



TOWN OF GRAY MAINE

FINAL SUBDIVISION PLAN APPLICATION SUBMISSION CHECKLIST

Subdivision Name _____ Date _____

This checklist has been prepared to assist applicants in developing their applications. It should be used as a guide in assembling the information necessary for a complete application. The checklist, however, does not substitute for the requirements of **Article 8** of the Subdivision Ordinance. The Planning Board will also use the checklist to ensure your application is complete. Indicate if the information has been submitted or if a waiver is requested. If you feel that information is not applicable to your project, please indicate in the second column. The perimeter survey, subdivision plan and engineering plans may be contained on the same drawing. Detailed engineering drawings such as road profiles, drainage swales and erosion/sedimentation plans, however, may best be presented on a separate sheet or sheets.

Note that this checklist only covers the submission requirements for a *final* plan. There is an additional checklist for *preliminary* plan submission, which should have been completed previously. Neither checklist addresses the standards that the subdivision plan must meet. For review standards refer to **Article 13**. You should have completed Checklist F-1D at preliminary plan.

FINAL SUBDIVISION PLAN SUBMISSION REQUIREMENTS	Submitted by Applicant	Not Applicable	Applicant Requests to be Waived	Review by Planner/ Engineer	Waived by Planning Board
401.8.1 PROCEDURE					
A. Submittal of draft Final Plan within 6 months of approval of the Preliminary Plan OR submittal of request for an extension to the filing deadline					
B. Filing of appropriate Final Plan application fee & peer review escrows					
C. Prior to submittal of Final Plan application, the following approvals shall be obtained where applicable: 1. Maine DEP permit(s) 2. Maine DHS permit(s) if public water system 3. Maine DHS permit(s) if engineered subsurface wastewater disposal system 4. Army Corps of Engineers if Section 404 permit required 5. Maine DOT Traffic Movement Permit and/or Highway Entrance/Driveway Access Permit (The Board may require a letter from the various agencies verifying if their regulations do or do not apply)					
D. If applicable per Section 401.7.2.C.23, confirmation that Maine Historic Preservation Office received a copy of the proposed plan and mitigation measures					
E. Written Approval of Town E911 Officer					
K. Performance Guarantee requirements specified in Article 11					

FINAL SUBDIVISION PLAN SUBMISSION REQUIREMENTS	Submitted by Applicant	Not Applicable	Applicant Requests to be Waived	Review by Planner/ Engineer	Waived by Planning Board
401.8.2.A SUBMISSIONS					
One or more maps or drawings at scale of not more than 1"=100'; subdivision more than 100 acres, not larger than 1"=200'					
Plans not larger than 24" x 36" with 2" border on binding side; 1" for borders elsewhere					
Block for Planning Board signatures					
One reproducible, stable based transparency of the recording plan to be recorded at the Registry of Deeds, and 14 full sized paper copies of all the final plan sheets and any supporting documents					
401.8.2.B FINAL PLAN INFORMATION					
B.1 Final Plan Application and Submission Checklist					
B.2 Name of Subdivision, Name of Town and Assessor's Map and Lot Number(s)					
B.3 Total acres in subdivision; location of property lines, existing building(s), vegetative cover type and other essential physical features					
B.4 Type of sewage disposal proposed					
B.5 Type of Water Supply					
B.5.a Gray Water District approval of water system design					
B.5.b Fire Chief letter on hydrants or other fire protection measures					
B.5.c Well driller or hydrologist letter on ground water supply and quality					
B.6 Date plan prepared, north point, graphic map scale					
B.7 Names and addresses of record owner, applicant, plan preparer(s) and adjoining property owners					
B.8 Location of any zoning boundaries affecting the property					
B.9 If different than Preliminary Plan submittal, any deed restrictions on proposed new lots or dwellings					

FINAL SUBDIVISION PLAN SUBMISSION REQUIREMENTS	Submitted by Applicant	Not Applicable	Applicant Requests to be Waived	Review by Planner/ Engineer	Waived by Planning Board
B.10 Location and size of existing and proposed sewers, water mains, culverts and drainage ways on and adjacent to proposed subdivision					
B.11 Location, name and widths of existing and proposed streets, easements, building lines, parks and open spaces on or adjacent to subdivision tied to survey points and certified by a registered land surveyor					
B.12 Street design plans					
B.13 Location and dimensions of streets, public improvements and open space in subdivision from Official Map, Comprehensive Plan or Capital Improvements Program					
B.14 Parcels proposed for dedication to public use; condition(s) of dedication; written documentation of management of subdivider-retained parcels; legal sufficiency to convey title(s) to Town					
B.15 100-year flood elevations					
B.16 Location and method of construction debris disposal					
B.17 Copies of all plans & studies contained in preliminary plan approval					
B.18 Copies of all outside agency reviews & permits					
PRELIMINARY SUBDIVISION PLAN CONDITIONS OF APPROVAL MET	Submitted by Applicant	Not Applicable	Applicant Requests to be Waived	Received by Planning Board	Waived by Planning Board
Date of Preliminary Approval _____					