- Confirm initial lot may use alternative access until additional lots front on private way
- Confirm all additional lots access via the private way
- Verify existing driveway exception (if applicable)
- New lots fronting on a private way serving 2+ lots require roadway construction per IX(I)(8)
- Existing private way used for access must be upgraded to IX(I)(8) standards (if applicable)
- Apply traffic impact fees (except reconfigured lots with existing homes)
- Private way must connect to a public way or existing 50-ft ROW private way
- No more than 6 lots may acquire frontage on a private way built to IX(I)(8)
- Cumulative private way length  $\leq$  2000 ft (including existing sections)
- If  $>$ 2000 ft, provide secondary connection to Town-accepted way
- No CO until road is completed or bonded per Subdivision Ordinance
- Private way cannot create nonconforming lots
- Corner lot created due to private way remains conforming
- Private way serving 2+ lots must provide fire access & water supply per IX(I)(10)

**B) Application Submission Requirements:**

- Submit recording plat (per IX(I)(6) requirements)
- Submit road and utility design plan & profile (per IX(I)(8))
- Submit draft Maintenance Declaration (if applicable)
- Submit cover letter describing project, location, applicant name & address
- Record plat at CCRD within 30 days
- Provide electronic file + four paper copies of recorded plat and recorded maintenance declaration
- Confirm no building permit issued until required documents recorded & submitted

**C) Plat Requirements:**

- Prepared & sealed by Maine Licensed Professional Land Surveyor
- Permanent field monumentation set
- Sheet size 24"  $\times$  36", properly signed & sealed
- Title: "Plan of a Private Way – [Street Name]"
- Plan shows precise location of ROW, lots, easements, building envelopes, natural features
- Include required wetland/no-disturb buffer note
- Identify fire tank easements (if applicable)
- Include required "Town not responsible for maintenance/plowing" note
- Include hammerhead note referencing Street Acceptance Ordinance (if  $>$ 6 lots)
- Include Town signature block

**D) Maintenance Agreement:**

- Describe responsibility for construction, maintenance, repairs, plowing, signage
- Identify ownership structure of private way
- State future subdivided lots automatically become subject to declaration
- Acknowledge Town NOT responsible for maintenance or repair
- Declaration obligations run with the land and must be transferred to future owners
- Provide copy of declaration amendments to Planning Department
- Reference Maintenance Agreement in all deeds
- Document outreach to pre-2006 lot owners about joining declaration (with notarized affidavit)
- Acknowledge no lots may be sold & no building permits issued until declaration is recorded
- Clearly reference which lots are served by the declaration

**F) Natural Resource Mapping:**

- Wetland delineation by qualified specialist per ACOE standards
- Wetlands and no-disturb buffer boundaries shown on plat
- Install permanent red-capped "No Disturb Buffer" markers (spacing  $\leq$  50 ft)
- Split rail fence or equivalent (if applicable)
- Building permit must include detailed 1"=20 ft site plan showing all impacts

**E) Road Infrastructure Design and Construction:**

- Horizontal/vertical alignment meets Residential Access Street standards
- Hammerhead required for dead ends (designed per IX(I)(10) or Street Acceptance Ordinance)
- Intersection with Town way paved per Appendix D
- All intersections meet MDOT sight distance standards
- Driveway crossings of no-disturb buffer minimized (may require NRPA/ACOE review)

**Utilities located per Appendix D utility cross-section:**

- Overhead utility poles  $\geq$  7 ft offset from travel lane
- Stormwater plan prepared by Maine PE, designed for 25-yr storm using LID/green infrastructure
- Street light may be required if  $>$ 6 lots

**Construction:**

- Road & drainage materials meet Street Acceptance Ordinance
- Submit Erosion & Sedimentation Control plan (Chapter 420 compliant)
- Licensed PE must inspect construction and submit compliance certification
- Include test data (compaction, materials, storm drain specs, etc.)

**Easements:**

- Provide utility & drainage easements with metes/bounds
- Prepare & record Town easement deeds when required
- Planning Department authorized to accept easements

**Road & Development Name:**

- Comply with Town Chapter 309 naming & numbering requirements
- Applicant responsible for street sign installation and maintenance

**G) Fire Protection Standards:**

**Fire Access:**

- Minimum 20-ft unobstructed width
- 13'6" unobstructed vertical clearance
- Turning radius  $\geq$  50 ft outside radius
- Hammerhead required for dead ends  $>$ 150 ft
- Road supports 70,000 lb fire apparatus
- 30'x50' Town easement required for underground tanks (if applicable)

**Fire Water Supply – Hydrants (serviced areas):**

- Hydrants every ~500 ft
- Must meet water utility + AWWA installation requirements
- Hydrant setback 7–8 ft from edge of pavement or travel lane
- Hydrants tested & approved before service
- Provide 5-ft work area around hydrant

**Fire Water Supply – Underground Tanks (unserved areas):**

- Tanks every 1200–1400 ft
- Minimum 10,000 gallons each
- Must meet Scarborough FD tank standards
- Inspected and approved by FD before service
- FD owns/maintains system once accepted

**Sprinkler Alternative:**

- Sprinkler system may be approved as alternative (case-by-case)

**Hydrant Ownership:**

- Hydrants owned/maintained by private way lot owners
- Maintenance must be included in Maintenance Declaration