

## Town of Madison Subdivision Pre-Application Checklist

### Welcome

Thank you for your interest in doing business in Madison. In lieu of zoning ordinances, the Town of Madison reviews subdivision applications on a case by case basis. If you require assistance completing this form please contact the Madison Town Office at 696 3971 and ask to speak with Code Enforcement or the Town Manager.

**The applicant will need to provide a preliminary site plan or sketch AND a brief written summary of the project (less than 1 page) to the Madison Code Enforcement Officer at least 7 days prior to the next scheduled Planning Board Meeting:**

**Section SD1 - The following information is required for pre-application review under section 490-5. A sketch of the proposed property (may be hand-drawn but should be to scale) with the following:**

Applicant	Use the boxes to the left to check off completed items	PB Comment
<input type="checkbox"/>	A. Project name, applicant and designer.	
<input type="checkbox"/>	B. Date, North arrow, scale.	
<input type="checkbox"/>	C. Perimeter boundaries, area and acreage of proposed development and preliminary building footprints, any area reserved for future development (to include well and septic where applicable).	
<input type="checkbox"/>	D. Tentative locations of rights-of-way and future lot lines or easements.	
<input type="checkbox"/>	E. Land cover areas, i.e., woods, fields.	
<input type="checkbox"/>	F. General natural features of the area to be developed: areas of steep slopes, bedrock outcrops, ponds, streams, wetlands, floodplains.	
<input type="checkbox"/>	G. Tentative location of proposed structures; locations of existing structures and neighboring land uses.	
<input type="checkbox"/>	H. A copy of the USDA soil survey map for the area, with the parcel outlined on the map.	

\*This is considered a preliminary plan. A more detailed Site Map will be required in the formal Subdivision application process.

## Town of Madison Subdivision Application Checklist

This application contains the elements listed in § 490-12 of the Madison Subdivision Ordinance. Applications shall be submitted to the Town Office, together with required fees.

Application fees: The Town Office will calculate the total fees for the Subdivision review process to include

Permit Fees:	\$ _____
Administrative:	\$ _____
 Total	 \$ _____

**Section SD2 - Formal Application: If some answers require more detail please attach a separate sheet of paper**

Applicant	Use the boxes to the left to check off completed items	PB Comment
	Project Name: <input type="checkbox"/>	
	Applicant Name Address Phone Email: <input type="checkbox"/>	
	Property Owner Name: Address Phone Email: <input type="checkbox"/>	
	Authorized Representative Phone Email <input type="checkbox"/>	
	Town of Madison Tax Map # _____ Lot # _____ <input type="checkbox"/>	

Engineer, landscape architect or planner? Name/Company Address Phone Email	
Does the applicant own the property? If yes please provide a photocopy of the deed. If no, please provide proof of option to purchase or lease. <input type="checkbox"/>	
Number of acres to be developed: _____ <input type="checkbox"/>	
Please explain the existing use of the property:  <input type="checkbox"/>	
Are there <b>currently</b> any covenants, deed restrictions, easements, or rights-of-way on the property? If yes please provide documentation. <input type="checkbox"/>	
Are there any <b>plans for</b> covenants, deed restrictions, easements, or rights-of-way on the property? If yes please provide details: <input type="checkbox"/>	
Abutting Land Owners:  Name: _____ Map: _____ Lot: _____ Name: _____ Map: _____ Lot: _____ Name: _____ Map: _____ Lot: _____ <input type="checkbox"/>	
Are you requesting any waivers* for this project? If yes please provide details:  <input type="checkbox"/>	

**\*Waiver or modification of application requirements.**

The Planning Board, on the written petition of the applicant, may waive, in its sole discretion, any of the submission requirements in this application, or otherwise modify the application requirements, including application fees and documentation, based on the unique circumstances of the plans or site and provided such waiver does not unduly restrict the review process. The Board shall make a written record of its decision to waive requirements.

**Section SD3 – Subdivision Plat Map**

Subdivision plat requirements. The site plan map must consist of three paper prints plus one Mylar (reproducible) copy, with a maximum size of 30 inches by 48 inches and at a scale of between one-inch equals 40 feet and one inch equals 100 feet. Seven (7) copies shall be provided at a reduced scale for board use. The plan must include the following:

Applicant	Use the boxes to the left to check off completed items	PB Comment
<input type="checkbox"/>	A. Date, title, scale, North arrow, name of project.	
<input type="checkbox"/>	B. A boundary outline with dimensions and lot area, in relation to surrounding streets, walls and adjoining land uses.	
<input type="checkbox"/>	C. Names and addresses of present landowners and abutting landowners.	
<input type="checkbox"/>	D. Locations of existing buildings and other structures, fire hydrants, streetlights, utility poles, underground water and sewer facilities,	
<input type="checkbox"/>	E. Location of existing topographic and natural features, including rivers, streams, and other water bodies, wetlands and vernal pools, floodplain, critical natural areas, and high value plant and animal habitat identified by the Maine Natural Areas Program.	
<input type="checkbox"/>	F. Location and dimension of all proposed internal lot lines.	
<input type="checkbox"/>	G. Location map.	
<input type="checkbox"/>	H. All existing and proposed rights-of-way and easements.	
<input type="checkbox"/>	I. Location and accurate dimensions and detail of proposed streets (including plans, profiles and cross-sections), sidewalks, parking lots, water and sewer utilities, drainage structures.	
<input type="checkbox"/>	J. Location of any proposed water supply wells and test pits or proposed septic system areas.	
<input type="checkbox"/>	K. Identification and boundaries of any shoreland zoning districts affecting the property.	
<input type="checkbox"/>	L. If approval of the subdivision will be conditioned on a variance, terms of the variance shall be listed on the face of the plan.	
<input type="checkbox"/>	M. A signature block for approval by the Planning Board.	

**Section SD4 - Signed Statements from Municipal Officials**

Depending on the size, scope and location of the project signatures may be required from the following agencies and for the following reasons. If the project does not apply simply write N/A in the signature box.

Authorizing Signature and Printed Name	Authorizing Body	PB Comment
	<p><b>The Anson Madison Water District</b> as to the conditions under which the District will supply water and approval of the size and location of mains, valves, and hydrants proposed.</p>	
	<p><b>The Anson Madison Sanitary District</b> as to the conditions under which the Sewer District will provide sewage disposal service, or a statement relative to the capacity of the sewage disposal system to treat septic tank pumping.</p>	
	<p><b>The Madison Fire Chief</b> approving the features related to fire and emergency protection.</p>	
	<p><b>The Madison Road Commissioner</b> regarding the adequacy and design of drainage and street systems, both proposed and existing.</p>	
	<p><b>The Somerset County Sheriff's Office</b> relative to security and traffic circulation, if required by the Planning Board.</p>	
	<p>Any other agency or committee deemed appropriate by the Planning Board.</p>	

## Section SD5 - Supporting Documents

Based on the nature of the project the Site Review Process may require additional information. Please provide documentation as it applies to this application.

Applicant	Use the boxes to the left to check off completed items	PB Comment
<input type="checkbox"/>	A. Evidence of the quality and quantity of proposed water supply. If a public water supply system other than the Anson-Madison Water District is proposed, a wellhead protection plan shall be provided.	
<input type="checkbox"/>	B. Evidence of the adequacy of proposed sewage disposal systems, including an HHE-200 for any proposed subsurface wastewater disposal system.	
<input type="checkbox"/>	C. A landscaping plan indicating grade change, vegetation to be preserved, new plantings used to stabilize areas of cut and fill and for screening; the size, location, purpose and type of vegetation.	
<input type="checkbox"/>	D. A storm water management plan, including location, elevation, layout of catch basins, and other surface and subsurface drainage features. If the development will create more than 10,000 square feet of new impervious surface, the storm water management plan must be designed by a registered professional engineer.	
<input type="checkbox"/>	E. A topographical plan, at 2-foot intervals, showing existing and proposed contours and finished grade elevations.	
<input type="checkbox"/>	F. An erosion control plan, or phosphorous control plan within the Wesserunsett Lake Watershed.	
<input type="checkbox"/>	G. Plans, profiles, and cross-sections of roads, driveways, and parking areas proposed to be added to the site.	
<input type="checkbox"/>	H. Identification of soils with severe or very severe limitations for the type of development proposed in accordance with the USDA medium-intensity soil survey for Somerset County. If soils identified by the survey as having severe or very severe limitations are to be developed, a high-intensity soil survey may be required.	
<input type="checkbox"/>	I. Locations of any critical areas of natural or cultural resources, including but not limited to areas of potential archaeological significance, wetlands, vernal pools, critical wildlife habitat, floodplains, and the location of any sand and gravel aquifers. If any of these areas will be affected by the development, a plan to mitigate or manage impacts to the resource shall be supplied.	
<input type="checkbox"/>	J. Construction schedule, costs and performance guarantee arrangement, along with appropriate statements of proof of financial capability and a statement of relationship between developer, design consultant and project contractor.	

<input type="checkbox"/> K. Any other exhibits or data deemed necessary by the Planning Board to evaluate the proposed development for compliance with the Subdivision Ordinance Chapter 490.	
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**Section SD6 – Review Criteria (See Chapter 490-13 for a complete description of standards to be met)**

The provisions of this section are intended to assure that each of the review criteria in 30-A MRSA §4404 has been met. The Planning Board shall consider the following criteria before granting approval and shall determine that for all Subdivision applications:

<b>Applicant</b>	<b>Use the boxes to the left to check off completed items</b>	<b>PB Comment</b>
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<input type="checkbox"/>	13.1 Will not result in undue water or air pollution.	
<input type="checkbox"/>	13.2 Has sufficient water available for the reasonably foreseeable needs of the subdivision;	
<input type="checkbox"/>	13.3 Will not cause an unreasonable burden on an existing water supply, if one is to be used.	
<input type="checkbox"/>	13.4 Will not cause unreasonable soil erosion or reduction in the land's capacity to hold water so that a dangerous or unhealthy condition results.	
<input type="checkbox"/>	13.5 Will not cause unreasonable highway or public road congestion or unsafe conditions with respect to the use of the highways or public roads existing or proposed.	
<input type="checkbox"/>	13.6 Will provide for adequate sewage waste disposal and will not cause an unreasonable burden on municipal services if they are utilized.	
<input type="checkbox"/>	13.7 Will not cause an unreasonable burden on the Town's ability to dispose of solid waste.	
<input type="checkbox"/>	13.8 Will not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline.	
<input type="checkbox"/>	13.9 The proposed development is in conformance with all Town of Madison ordinances, the Comprehensive Plan, development plans or land use plans;	
<input type="checkbox"/>	13.10 The developer has adequate financial and technical capacity to meet the standards of this ordinance.	
<input type="checkbox"/>	13.11 Whenever situated entirely or partially within the watershed of any pond or lake or within 250 feet of any wetland, great pond or river, will not adversely affect the quality of such body of water or unreasonably affect the shoreline of such body of water.	
<input type="checkbox"/>	13.12 Will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water.	
<input type="checkbox"/>	13.13 Based on the Federal Emergency Management Agency's Flood Boundary and Floodway Maps and Flood Insurance Rate Maps, and	

	information presented by the applicant whether the subdivision is in a flood-prone area.	
<input type="checkbox"/>	13.14 All freshwater wetlands within the proposed subdivision have been identified on any maps submitted as part of the application, regardless of the size of these wetlands.	
<input type="checkbox"/>	13.15 All farmland within the proposed subdivision has been identified on maps submitted as part of the application.	
<input type="checkbox"/>	13.16 Any river, stream or brook within or abutting the proposed subdivision has been identified on any maps submitted as part of the application.	
<input type="checkbox"/>	13.17 The proposed subdivision will provide for adequate storm water management.	
<input type="checkbox"/>	13.18 Spaghetti Lots Prohibited. If any lots in the proposed subdivision have shore frontage on a river, stream, brook, or great pond as these features are defined in 38 MRSA, §480-B, none of the lots created within the subdivision will have a lot depth to shore frontage ratio greater than 5 to 1.	
<input type="checkbox"/>	13.19 The long-term cumulative effects of the proposed subdivision will not unreasonably increase a great pond's phosphorus concentration during the construction phase and life of the proposed subdivision.	
<input type="checkbox"/>	13.20 For any proposed subdivision that crosses municipal boundaries, the proposed subdivision will not cause unreasonable traffic congestion or unsafe conditions with respect to the use of existing public ways in an adjoining municipality in which part of the subdivision is located.	
<input type="checkbox"/>	13.21 Timber on the parcel being subdivided has not been harvested in violation of rules adopted pursuant to 12 MRSA, section 8869, subsection 14, adopted by the Maine Forest Service to substantially eliminate liquidation harvesting.	



## Section SD7 – Performance Guarantee

Prior to submission for final approval, the subdivider shall prepare and submit to the Board of Selectmen for approval a financial guarantee in an amount sufficient to cover the cost of any public improvements. The financial guarantee options available to the subdivider are:

- A. A performance bond from the surety bonding company authorized to do business in the State of Maine, which bond shall be payable to the Town of Madison.
- B. An irrevocable letter of credit from a bank or other reputable institution authorized to do business in the State of Maine satisfactory to the Board of Selectmen, and in a form satisfactory to said board, which letter of credit shall certify the following:
  - 1. That the applicant does guarantee funds in a specified amount and for a specified duration;
  - 2. That, in case of failure on the part of the applicant to satisfactorily complete the project within the required time period, the creditor shall pay to the Town immediately, and without further action, such funds as are necessary to finance the project's proper completion up to the credit limit stated in the letter.
- C. Evidence that cash has been deposited in an escrow account at a bank or other reputable institution having an office in Somerset County, with the escrow agreement acceptable to the Board of Selectmen. The agreement shall provide that in case of failure on the part of the applicant to satisfactorily complete the project within the required time period, the escrow agent shall pay to the Town immediately, and without further action, such funds as are necessary to finance the proper completion of said project, up to the original cash deposit into the escrow account.
- D. A letter from a bank, similar financial institution, or a government agency demonstrating that credit is available to finance the proposed project or that the funding institution intends to fund the project, indicating the required amount of funds and the specified uses. This option will be acceptable only if compliance with Subsections A through C of this section would be cost prohibitive as determined by the planning board.
- E. The most recent corporate annual report(s) of the applicant, or a parent company of the applicant, indicating sufficient financial capacity to fund or obtain financing for the development together with explanatory material interpreting the report, will be acceptable if compliance with Subsections A through D of this section is determined by the planning board to be unfeasible for the applicant.

The performance guarantee shall contain a construction schedule, cost estimates for each major phase of construction, taking into account inflation, provisions for inspections of each phase of construction, provisions for the release of part or all of the performance guarantee to the applicant, and a date after which the applicant will be in default and the Town shall have access to the funds to finish construction.

When the applicant has satisfactorily completed the improvements as set forth in its approval, the Town shall permit the applicant to cancel said guarantee.

