



**Town of Monmouth – Subdivision Review Application**

This application is required for **subdivision review** under the Town of Monmouth Comprehensive Development Ordinance. Subdivision approval from the Planning Board is required before lots may be sold, buildings constructed, or improvements installed. Complete all sections and attach the required documentation. Incomplete applications may delay review.

**Subdivision and Property Information**

**1. Name of Proposed Subdivision:**

\_\_\_\_\_

**Application Number (assigned by Town):** \_\_\_\_\_

**2. Location of Property**

**Street or Road Name:** \_\_\_\_\_

**Kennebec Registry of Deeds – Book & Page:** \_\_\_\_\_

**Monmouth Tax Map #: \_\_\_\_\_ Lot #: \_\_\_\_\_**

**Zoning District:** \_\_\_\_\_

**Is any portion of the property within 250 feet of a pond, lake, stream or wetland?**  
Yes [ ] No [ ] – indicate the location of these features on the submitted plans.

**3. Parcel Size and Development Information**

**Total acreage of parcel: \_\_\_\_\_ Acreage to be developed: \_\_\_\_\_**

**Number of lots or units proposed: \_\_\_\_\_**

**Has this land been part of a prior approved subdivision? Yes [ ] No [ ]**

**Has it been part of any other divisions within the past five years? Yes [ ] No [ ]**

**Existing land uses (e.g., farmland, woodlot) and structures:**

\_\_\_\_\_  
\_\_\_\_\_

**Proposed uses of lots or structures:**

\_\_\_\_\_  
\_\_\_\_\_

**4. Public Dedication**

Does the applicant propose to **dedicate to the public** any streets, recreation areas or

common lands? **Yes** [ ] **No** [ ]

If yes, list and describe:

**Streets (length):** \_\_\_\_\_

**Recreation areas (acreage):** \_\_\_\_\_

**Common lands (acreage):** \_\_\_\_\_

**5. Construction Schedule**

**Anticipated start date:** \_\_\_\_\_  
\_\_\_\_\_

**Anticipated completion date:**

***Ownership and Applicant Information***

**6. Property Owner**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**7. Applicant (if different from property owner)**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**8. Corporate/Partnership Status**

Is the **owner or applicant** a corporation, partnership, trust or limited-liability company? **Yes** [ ] **No** [ ]

If yes, attach a **certificate of good standing** or other proof of legal existence.

**9. Right, Title & Interest**

Indicate the applicant's legal interest in the property and attach evidence of right, title or interest (e.g. deed, purchase & sale agreement, lease, option).

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**10. Authorized Agent / Contact Person (if any)**

Planning staff will only contact **one designated person** regarding this application. Please identify the **primary contact** and provide the relevant information:

**Primary Contact (check one):** Property owner [ ] Applicant [ ] Other [ ] If “Other,” specify below.

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**11. Professionals Preparing the Plan**

Provide the name(s), address(es), telephone number(s) and registration number(s) of the **land surveyor, engineer, architect or other professionals** who prepared the subdivision plan:

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**12. Interest in Abutting Property**

Does the applicant or owner have any **legal or equitable interest in property abutting** the parcel to be subdivided? **Yes [ ] No [ ]** If yes, describe:

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**13. Contiguous Holdings**

Does the subdivision plan cover the **entire contiguous holdings** of the applicant? **Yes [ ] No [ ]** If no, identify the other holdings (Map & Lot):

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**14. Abutting Property Owners**

Attach a separate sheet listing the **names and mailing addresses** of all property owners within **500 feet** of the subdivision.

**15. Project Description**

Provide a brief description of the project (attach additional sheets if necessary):

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***Submission Requirements – Section 6.4.1***

The following items are required for all subdivision applications unless clearly not applicable. Indicate whether the information is contained in the **written narrative (W)** or on the **submitted plans (P)**. The **Staff** column contains check boxes for Town staff to confirm receipt.

	<b>W</b>	<b>P</b>	<b>Not Applicable</b>	<b>Staff</b>
<b>Submission Requirement Completed and signed application form</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plan format and submission copies</b> – two (2) copies of the plan on sheets no larger than <b>24” × 36”</b> with additional copies reduced to <b>11” × 17”</b> , legible to scale; final plan to be provided on stable reproducible film and electronically in the Board’s choice of AutoCAD, PDF or GIS format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Payment of application and technical review fees</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Evidence of right, title or interest, including a copy of the most recent deed</b> and evidence of corporate or partnership status (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cover letter with written description of the proposed subdivision</b> , existing site conditions, proposed uses and lots, and how the applicable review criteria will be met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Submission Requirement</b>	<b>W</b>	<b>P</b>	<b>Not Applicable</b>	<b>Staff</b>
<b>Subdivision plan</b> drawn to scale showing property boundaries and bearings, <b>internal lot lines and the dimensions and areas of each proposed lot or unit</b> , the areas of proposed streets, and <b>proposed street names</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Survey markers (existing and proposed)</b> – permanent monuments and <b>temporary markers placed in the field to enable the Planning Board to locate the parcel or lots</b> and appraise the layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Location and dimensions of existing and proposed buildings, structures and additions</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Building envelopes</b> showing required setbacks, buffer areas and proposed clearing limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Location and design of sewage disposal, water supply, storm drainage and trash facilities</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Submission Requirement</b>	<b>W</b>	<b>P</b>	<b>Not Applicable</b>	<b>Staff</b>
<b>Location and design of existing and proposed utilities</b> (gas, electricity, telephone and cable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inventory of significant natural features and wildlife habitat</b> – surface water, wetlands, swales, floodplains, steep slopes, rock outcrops, forested and open areas, other unique physical features, and fish, aquatic life, bird or other wildlife habitat (including vernal pools)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Identification of archaeological, historical or visual resources</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Existing streets, sidewalks, rights-of-way, easements and utility lines</b> on or abutting the site, with names and dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Topographic contours at two-foot intervals</b> and proposed finished grades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Location of shoreland</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Submission</b>	<b>W</b>	<b>P</b>	<b>Not Applicable</b>	<b>Staff</b>
<b>Requirement zoning district boundaries</b> affecting the property				
<b>Identification of farmland</b> (Chapter 356) and, for non-residential development, <b>proposed property improvements</b> such as driveways, parking, lighting, signs, fences, buffers, outdoor machinery and waste disposal facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Zoning classification(s) and location of zoning district boundaries</b> if the property lies in more than one district	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Location map</b> drawn at a scale of not less than 500 feet to the inch showing the relationship of the proposed subdivision to all land within 1,000 feet of all boundaries of the site and to public access points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sketch map and assessor's tax map</b> showing the property in relation to other properties, including tax map and lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Submission Requirement</b>	<b>W</b>	<b>P</b>	<b>Not Applicable</b>	<b>Staff</b>
numbers and street frontage				
<b>Names, addresses and map &amp; lot numbers of property owners within 500 feet</b> of the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Names, registration numbers and seals of professionals</b> who prepared the plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Copy of the original perimeter survey</b> if new parcel(s) are to be created – show magnetic and true north, graphic scale, parcel corners, date of survey and total acreage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Soils, water supply and sewage disposal information</b> – an on-site soils investigation by a Maine Certified Soil Scientist, Maine Registered Professional Engineer or Maine State Certified Geologist with test pit locations and logs; a copy of the Kennebec County Soil Survey (and high-intensity soil survey if required); indication of type of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Submission Requirement**

sewage disposal with supporting documentation (written statement from the Monmouth Sanitary District for public sewer, or a map and test pit logs prepared by a Licensed Site Evaluator for subsurface wastewater disposal, and a description of waste types and pre-treatment systems for non-residential uses); and **evidence of adequate water supply**, including a written statement from the Monmouth Water Association and Fire Chief for connection to the public water system or a letter from a well driller or hydro-geologist for private wells; include a **copy of the subsurface septic disposal system plan** if applicable

W

P

Not Applicable

Staff

**Erosion control and sedimentation control plan**, including a schedule of temporary and permanent measures and a site plan locating erosion controls; and **photographs of**

<b>Submission Requirement existing site conditions and existing buildings</b>	<b>W</b>	<b>P</b>	<b>Not Applicable</b>	<b>Staff</b>
<b>Stormwater management plan</b> with runoff calculations appropriate to the size and nature of the proposed project and comments from the Cobbossee Watershed District or other qualified agency (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Copies of proposed restrictive covenants, easements, homeowner association documents and corporate papers,</b> and any existing or proposed documents (e.g., contracts, deeds to commonly held lands) that may affect use of land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Design and location of proposed streets,</b> with construction details including cross sections, plan and profile showing lengths of all straight lines, deflection angles, radii, length of curves and central angles of all curves,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Submission Requirement and tangent distances and bearings</b>	<b>W</b>	<b>P</b>	<b>Not Applicable</b>	<b>Staff</b>
<b>Plans for public water and sewer lines and other utility lines</b> (electrical, telephone, cable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plans indicating existing and proposed rights-of-way, easements and common areas,</b> together with a description of how any legal restrictions may affect the use of the parcel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Assessment of the project's impact on town services and facilities,</b> including written review comments from relevant town officials and estimates of impacts on sewage disposal, public water system, school system, public safety providers, public works department, stormwater management systems and recreation facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Road use evaluation –</b> expected volume and type of traffic; sight-distance analyses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Submission Requirement</b> at each entrance/exit to the development and at each internal intersection	<b>W</b>	<b>P</b>	<b>Not Applicable</b>	<b>Staff</b>
<b>Cost estimate and proposed performance guarantee</b> sufficient to secure completion of all improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Phasing plan</b> for subdivisions containing twenty (20) or more lots not connected to the public sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hydrogeologic assessment</b> if the property will not be served by public sewer and the proposal involves a non-residential use generating more than 500 gallons of waste water per day or the property lies over or within 300 feet of a mapped sand and gravel aquifer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Traffic impact analysis</b> if the road use evaluation indicates traffic generation of more than 100 peak-hour trips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Natural resource</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Submission Requirement</b>	<b>W</b>	<b>P</b>	<b>Not Applicable</b>	<b>Staff</b>
<b>mitigation plan</b> if the development will impact an identified deer wintering area, critical natural area or other critical natural resource				
<b>Historical resource mitigation plan</b> if preliminary analysis indicates potential impacts on archaeological or historic resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Copies of state or federal permits</b> required for the project (e.g. Site Location of Development Act, Natural Resources Protection Act, Wastewater Discharge License, Public Water Supply permit, Subsurface Wastewater Disposal permit, Section 404 Clean Water Act permits, MaineDOT entrance or traffic movement permits, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>List of requested waivers</b> from submission requirements and justification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Any additional information or</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Submission Requirement studies**  
 requested by the  
 Planning Board or  
 Code Enforcement  
 Officer

**Additional Submission Requirements – Section 6.4.2**

These additional materials are required **only** for certain proposals. Section 6.4.2 of the ordinance applies to: (i) non-residential developments exceeding 10,000 square feet of gross floor area; (ii) any development proposing the construction of a street or the extension of public water or sewer lines; (iii) subdivisions containing **ten (10) or more lots**; or (iv) subdivisions containing **five (5) or more lots** that are **not connected** to the Monmouth Sanitary Sewer System. If any of these situations apply to your project, complete the following checklist; otherwise mark the items as not applicable.

<b>Additional Submission Requirement</b>	<b>W</b>	<b>P</b>	<b>Not Applicable</b>	<b>Staff</b>
<b>Proposed design and location of all streets,</b> with construction details including typical cross sections, plans and profiles showing lengths of all straight lines, deflection angles, radii, length of curves, central angles of all curves, and tangent distances and bearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Location, dimensions and layout for all proposed curbs, sidewalks, driveway entrances, parking areas, fences, retaining walls, outdoor lighting and similar features</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Location and</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Additional Submission Requirement</b> <b>construction details of all proposed public water lines, sewer lines and common utility lines</b> including electrical, telephone and cable	W	P	Not Applicable	Staff
<b>Location, dimensions and purposes of any existing or proposed rights-of-way, easements and dedicated or common areas</b> , together with a description of how these and any other legal restrictions may affect use of the parcel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Initial assessment of the project's impact on town services and facilities</b> , including written review comments from relevant town officials; if the initial assessment indicates a potentially adverse impact, the Planning Board may require additional studies or reports addressing impacts on the sewage disposal system (including flow estimates and capacity), public water system (flow estimates, capacity and assessment of existing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	W	P	Staff	Staff
<p><b>Additional Submission Requirement</b> or potential water pressure), school system, public safety providers, public works department (including solid waste disposal), existing storm water management systems (flow and water quality) and existing recreation facilities</p>				
<p><b>Road use evaluation</b>, including expected volume and type of traffic and sight-distance analyses at each entrance/exit and each internal intersection, using trip generation rates from the <i>Trip Generation Manual</i> or subsequent revisions</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Cost estimate and proposed performance guarantee</b> sufficient to secure completion of all improvements proposed to be constructed</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Any additional information, studies or reports</b> requested by the Planning Board to address potential impacts identified</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Additional  
Submission  
Requirement**  
during review

***Certification***

**Property Owner’s Consent (if different from applicant)**

I declare under penalty of perjury that I am the owner of the subject property. I certify that all of the information submitted with this application is **true and correct** to the best of my knowledge and belief, and I understand that any misrepresentation of submitted data may invalidate any approval of this application. I **authorize the applicant or agent named in this application** to file this application on my behalf.

**Signature of Property Owner:** \_\_\_\_\_ **Date:**  
\_\_\_\_\_

**Applicant / Agent Certification**

I certify that all of the information provided within this application form and accompanying materials is **true and accurate** to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.

**Signature of Applicant/Agent:** \_\_\_\_\_ **Date:**  
\_\_\_\_\_

**Print Name and Title:** \_\_\_\_\_

**For Town Office Use Only**

**Electronic stamp:** \_\_\_\_\_

**Reminder:** The final subdivision plan submitted for approval **must include space for five (5) Planning Board members’ signatures and a date line**, as required by Section 6.4.1.4 p of the Monmouth Comprehensive Development Ordinance.