

**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 change in previously approved application)

*List all previously approved Application #(s) pertaining to this project as well as the date each application was approved:

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 (subdivision and/or commercial venture):

1. Name of development, approved by the E-911 addressing Officer : _____
2. Applicant: _____
3. Applicant's Address: _____
4. Applicant's Email Address: _____
5. Applicant's Telephone # _____
6. Property Owner (if other than applicant): _____
7. Property Owner's Address: _____
8. Property Owner's Email Address: _____
9. Property Owner's Telephone #: _____

10. Is applicant a corporation licensed in Maine? Yes No

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

11. Applicant's authorized agent: _____

Submit letter(s) from all appropriate parties authorizing agent

12. Agent's Address: _____

13. Agent's Email Address: _____

14. Agent's Telephone # _____

15. Engineer: _____ Registration # _____

16. Engineer's Address: _____

17. Engineer's Email Address: _____

18. Engineer's Telephone # _____

19. Land Surveyor: _____ Registration # _____

20. Surveyor's Address: _____

21. Surveyor's Email Address: _____

22. Surveyor's Telephone # _____

23. To which address should correspondence be sent? _____

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

24. What legal interest does the applicant have in the property to be developed?
(Ownership, option, purchase & sales contract) _____

25. What interest does the applicant have in any abutting property? _____

26. Does the subdivision cover the entire contiguous holdings of the applicant? _____

27. Location/address of property: _____

28. Oxford County Registry of Deeds Book and Page #: _____

29. Tax Map/ Lot #: _____

30. Zoning or Resource 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?
31. Total acreage of lot to be developed: _____
32. Copy of deed(s) from which survey based; deed restrictions; rights of ways; easements or other encumbrances including Book & Page of abutter deed(s).
33. Copy of any deed restrictions or restrictive covenants to be placed in the deeds.
34. Attach or list below the names and mailing addresses of property owners and Condominium Associations within 1000' of the property boundaries:
35. Submit a written statement indicating if the parcel to be developed has changed ownership with the past five years, if timber has been harvested within the past five years, and if such harvesting resulted in a violation of the applicable State of Maine Laws.
36. If applying for density credits, provide a statement with details.
37. 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: _____
38. Identify method of water supply to proposed development:
- a. _____ Individual wells
 - b. _____ Central well with distribution lines
 - c. _____ Other, please state alternative: _____
39. 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: _____

40. Identify method of solid waste disposal:

- a. Private carrier
- b. Town of Newry
- c. Other, please state alternative: _____

41. If the applicant proposes to dedicate recreation or common land to the public, provide a written description of proposal.

42. Is this project subject to State or Federal review? Yes No

- a. If yes, list agencies and applicable ordinances, statutes, laws, etc. and submit proof of submission.

**43. Estimated number of and type of vehicular traffic to be generated, daily and peak hour?
(The Board may waive this requirement for minor subdivisions).**

44. Copies of letters to Newry Fire Chief, Newry Road Commissioner, and Oxford County Sheriff's Department

45. Stormwater management plan *(narrative or drawing)*

46. Erosion and sedimentation control plan *(narrative or drawing)*

47. Copy of driveway entrance permit from MDOT (Route 2, Route 26, or Sunday River Road to Skiway Road).

48. A written statement approving fire protection method and location.

49. Statement from the Town Clerk showing no current tax liens, suits, or other conflicts exist on property or buildings involved.

50. 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:

- 51. Name of subdivision or development, name of the town, date, magnetic north, scale, graphic scale, contour lines at a maximum of a 5' interval with elevations**
- 52. Zoning boundaries including flood hazard areas occurring on or within 250' of perimeter of parcel**
- 53. Setback lines of all applicable building setbacks**
- 54. Location of existing & proposed sewer lines or disposal systems to be used as part of development**
- 55. Location of existing and proposed water lines and well to be used as part of development**
- 56. Existing bodies of water, water courses and wetlands, buildings, and other essential physical features**
- 57. Areas within or adjacent to the proposed development which have been identified as significant wildlife habitat or designated as a unique natural area**
- 58. 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**
- 59. Location of all existing and proposed overhead and underground utilities**

Information required for major subdivision and minor subdivision only

- 60. Number of lots and/or dwelling units in subdivision**
- 61. Has this land been part of a prior approved subdivision, or any other divisions within the past 5 years? _____**
- 62. Does the applicant plan to apply for any density credits? _____ If yes, please give detail.**
- 63. Plot Plan (*drawing*) with Lot lines, numbers, and sizes. Location of temporary and permanent markers.**
- 64. High Intensity soil survey plan (not required in minor subdivisions).
(*The Board may waive or modify this requirement for lots greater than 2 acres in size or from minor subdivisions.*)**
- 65. List of construction items with cost estimates. Show which item(s) will be completed prior to lot or unit sales.**
- 66. Phosphorus control plan (Howard pond watershed only)**
- 67. Roadway plan profile, road name and classification shall be shown.**
- 68. Typical cross-sections of proposed grading for roadways, and sidewalks.**

69. Statement concerning Liquidation Harvesting rules.
70. All parcels proposed to be dedicated to the public or preserved as open space.
71. 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 Surveyor's 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

72. Total square footage of proposed project area: _____
73. Total area of structures within project are:
- a. Building foot print: _____
 - b. Structure all floors: _____
 - c. Deck area: _____
 - d. Other non-revegetated areas: _____
 - e. Disturbed then Revegetated areas: _____
74. Percentage of lot covered by structure(s): _____
75. Location and first floor elevations of structures within 500' of site, if flooding potential exists.
76. 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.
77. Landscape plan
78. Front or rear and side elevations of buildings, with description of exterior materials
79. Location and dimensions of proposed signs
80. Type, size, and location of all incineration devices
81. Type, size, and location of all machinery likely to generate appreciable noise.

82. At the request of the Planning Board, typical cross-sections of proposed grading for roadways and sidewalks.

Waivers from submission requirements:

**83. 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 1000' 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 at newrymaine.org or through the Town Office.

Revision History:

January 14, 2010

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

October 24, 2013

December 2, 2015