



TOWN OF DURHAM+
630 Hallowell Road
Durham, Maine 04222

**Office of Code Enforcement
and Planning**

Tel. (207) 376-6558
Fax: (207) 353-5367

FINAL SUBDIVISION PLAN APPLICATION

The 2026 Land Use Ordinance requires five printed copies and one digital PDF, submitted at least 21 days before the Planning Board meeting; supplemental/resubmitted materials are due at least 14 days before the meeting. § 250-6.8.A.1.

Subdivision Name: _____ Property location: _____

Application Date: _____ Tax Map/Lot numbers: _____

Preliminary Approval Date: _____

A. Owner & Developer

Is applicant owner of the property? ☐ YES ☐ NO (If no, letter of owner authorization is required)

Property owner: _____ Property developer: _____

Address _____ Address: _____

Telephone number: _____ Telephone number: _____

Email address: _____ Email address: _____

B. Project Designers

Surveyor: _____ Engineer: _____

Address: _____ Address: _____

Telephone number: _____ Telephone number: _____

Email address: _____ Email address: _____

Person to whom all correspondence on project should go: _____

Subdivision Name: _____

C. Status of Preliminary Plan Approval & Current Application

Has it been more than 6 months since preliminary approval was granted? ☐ YES ☐ NO

Was an extension of the time limit for filing the final plan application granted? ☐ YES ☐ NO

(If yes, date of Planning Board extension of preliminary approval: _____)

Are changes required by preliminary approval reflected in the final plans? ☐ YES ☐ NO

Have all preliminary approval conditions been met? ☐ YES ☐ NO

Are all technical peer reviews required by the Board complete and attached? ☐ YES ☐ NO

Is there an engineer's construction cost estimate for required improvements? ☐ YES ☐ NO

Is there a bank commitment letter for the amount of the construction costs? ☐ YES ☐ NO

Will a bank letter of credit be submitted as a performance guarantee? ☐ YES ☐ NO

If yes, does the letter of credit follow the format approved by the Town Attorney? ☐ YES ☐ NO

If an alternative form of performance guarantee is to be requested, what form will it take:

Has that form been reviewed by the Town Attorney at the applicant's expense? ☐ YES ☐ NO

Have all State and other outside agency reviews been completed? ☐ YES ☐ NO

Are permits and/or letters from State and outside agencies attached? ☐ YES ☐ NO

Are their approval conditions incorporated into the final plans? ☐ YES ☐ NO

Did their approval conditions substantively change the preliminary plan? ☐ YES ☐ NO

Do the submissions include a declaration of covenants and homeowners' association framework for long-term ownership and maintenance of the project improvements? ☐ YES ☐ NO

Do those legal documents follow the Town Attorney's format? ☐ YES ☐ NO

If not, have they been reviewed by the Town Attorney at applicant's expense? ☐ YES ☐ NO

D. Required Public Notices

Have all abutting property owners received notice per Section 6.6.E.? ☐ YES ☐ NO

Does this project abut or cross over into another Town? ☐ YES ☐ NO

Is this project within 1000 feet of the water wells of the Elementary School? ☐ YES ☐ NO

Subdivision Name: _____

E. Requested Waivers

Does the applicant intend to request any waivers of the subdivision requirements? If yes, list them (Note: waivers from design standards will require technical analysis to demonstrate that the subdivision criteria will be met). **Provide a waiver request form:**

Are the waivers of performance standards noted on the final plan per Section 6.35.C.4?

☐ YES ☐ NO

F. Review Fees and Escrow

Non-refundable application fee of \$300: \$ _____

Administrative fee of \$35: \$ _____

Was the technical review escrow depleted to 25% of the original amount? ☐ YES ☐ NO

If yes, the escrow must be brought back up to the original amount of \$250 per lot: \$ _____

Date review fees & escrow paid: _____

G. Checklist and Required Submissions

Are the completed final plan checklist and all submissions attached? ☐ YES ☐ NO

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

H. Signature of Applicant

Printed Name: _____

Date