



Planning Board Subdivision Preliminary Plan Application Form

Please refer to the Town of West Bath Land Use Ordinance and contact the Code Enforcement Officer (CEO) through the Town Office for application assistance at codes@westbathmaine.gov or call (207) 443-4342.

Please read this form carefully and answer all questions.

Applicants must meet with the CEO for guidance before submitting an application.

Seven (7) copies of a completed application, drawings, and supporting data (digital also) along with the application fee must be brought to the Code Enforcement Officer at least twenty-two (22) days prior to the Planning Board meeting in order to be placed on the meeting agenda.

Building Plans and Site Plans must be provided on 24"x36" size paper (also digital file same size) and at a scale that the required information is clear and legible. Three (3) of the seven (7) required copies may be provided on 11x17 size paper.

The non-refundable application fee in accordance with the Town Fees & Penalties Schedule is \$ _____
(Verify fee amount with Code Enforcement Officer)

(1) Project Information:

Project Name: _____

Address: _____

Parcel Map: _____ Lot: _____ Book: _____ Page: _____

Current Zoning: _____ Acreage: _____

(2) Applicant Information:

Name: _____

Address: _____

Phone: () _____ Alt Phone: () _____

(3) **Interest in property:** (e.g. owner, owner's agent, licensee, etc.) _____

(a) If Applicant is not the owner, please provide the following owner information
along with a letter of authorization:

Name: _____

Address: _____

Phone: () _____ Alt Phone: () _____

(4) Consultant List *(Provide known project consultants and contact information)*

(a) _____

(b) _____

(c) _____

(5) Is the property part of a previous subdivision? Yes _____ No _____

If yes, please provide name and date of original subdivision and any amendments:

(6) Please also provide plans and documentation as outlined in the attached checklist.

Fill in the checklist (Provided, N/A, Waiver requested) as appropriate.

The undersigned (Applicant) applies for a permit to be issued by the Planning Board on the basis of the information provided herein. The Applicant certifies that all information provided, including that contained in attachments hereto, is true and correct to the best of the Applicant's knowledge and belief.

Applicant Signature: _____ Date: _____

Print Name: _____

Item Description	Provided	N/A	Waiver Request
Plan(s) to Include:			
1) Development Name, Plan Date, Applicant/Agent Data, Owner Data, Preparer Data, Map/Lot Info			
2) Magnetic North Arrow, Map Scale, Legend, Signature Block			
3) Field survey created and certified by licensed land surveyor with bearings and distances along existing boundary			
4) Boundaries and designations of zone districts and overlays			
5) Locations and names of existing and proposed streets, easements, and rights of way			
6) Names and Map/Lot numbers of lots adjacent to subdivisions			
7) Contour lines shown in accordance with Article V 6.2.C.3			
8) Location of all property lines, existing buildings, watercourses, and other essential existing features			
9) Location of wetland areas			
10) Location of steep slopes (slopes > 25%)			
11) Flood hazard area as depicted on flood insurance rate map			
12) Net residential acreage calculation			
13) Location and size of existing sewer systems, water supply, culverts and drainage			
14) Location of all rivers, streams, and brooks within and adjacent to subdivision			
15) Proposed lot lines, dimensions, and lot areas			
16) Building envelope for each proposed lot within subdivision			
17) Location and design of proposed roadway including road grades and typical cross section			
18) Location and size of proposed sewer system, test pits, water supply, culverts, and drainage			
19) Parcels of land proposed for public use			
20) Open space to be preserved			
21) Soil erosion and sedimentation control measures			
22) Stormwater management plan features			
23) Campbells Pond Watershed Boundary			
24) Design of phosphorus controls when within Campbells Pond Watershed Boundary			
Complete description of the requirements above can be found in the Development Review Ordinance, Article VI			

All designs must comply with requirements in Development Review Ordinance Articles IX and X.

Item Description	Provided	N/A	Waiver Request
Supporting Data			
1) Application			
2) Notification in writing to all owners of abutting property			
3) Verification of right, title, or interest in property			
4) Copy of deed and all covenants or restrictions on existing lot			
5) Copy of final covenants or deed restrictions intended for proposed lots			
6) Type of sewage disposal			
(a) For subsurface disposal system include test pit analysis			
(b) For public sewer systems include letter from Sewer District indicating intent to serve subdivision			
7) Type of water supply			
(a) Public Water: Letter from Water District indicating adequate supply and pressure			
(b) Private Well: Written evidence of adequate ground water supply and quality by well driller or hydro geologist			
8) Method of solid waste disposal			
9) Wetland identified by certified soil or wetland scientist			
10) Driveway access and/or entrance permit			
11) Determination of other State and Federal permits required, and draft copies if available			
12) Location Map: Article V 6.2.B			
13) Soil Survey Plan: Article V 6.2.C.21			
14) Flood insurance rate map showing location of subdivision to determine if in flood area			
15) Hydrogeological assessment describing impacts on groundwater			
16) Erosion and sediment control plan			
17) Stormwater management plan			
18) Phosphorus control design, maintenance plan, and restrictions when required.			
Complete description of the requirements above can be found in the Development Review Ordinance, Article VI			
All designs must comply with requirements in Development Review Ordinance Articles IX and X.			