

***UNIFIED DEVELOPMENT REVIEW APPLICATION  
TOWN OF NEWRY***

\_\_\_\_\_ Major Subdivision (any subdivision with more than 10 lots and or dwelling units)

\_\_\_\_\_ Minor Subdivision (any subdivision with less than 10 lots and or dwelling units)

\_\_\_\_\_ Site Plan (buildings, structures and uses of land for commercial, industrial, office, multiple dwelling residential, municipal, institutional, utility, fraternal, and recreational purposes)

\_\_\_\_\_ Amendment (small changes in a previously approved application)

**PROJECT DESCRIPTION:**

Please provide a brief narrative of the project:

**APPLICATION INFORMATION:**

The questions presented below are intended to assist in providing information to the Planning Board. Applicants should review the appropriate section of the ordinance to ensure that they have provided all necessary information.

**Information required for all applications**

1. Name of development, approved by the E-911 addressing Officer : \_\_\_\_\_
2. Applicant: \_\_\_\_\_
3. Applicant's Address: \_\_\_\_ \_\_\_\_\_
4. Applicant's Tel,# \_\_\_\_\_
5. Property Owner: \_\_\_\_\_
6. Owner's Address: \_\_\_\_\_
7. Owner's Tel,#: \_\_\_\_\_
8. Is applicant a corporation licensed in Maine? \_\_\_ Yes \_\_\_ No

If yes, attach a copy of Secretary of State Registration.

9. Applicant's authorized agent: \_\_\_\_\_
10. Agent's Address: \_\_\_\_\_
11. Agent's Tel. # \_\_\_\_\_
12. Engineer: \_\_\_ Registration # \_\_\_\_\_
13. Engineer's Address: \_\_\_\_\_
14. Engineer's Tel.# \_\_\_\_\_
15. Land Surveyor: \_\_\_ Registration # \_\_\_\_\_
16. Surveyor's Address: \_\_\_\_\_
17. Surveyor's Tel.# \_\_\_\_\_
18. Which address should correspondence be sent \_\_\_\_\_
19. For an **amendment only** describe proposed changes \_\_\_\_\_  
The applicant should complete any of the application that they feel would be beneficial to the review process. The Board may request additional information need to complete the review.

**Information required for major subdivision, minor subdivision, and site plan applications**

20. What legal interest does the applicant have in the property to be developed?  
(Ownership ,option, purchase & sales contract) \_\_\_\_\_
21. What interest does the applicant have in any abutting property?
22. Does the subdivision cover the entire contiguous holdings of the applicant?
23. Location/address of property: \_\_\_\_\_
24. Registry/Book and Page: \_\_\_\_\_
25. Tax Map/Page & Lot #: \_\_\_\_\_
26. Zoning district (check all that apply)
  - a. \_\_\_ General Development District
  - b. \_\_\_ Resort Development District
  - c. \_\_\_ Rural Development Protection District
  - d. \_\_\_ Resource Protection District
  - e. \_\_\_ Shoreland Zone
  - f. \_\_\_ Floodplain
  - g. \_\_\_ Proposed development is located on an aquifer or aquifer recharge area?

27. Total Acreage of lot: \_\_\_\_\_
28. Copy of deed(s) from which survey based; deed restrictions; rights of ways; easements or other encumbrances.
29. Indicate the nature of any restrictive covenants to be placed in the deeds.
30. List below the names and mailing addresses of property owners within 1000' of project area:
31. Identify method of sewage disposal in the proposed development:
- a. \_\_\_\_\_ Individual septic tanks
  - b. \_\_\_\_\_ Central on site disposal with distribution lines
  - c. \_\_\_\_\_ Other, please state alternative: \_\_\_\_\_
32. Identify method of water supply to proposed development:
- a. \_\_\_\_\_ Individual wells
  - b. \_\_\_\_\_ Central well with distribution lines
  - c. \_\_\_\_\_ Other, please state alternative

- 33. Identify method of fire protection for the proposed development:**
- a.  Dry hydrants located on an existing pond or body of water
  - b.  Existing fire pond
  - c.  Sprinklers
  - d.  Other, please state alternative: \_\_\_\_\_
- 34. Identify method of solid waste disposal:**
- a.  Private carrier
  - b.  Town of Newry
  - c.  Other, please state alternative: \_\_\_\_\_
- 35. Does the applicant propose to dedicate to the public any streets/ recreation or common land?**
- a. Streets:  Yes  No Estimated length: \_\_\_\_\_
  - b. Recreation area(s),  Yes  No Estimated acreage: \_\_\_\_\_
  - c. Common land {s),  Yes  No Estimated acreage: \_\_\_\_\_
- 36. Is this project subject to State or Federal review?  Yes  No**
- a. If yes, list agencies and applicable ordinances, statutes, laws, etc. submit proof of submission
- 37. Estimated number of and type of vehicular traffic to be generated, daily and peak hour.  
(Not required in minor subdivision)**
- 38. Copies of letters to Newry Fire Chief, Newry Road Commissioner, and Oxford County Sheriff's Department**
- 39. Stormwater management plan (*narrative or drawing*)**
- 40. Erosion and sedimentation control plan (*narrative or drawing*)**
- 41. Copy of driveway entrance permit from MDOT (routes 2, 26 or Sunday River Rd. to access road.**
- 42. A written statement approving fire protection method and location. (not minor)**
- 43. Statement from the town Clerk showing no current tax liens.**
- 44. Statement of financial capability**

**DRAWING SUBMISSION:** *Required as part of all applications*

*Drawing should be at a scale of no more than 1" = 100', Developments over 100 acres may be drawn at a scale approved by the Planning Board. Include on the drawings.*

45. Name of subdivision or development, date, magnetic north, scale, graphic scale, contour lines at a maximum of a 5' interval, with elevations
46. Zoning boundaries including flood hazard areas occurring on or within 250' of perimeter of parcel
47. Setback lines of all applicable building setbacks
48. Location of existing & proposed sewer lines or disposal systems to be used as part of development.
49. Location of existing and proposed water lines and well to be used as part of development.
50. Existing bodies of water, water courses and wetlands; buildings and other essential physical features
51. Area within or adjacent to the proposed development which have been identified as significant wildlife habitat or is designated as a unique natural area.
52. Location, names and widths of existing and proposed , roads; public and private rights-of-way; easements, lengths of all straight lines and deflection of angles, radii, length of curves, etc. and bearings of all Proposed roads
53. Location of all existing and proposed overhead and underground utilities.

**Information required for major subdivision and minor subdivision only**

54. Number of lot or dwelling units in subdivision.
55. Has this land been part of a prior approved subdivision, or any other divisions within the past 5 years? \_\_\_\_\_
56. Does the applicant plan to apply for any density credits? If yes, please give detail
57. Plot Plan (*drawing*) with Lot lines, numbers, and sizes. Location of temporary and permanent markers.
58. High Intensity soil survey plan (not required in minor subdivisions).
59. List of construction items with cost estimates, show which item will be completed prior to lot or unit sales
60. Phosphorus control plan (Howard pond watershed only)
61. Roadway plan profile, road name and classification shall be shown.
62. Typical cross-sections of proposed grading for roadways, and sidewalks.

63. Statement concerning Liquidation Harvesting rules.

64. All parcels proposed to be dedicated to the public or preserved as open space.

**FINAL PLAN: (drawing)**

- a. Provide two reproducible stable based transparent originals, one to be recorded at the Registry of Deeds, the other to be filed at the Town Office and one paper copy for the Town mapping system. The scale shall be no more than 1" = 100'. Developments over 100 acres may be drawn at a scale of 200' to the inch. Sheets may be no larger than 24" x 36"
- b. Complete description of parcel and lots, with Professional Land Surveyors seal.
- c. Suitable space to record signatures of all Planning Board members, the date and conditions of approval.
- d. At the time the Final Plan is signed a digital copy (on CD) shall be provided to the Town Office in an approved format

**Information required for a site plan only**

65. Total square footage of proposed project area: \_\_\_\_\_

66. Total area of structures within project are:

- a. Building foot print: \_\_\_\_\_
- b. Structure all floors: \_\_\_\_\_
- c. Deck Area: \_\_\_\_\_
- d. Other Nonrevegetated Areas: \_\_\_\_\_
- e. Disturbed then Revegetated: \_\_\_\_\_

67. Percentage of lot covered by structure(s): \_\_\_\_\_

68. Location and first floor elevations of structures within 500' of site, if flooding potential exists

69. Location and dimensions of on-site pedestrian and vehicular access ways, parking areas, loading and unloading facilities, design of ingress and egress of vehicles to and from the site on the public streets and curb and sidewalk lines

70. Landscape plan

71. Front or rear and side elevations of buildings, with description of exterior materials

72. Location and dimensions of proposed signs

73. Type, size, and location of all incineration devices

74. Type, size, and location of all machinery likely to generate appreciable noise.

**75. At the request of the Planning Board. Typical cross-sections of proposed grading for roadways, and sidewalks.**

**Waivers from submission requirements:**

**76. Does the applicant intend to request waivers of any of the submission requirements? If yes, list them and state reasons for the request. \_\_\_\_\_**

**To the best of my knowledge, all information submitted on this application and enclosures are true and correct.**

\_\_\_\_\_  
**(Signature of Applicant)**

\_\_\_\_\_  
**(Date)**

**Instructions:**

*Applicants must request from an officer of the Planning Board to be placed on the agenda two weeks before the meeting. Meetings are scheduled for the 1st and 3rd Wednesday of each month.*

*Applicants shall submit 10 copies of the complete application and all supporting documentation. Plans may be at a reduced scale, if the applicant also provides 3 full scale sets of the drawings.*

*Before consideration by the Board the total fee must be paid. A check or other form of payment should accompany the application.*

*Upon receipt of the application the Planning Board or its designee shall notify by mail all abutting property owners within 100' of the proposed project. For the purpose of this section when an abutter is a condominium the Condominium Association shall be notified.*

*Fees are set by the Town Selectmen and are available on the web or through the Town Office.*

**Revision History:**

**January 14, 2010**

**August 17, 2010: Add "Project Description" narrative section**