

TOWN OF WELLS, MAINE

208 Sanford Road
Wells, Maine, 04090
Phone: 207-646-5187, Fax: 646-2935
Website: www.wellstown.org

Amendment _____
(Revision involves only
modifications to plan- no new
lots or road proposed)

New _____

For Office Use Only

Fee Paid _____

FINAL SUBDIVISION APPLICATION - §202-9

1. Project/Subdivision Name: _____

2. Property Owner: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email Address: _____

3. Applicant/Agent (if different from owner): _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email Address: _____

4. Engineer or Surveyor who prepared plan: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email Address: _____

5. All correspondence should be sent to:
(specify one of the above) _____

6. Assessor's Tax Map Number: _____ Lot Number: _____ (of land to be divided)

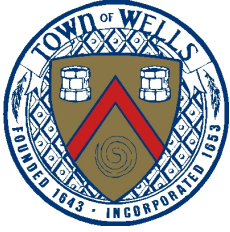
7. Is applicant a Maine-licensed corporation? Yes No (if yes, attach copy of license)

THE APPLICANT MUST SUBMIT THE FOLLOWING MATERIALS AND INFORMATION TO THE PLANNING OFFICE WITH THE AMENDMENT FORM IN ORDER FOR THE SUBMISSION TO BE CONSIDERED.

- ◆ To be submitted with a subdivision amendment application form (See §202-10)

Submitted Not Submitted Subdivision Amendment form shall be accompanied by

		A copy of the previously approved recorded plan.
		12 copies of the proposed amended subdivision plan and/or boundary survey (Four 24” x 36” in size and eight 11” x 17” in size.) The revised plan must indicate that it is the revision of a previously approved and recorded plan and shall show the book and page or cabinet and sheet on which the original plan is recorded at the Registry of Deeds.
		Email the Planning Office a link to downloadable application files or provide a USB drive of all downloadable application files.
		Supporting information to allow the Board to make a determination that the proposed revisions meet the standards of chapter 202 standards and criteria
		Evidence that all owners of abutting property were notified of the application if new lots or dwelling units are proposed to be created.
		Provide the Planning Office the requested escrow deposit. (Typically, and initial deposit of \$40 is requested)
		Provide the Planning Office the required Fee per the Jan 2024 approved Fee Schedule. Check made payable to the “Town of Wells.”
		12 copies of Right, Title and Interest in the subject property is required.



TOWN OF WELLS, MAINE

208 Sanford Road, Wells, Maine 04090
 Phone: (207) 646-5187, Fax: (207) 646-2935
 Website: www.wellstown.org

FINAL SUBDIVISION/ AMENDMENT APPLICATION COMPLETENESS REVIEW CHECKLIST

(This Checklist MUST be submitted)

Project Name: _____ **Applicant:** _____

Checklist Prepared By: _____ **Date:** _____

Checklist Reviewed By: _____ **Date:** _____

Please use this Checklist as a guide to prepare your application. Check the appropriate blank boxes. Shaded boxes indicate the action in the heading cannot be taken. The Checklist does not substitute for the requirements for Subdivision Approval in Chapter 202 of the Subdivision of Land Ordinance.

Response (Please check applicable box)

Code Section	I. General	Submitted By Applicant	To Be Submitted By Applicant	Not Applicable	Applicant Requests Waiver
202-9A.1	An application for final approval has been submitted within 6 months after approval of the preliminary plan. The final plan approximates the layout shown on the preliminary plan.				
202-9A.6.a	Maine Department of Environmental Protection approval under the Site Location of Development Act and the Natural Resources of Protection Act				
202-9A.6.b	The KKWWD approval, if the district's water service is to be used				
202-9A.6.c	Maine Department of Human Services approval, if the subdivider proposes to provide a central water supply system.				
202-9A.6.d	The Wells Sanitary District approval, if the public sewage disposal system is to be used.				
202-9A.6.e	Maine Department of Human Services approval, if a centralized or shared subsurface sewage disposal system(s) is to be utilized.				
202-9A.6.f	An Army Corps of Engineers dredge and fill permit				
202-9A.6.g	NPDES permit for stormwater discharges				
202-9A.6.h	Maine Department of Transportation entrance or traffic movement permit.				

Code Section	II. Final Subdivision Submission Requirements	Submitted By Applicant	To Be Submitted By Applicant	Not Applicable	Applicant Requests Waiver
202-9B	The final plan shall consist of one or more maps or drawings drawn to a scale of not more than 100 feet to the inch. Plans for subdivisions containing more than 75 acres may be drawn at a scale of not more than 200 feet to the inch. Plans shall be no larger than 24 inches by 36 inches in size and shall have a margin of two inches outside of the border line on the left side for binding and a one-inch margin outside the border along the remaining sides. Space shall be reserved thereon for endorsement by the Board located in the lower left corner of the plan. Four copies of the plan shall be submitted. In addition, the applicant shall submit 11 copies of the final plan, reduced to a size of 11 inches by 17 inches, and all accompanying information to the Office of Planning and Development no less than 10 days prior to the meeting				
202-9B.1	Proposed name of subdivision and the name of the municipality in which it is located, plus the Tax Assessor's map and lot numbers.				
202-9B.2	An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances, made and certified by a licensed land surveyor. The corners of the tract shall be located on the ground and marked by monuments. The plan shall indicate the type of monument set or found at each corner.				
202-9B.3	The number of acres within the proposed subdivision, location of property lines, existing buildings, watercourses and other essential existing physical features.				
202-9B.4	Indication of type of sewage disposal to be used in the subdivision. A written statement from Wells Sanitary District must be submitted indicating approval of the subdivider's sewage design.				
202-9B.5.a	A written statement from KKWWD shall be submitted indicating that the district has reviewed and approval the water system design.				
202-9B.5.a	A written statement shall be submitted from the Fire Chief approving all hydrant locations or other fire protection measures deemed necessary.				
202-9B.5.b.1	When the subdivision is not served by KKWWD, evidence of adequate groundwater quality shall be required for proposed subdivisions in the vicinity of known sources of potential groundwater contamination. The results of primary inorganic water analysis performed upon a well on the parcel to be subdivided or from wells on adjacent parcels, between the parcel to be subdivided and the potential contamination, shall be submitted.				

Code Section	II. Final Subdivision Submission Requirements	Submitted By Applicant	To Be Submitted By Applicant	Not Applicable	Applicant Requests Waiver
202-9B.5.b.2	When a proposed subdivision is to be served by a private central water system or contains structures other than one- or two- family dwellings, evidence of adequate groundwater quantity shall be required.				
202-9B.6	The date the plan was prepared				
202-9B.6	North Point (Identified or Magnetic or True)				
202-9B.6	Graphic map scale				
202-9B.6	Names and addresses of the record owner, subdivider and individual or company who or which prepared the plan				
202-9B.7	The location of any zoning boundaries affecting the subdivision.				
202-9B.8	The location and size of existing and proposed sewers, water mains, culverts, and drainageways on or adjacent to the property to be subdivided.				
202-9B.9	The location, names and present widths of existing and proposed streets, highways, easements, building lines, parks and other open spaces on or adjacent to the subdivision.				
202-9B.9	Plan shall contain sufficient data to allow the location, bearing and length of every street line, lot line and boundary line to be readily determined and be reproduced upon the ground.				
202-9B.9	The length of all straight lines, the deflection of angle radii, length of curves and central angles of curves, tangent distances and tangent bearings for each street shall be included.				
202-9B.10	The width and location of any streets or public improvements shown upon the Official Map and the Comprehensive Plan, if any, within the subdivision.				
202-9B.11	All parcels of land proposed to be dedicated to public use and the conditions of such dedication.				
202-9B.11	Written offers of cession to the municipality of all public open spaces shown on the plan and copies of agreements or other documents showing the manner in which open spaces to be retained by the developer or lot owners are to be maintained shall be submitted				
202-9B.11	If land is to be offered to the municipality, written evidence that the municipal officers are satisfied with the legal sufficiency of the written offer of cession shall be included.				
202-9B.12	A list of construction items with cost estimates that will be completed by the developer prior to the sale of lots and, for subdivisions containing more than 20 lots				

Code Section	II. Final Subdivision Submission Requirements	Submitted By Applicant	To Be Submitted By Applicant	Not Applicable	Applicant Requests Waiver
202-9B.12 202-9B.12.a	A separate list of construction and maintenance items, with both capital and annual operating cost estimates that must be financed by the municipality or quasi-municipal districts. These lists shall include but not be limited to: schools, including busing; street maintenance and snow removal; police and fire protection; solid waste disposal; recreation facilities; stormwater drainage; wastewater treatment; and water supply.				
202-9B.12.b	The developer shall provide an estimate of the net increase in taxable assessed valuation at the completion of the construction of the subdivision.				
202-9B.13	If any portion of the subdivision is in a flood-prone area, the boundaries of any flood hazard areas and the one-hundred-year flood elevation shall be delineated on the plan.				
202-9B.14	A soil erosion and sedimentation control plan, prepared in accordance with the Maine Erosion and Sedimentation Control Handbook for Construction: Best Management Practices, published by the Maine Department of Environmental Protection and the Cumberland County Soil and Water Conservation District, 1991.				
202-9B.15	A stormwater management plan, prepared by a registered professional engineer in accordance with the most recent edition of Stormwater Management For Maine: BMPS Technical Design Manual, published by the Maine Department of Environmental Protection, 2006. Another methodology may be used if the applicant can demonstrate it is equally or more applicable to the site.				
202-9B.16	If any portion of the proposed subdivision is located in the direct watershed of Ell Pond or within 500 feet of the upland edge of Hobbs Pond and meets the following criteria: 1.) five or more lots or dwelling units created within any five-year period; or 2.) any combination of 800 linear feet of new or upgraded driveways and/or streets, then the following shall be submitted or indicated on the plan:				
202-9B.16.a	A phosphorus impact analysis and control plan conducted using the procedures set forth in MDEP Phosphorus Design Manual, Volume II of the Maine Stormwater Best Management Practices Manual, 2006. The analysis and control plan shall include all worksheets, engineering calculations, and construction specifications and diagrams for control measures, as required by the most recent edition of Stormwater Management For Maine: BMPS Technical Design Manual, published by the Maine Department of Environmental Protection, 2006				

Code Section	II. Final Subdivision Submission Requirements	Submitted By Applicant	To Be Submitted By Applicant	Not Applicable	Applicant Requests Waiver
202-9B.16.b	A long-term maintenance plan for all phosphorus control measures				
202-9B.16.c	The contour lines shown on the plan shall be at an interval of no less than five feet				
202-9B.16.d	Areas with sustained slopes greater than 25% covering more than one acre shall be delineated				



TOWN OF WELLS, MAINE

208 Sanford Rd, Wells, Maine 04090

Phone: (207) 646-5187, Fax: (207) 646-2935

Website: www.wellstown.org

FINAL SUBDIVISION AMENDMENT APPLICATION ABUTTER NOTIFICATION

*This Final Subdivision Amendment Application Notice to abutters is required to be **mailed by the applicant** to all abutters and to the Wells Planning Department at 208 Sanford Road, Wells, ME 04090 per §202-6.*

To Whom It May Concern:

A property owner adjacent to or across the street from your property has filed a Final Subdivision Amendment Application with the Town of Wells Planning Office. The Subdivision Application and proposed plans are currently available for public inspection at the Wells Planning Office. This abutter notification is required by the Wells Subdivision of Land Ordinance for all subdivision pre-applications and if new lots or dwellings units would be created through a subdivision amendment.

Planning Board meetings are open to the public for informational purposes. Only Planning Board PUBLIC HEARINGS, of which abutters are mailed certified mail notice, give the opportunity to concerned abutters/Wells residents to speak at a scheduled meeting about this application. Please feel free to mail or email your concerns in writing to the attention of the Planning Office at the address noted above. Copies of the written concerns will be provided to the Planning Board at a scheduled meeting.

For dates and times when this application will be discussed at a scheduled meeting, please call the Planning Office at (207) 646-5187 or visit www.wellstown.org and click on the 'Meeting Calendar' to view the upcoming meeting agendas. "An aggrieved party may appeal any decision of the Board under [the regulations of chapter 202] to York County Superior Court. " §202-15

Property Owner (of land to be divided): _____

Owner's Mailing Address: _____

Applicant's Name: _____

Applicant's Mailing Address: _____

Applicant's Signature: _____

Assessor's Tax Map Number: _____ **Lot Number :** _____ (of land to be divided)

Subdivision Location (street address): _____

Acres to be subdivided: _____ **Number of proposed lots or dwelling units:** _____

Zoning District(s): _____

Description of Proposal: _____



Assessors Office, Town of Wells

208 Sanford Road, Wells ME 04090-0398
(207) 646-6081, Fax: (207) 646-2935

ROAD NAME REQUEST FORM

In order to comply with the Enhanced E911 requirement that street names be as clear and distinct as possible for emergency dispatch, it is necessary to have new street names approved by the E911 Coordinator prior to subdivision approval. Extra steps and charges may be eliminated during the approval process if the street names don't have to be changed mid-stream.

Please use one form for each street under consideration, and allow a few days for this process. List at least three names to be considered. They should not look like or sound like existing street names. For the present time, the list of street names (actual and reserved) are available in the Assessor's Office. In the near future, we will have a list on our website for your convenience. www.wellstown.org

NAME OF PROPOSED SUBDIVISION: _____

LOCATION OF PROPOSED SUBDIVISION : _____

MAP(s)/LOT(s)#: _____

Desired Road Names to be Considered:

1. _____
2. _____
3. _____
4. _____
5. _____

Contact Name of Development: _____

Contact Phone: _____ Email: _____

Office Use Only

STREET NAME APPROVED: _____

Date: _____ Signature: _____

Keeley Lambert, E911 Coordinator