

General

The applicant shall show that the subdivision meets all other applicable local ordinances including Shoreland Zoning, Floodplain Management and the Town of Canaan Enhanced 911 Road Naming and Numbering Ordinance

All subdivisions consisting of 4 or more lots shall contain provisions for vehicular connections to future projects on adjacent properties or the same lot.

Application Fee:

All applications for subdivision approval shall be accompanied by the following non-refundable fee made payable to the Town of Canaan:

- **The fee for filing a preliminary plan shall be \$100.00 plus \$75.00 per lot and/or unit. (The fee for a minor subdivision that is permitted to file a final plan shall be the same as a preliminary plan)**

All subdivision applicants shall be required to follow a three tier review process as follows:

- **Sketch Plan Review**
- **Preliminary Plan Review**
- **Final Plan Review**

The Planning Board may vote to allow Minor Subdivisions to submit a final plan for review directly after the Sketch Plan Review meeting. The Planning Board shall make this decision after reviewing the sketch plan proposal

Public Hearing Requirements:

- **The Planning Board may hold a public hearing on all preliminary and final plan applications in order to receive public comment and information concerning the application.**

As Built-Plans:

- **Upon Completion of all the public improvements contained in the subdivision, the applicant shall submit a copy of as-built plans to the Planning Board.**
- **All roads shall be considered as public improvements and shall require a performance guarantee as per the requirements of this Ordinance.**
- **Public Improvements: The term shall include all roads; fire protection structures and ponds; any structure or land proposed to be dedicated to the Town; any land or structure which is offered as an easement to the Town; and, all storm drainage structures which are designed to allow water to flow outside the property of the subdivision.**
- **All roads and other public improvements that are not dedicated to the Town or during such time prior to the actual acceptance by the Town of Canaan shall be maintained by the subdivision owners or developer.**

Performance Guarantee

- **A performance guarantee shall be required for all public improvements proposed for the subdivision. The applicant shall submit a proposal for the performance guarantee at the time of submission of the Final Plan.**

**Town of Canaan
Subdivision Application
Application Checklist**

The Application Checklist Form must accompany the Subdivision Application.

Each item on the checklist must be marked as one of the following:

S = item submitted

W = item not submitted due to waiver request

N/A = item not applicable

Sketch Plan The applicant shall submit a complete sketch plan application to the Planning Board at least 14 days before a scheduled meeting of the Planning Board.

_____ - The sketch plan shall show in simple sketch form the proposed layout of roads, lots, buildings, and other features in relation to existing site conditions. The sketch plan does not have to be an engineered plan and may be a free-handed penciled sketch.

_____ - The sketch plan shall be submitted on the application form provided by the Planning Board and include the following:

- a. A copy of the Tax Assessors map of the site and surrounding area.
- b. A copy of the U.S.G.S. topographic map of the area showing the outline of the proposed subdivision.
- c. A copy of the County Soil Survey showing the area of the proposed subdivision.

_____ - Any other data necessary in order to meet the requirements of this Ordinance
List any other item below:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

**Town of Canaan
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Preliminary Plan - The applicant shall, at least 14 days prior to a scheduled meeting of the Planning Board, submit a complete preliminary plan application to the Town Clerk and/or the Planning Board Secretary.

- _____ - The application shall consist of 5 (five) complete copies including all maps and related attachments.
- _____ - One set of 11" x 17" preliminary plan for photocopying by the Planning Board for public distribution
- _____ - The applicant shall submit the test pit/boring data to the Town of Canaan LPI for review.
- Upon approval of the preliminary plan, the applicant is eligible to submit a final plan to the Planning Board for consideration. The approval of the preliminary plan shall not constitute approval of the final plan or intent to approve the final plan, but rather it shall be deemed an expression of approval of the design of the preliminary plan as a guide to preparation of the final plan. The final plan shall be submitted for consideration upon fulfillment of the requirements of this Ordinance and conditions of preliminary approval, if any.
- The applicant is responsible for supplying all the necessary information to show that the proposed subdivision is in compliance with the review criteria, and requirements and performance standards contained in this Ordinance. The preliminary plan submissions shall consist of the following:
 - _____ a. A receipt from the Town indicating that the application fee has been paid.
 - _____ b. A preliminary plan application form and all required attachments and maps.
 - _____ c. Waiver request form, if applicable.
 - _____ d. A location map, drawn at an appropriate scale to show the relationship of the proposed subdivision to adjacent properties, The map shall show the following:
 - _____ (1) Existing subdivisions in the proximity of the proposed subdivision.
 - _____ (2) Locations and names of existing and proposed roads as per the Town of Canaan Enhanced 911 Road Naming and Numbering Ordinance.
 - _____ (3) Boundaries and designations of all shoreland zoning and other land use districts.
 - _____ (4) An outline of the proposed subdivision and any remaining portion of the owner's property if not included in the subdivision proposal.
 - e. The following general information:
 - _____ (1) Name and address of the applicant and applicant's agent.
 - _____ (2) The applicant shall provide a registered warranty deed indicating ownership of the proposed subdivision.
 - _____ (3) A copy of all existing and proposed, deed restrictions, rights-of-way, or other encumbrances affecting the property.
 - _____ (4) The book and page and tax map and lot information of the property.
 - _____ (5) The names of all property owners abutting the property.
 - _____ (6) Acreage of the proposed subdivision and acreage of any land not included in the subdivision.

f. A subdivision plan consisting of one or more maps drawn to a scale of not more than 100 feet to the inch. The plan shall show the following:

- _____ (1) Name of the subdivision.
- _____ (2) Number of lots.
- _____ (3) Date, north point, graphic scale.
- _____ (4) Proposed lot lines with dimensions.
- _____ (5) A survey of the perimeter of the tract, giving complete descriptive data by bearing and distances, made and certified by a Registered Land Surveyor. The corner of the tract shall be located on the ground and marked by permanent markers. The plan shall indicate the type of permanent marker proposed to be set or found at each lot corner.
- _____ (6) Contour intervals as specified by the Planning Board.
- _____ (7) The location of all wetlands regardless of size.
- _____ (8) The location of all rivers, streams, brooks and ponds within or adjacent to the subdivision.
- _____ (9) The location of all slopes in excess of 20% (twenty percent) slope.
- _____ (10) The number of acres within the subdivision, location of property lines, existing buildings, vegetative cover type, and other essential existing features.
- _____ (11) The location of any significant sand and gravel aquifers,
- _____ (12) The boundaries of any flood hazard areas and the 100-year flood elevation as depicted on the Town's most recent FIRM Map.
- _____ (13) The boundaries of all shoreland zoning districts.
- _____ (14) The location and boundaries of any significant wildlife habitat as identified by the Department of Inland Fisheries and Wildlife.
- _____ (15) The location of any site or structure listed on the National Register of Historic Places or any archeological site identified by the State Historic Preservation Commission.
- _____ (16) The location of all scenic areas and rare and endangered plants as identified in the Town's Comprehensive Plan.
- _____ (17) The location of all subsurface wastewater disposal system test pits or borings and test data and appropriate documentation.
- _____ (18) The location of all existing and proposed wells and appropriate documentation.
- _____ (19) All erosion control features proposed for the site.
- _____ (20) All stormwater control features proposed for the site.
- _____ (21) All parcels of land proposed to be owned or held in common or joint ownership by the subdivision or individual lot owners. All land proposed to be offered for public acceptance to the Town.
- _____ (22) Phosphorus control measures, if the subdivision is located within the direct watershed of a great pond.
- _____ (23) Road plans and specifications and appropriate documentation.
 - _____ The applicant shall submit detailed construction drawings showing a plan view, profile, and typical cross-section of the proposed road. The plan shall be at a scale of one inch equals no more than 50 feet. The vertical scale shall be one inch equals no more than 5 feet. The plan shall include the following information:
 - _____ (1) Date, scale and north point.
 - _____ (2) Intersections of the proposed road with existing roads.
 - _____ (3) Roadway and right-of-way limits, including edge of pavement and edge of shoulder.
 - _____ (4) Kind, size, location, material, profile and cross section of all existing and proposed drainage structures and their location with respect to the existing natural waterways and proposed drainage ways.
 - _____ (5) Complete curve data shall be indicated for all horizontal and vertical curves.
 - _____ (6) Turning radii at all intersections.
 - _____ (7) Centerline gradients.
 - _____ (8) Size, type and locations of all existing and proposed utilities.

- _____ (24) Traffic access data for the site including an estimate of the amount of vehicular traffic to be generated on a daily basis.
- _____ (25) The type and location of any proposed fire control features, and appropriate documentation.
- _____ (26) Provisions to reduce conflicts between residential and activities of a working rural landscape shall be proposed based upon the size, density and site conditions of the particular subdivision. Some possible options include:
 - _____ a. A mandatory structure set-back of 100 feet from the farm, farmland (including parcels with livestock), forest, or borrow site.
 - _____ b. A vegetative buffer along property lines.
 - _____ c. Location of homes away from the farm, forest, or borrow site.
 - _____ d. A disclosure notice, included in the deed for each lot, to inform the new landowner that agricultural, forest or borrow pit activities generate noise, dust and odors.
- _____ (27) The plan shall incorporate the following standards into the overall development of the subdivision:
 - _____ a. Building sites shall be oriented with respect to scenic vistas, natural landscape features, topography, and natural drainage areas.
 - _____ b. Road and lot layout shall be adapted to the existing topography.
 - _____ c. Existing trails shall be preserved.
 - _____ d. Existing vegetation along front, side and rear lot property lines shall be preserved.
 - _____ e. Lots shall be designed so as to enhance the privacy and rural atmosphere of the development.
 - _____ f. Trees located along the roads shall be preserved to the greatest extent possible in order to maintain a rural roadscape.
 - _____ g. Existing vegetation along all streams, ponds, wetlands shall be preserved.
- _____ g. A statement indicating how the solid waste from the subdivision will be handled.
- _____ h. Documentation indicating that the applicant has the financial and technical capacity to meet the requirements of this Ordinance.
- _____ i. Any other data necessary in order to meet the requirements of this Ordinance.
- _____ j. List the anticipated types of land uses that will be developed within the proposed subdivision.
- _____ k. Indicate how all roads and other public improvements will be maintained until the improvements are dedicated to the Town or in the case of private roads and improvements, how they will be maintained over their lifespan.
- _____ l. A legal agreement indicating how the infrastructure will be maintained shall be submitted to the Planning Board.
- _____ m. The applicant shall review the proposed subdivision with the Fire Chief and shall obtain a written statement from the Fire Chief approving the plans fire protection measures. This statement shall be submitted with the preliminary plan application.
- _____ n. The applicant shall submit evidence of site suitability for subsurface wastewater disposal system prepared by a Licensed Site Evaluator in compliance with the Subsurface Wastewater Disposal Rules of the State of Maine. All test pit or test boring locations shall be shown on the subdivision plan and be accompanied by a HHE-200 Form or other format which shows the appropriate soils data. The applicant shall submit the LPI's statement.
- _____ - Any other data necessary in order to meet the requirements of this Ordinance
List any other item below:
 - a _____
 - b _____
 - c _____
 - d _____
 - e _____

Town of Canaan Subdivision Application Application Checklist

The Application Checklist Form must accompany the Subdivision Application.

Each item on the checklist must be marked as one of the following:

- S = item submitted
- W = item not submitted due to waiver request
- N/A = item not applicable

Final Plan

- The applicant shall, at least 14 days prior to a scheduled meeting of the Planning Board, submit a complete final plan application to the Town Clerk and/or Planning Board Secretary.

- _____ - The application shall consist of 2 (two) stable-based transparencies and 3 (three) paper copies.

- _____ - One set of 11" x 17" paper copy for photocopying by the Planning Board for public distribution.

- _____ - The applicant shall submit documentation from a Hydrologist or a Well Driller familiar with the area, stating that adequate water is available to supply the subdivision.

- The applicant is responsible for supplying all the necessary information to show that the proposed subdivision is in compliance with the review criteria and requirements and performance standards contained in this Ordinance. The final plan submissions shall consist of the following:
 - _____ a. A receipt from the Town indicating that the application fee has been paid.
 - _____ b. A final plan application form and all required attachments and maps.
 - _____ c. All the submission materials required for a preliminary plan.
 - _____ d. All conditions and modifications approved by the Planning Board for the preliminary plan shall be contained on the final plan.
 - _____ e. All waivers approved by the Planning Board shall be shown on the final plan.
 - _____ f. All additional studies and/or materials required by the Planning Board, as applicable.
 - _____ g. A signature block shall be provided on the final plan.
 - _____ h. A performance guarantee, if applicable.
 - _____ i. The location and type of all permanent markers set at all lot corners.
 - _____ j. If the subdivision contains any private roads, the plan shall contain a statement as follows: The subdivision roads are designed as private roads are not eligible for acceptance by the Town of Canaan, unless the road is improved to meet the appropriate standards for road acceptance.
 - _____ k. Written copies of any documents of land dedication, and written evidence that the Board of Selectmen are satisfied with the legal sufficiency of any documents accomplishing such land dedication.
 - _____ l. Any conditions placed on the final plan by the Planning Board shall be clearly listed on the plan. Planning Board imposed conditions shall be listed separately from any conditions or restrictions placed on the subdivision by the applicant.
 - _____ m. Any other data necessary in order to meet the requirements of this Ordinance.

- _____ - Any other data necessary in order to meet the requirements of this Ordinance
List any other item below:
 - a _____
 - b _____
 - c _____
 - d _____
 - e _____

Town of Canaan Subdivision Review Application Sketch Plan Review

Date: _____ Property Location: _____

Name of the Applicant: _____

Address: _____

Description of the Project:

Submissions: Items to be included in this application.

1. Sketch plan of the project
2. Copy of the Tax Assessors map of the site and surrounding area.
3. Copy of the U.S.G.S. Topo Map for the area showing the outline of the proposed subdivision.
4. A copy of the County Soil Survey showing the area of the proposed subdivision.

Signature of the Applicant: _____

**Town of Canaan
Subdivision Application
Waiver Request Form**

Date: _____

Name of Applicant: _____

Address: _____

I am requesting a waiver from the following as per Section 4, G, of the Town of Canaan Subdivision Ordinance:

The applicant is responsible for providing the Planning Board with all the necessary information and data to show that the waiver request meets the applicable requirements Subdivision Ordinance .

Signature: _____ Applicant

Town of Canaan Subdivision Application Application Form

Indicate Which Type of Application
_____ Preliminary Plan
_____ Final Plan

Date: _____

Name of Property Owner: _____

Address: _____

Name of Applicant: _____

Address: _____

Telephone: _____ Fax: _____ E-Mail: _____

Authorized Agent: _____

Address: _____

Indicate type of Right, Title or Interest in the Property: _____

Unless otherwise indicated below all correspondence regarding this application will be sent to the Applicant:

Property Location: _____

Map _____ Lot _____ Zoning District: _____

Provide a brief description of the project: _____

List all other Local Permits required for the Project: _____

List all other State and Federal Permits required for the project: _____

Anticipated date for construction: _____

Anticipated date for completion: _____

Identify method of water supply to the project: _____

Identify method of sewage disposal: _____

Identify method of fire protection to the project: _____

Indicate whether the project requires any public infrastructure: _____

Attach the Application Checklist Form and all submissions to the Application Form.

To the best of my knowledge, all the above state information submitted in this application is true and correct.

(signature of applicant) (date)

Agreement to Extend Subdivision Review Period

Canaan Planning Board

WHEREAS The State Subdivision Law, Title 30-A M.R.S.A., §4403, requires that the municipal reviewing authority approved, approved with conditions, or deny an application for subdivision review within 60 days of having determined a completed application had been submitted, or within 30 days of a public hearing if one is held; and

WHEREAS The completed subdivision application submitted by the undersigned applicant can not be adequately reviewed in the specified time period because of the complexity of the application, and Would therefore have to be denied and resubmitted; and

WHEREAS It would be mutually advantageous to the undersigned parties to extend the review period; and

WHEREAS Title 30-A M.R.S.A., §4403 stipulates that the time period within which a subdivision application must be reviewed may be extended by mutual agreement;

NOW THEREFORE the undersigned parties mutually agree that;

1. The subdivision review period shall be extended to _____ .
2. The decision on the subdivision shall be rendered by that date, unless the review period is again extended by mutual agreement.

Signed _____ Chair of the Planning Board

_____ Applicant

Date: _____