



Town of Durham
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Office of Code Enforcement and Planning

SUBDIVISION PLAN REVIEW CHECKLIST
SECTION 6.9 FINAL PLAN SUBMISSIONS
SECTION 6.14 – PERFORMANCE STANDARDS

SUBDIVISION NAME _____ DATE _____

This checklist has been prepared to assist applicants in developing their applications. It should be used as a guide. The checklist does not substitute for the statutory criteria or the requirements of Article 6 of the Land Use Ordinance. The Planning Board also will be using the checklist to make sure that your application is complete and meets all standards. **Fill out all shaded columns in the checklist by initialing a box in each row.** Indicate if the information has been submitted or if a waiver is requested. The perimeter survey, subdivision plan and general engineering plans may be contained on the same drawings for final plan approval. However, detailed engineering drawings such as road profiles, drainage swales and erosion/sedimentation plans should be presented on separate sheets from the recording plan, as should detailed contours that would obscure reading the plan for informational purposes.

	SUBDIVISION REGULATIONS	Submitted by Applicant	Waiver Requested (with waiver request form)	Received by Planning Board	Waiver Granted
6.6 D.&E.	Required public notice sent to: 1) abutting property owners, 2) abutting town if project abuts or crosses boundary, and 3) Durham Elementary School if within well source water protection area (30-A MRSA §4403.3.A)				
6.9	FINAL PLAN SUBMISSIONS REQUIRED FOR COMPLETENESS REVIEW (10 Copies of application form & all materials)				
A.	Final plan meets specifications for recording at Registry of Deeds		NOT WAIVABLE		NOT WAIVABLE
B.1	Completed application & checklist submitted		NOT WAIVABLE		NOT WAIVABLE
B.2	Subdivision name, town, & map & lot no.		NOT WAIVABLE		NOT WAIVABLE
B.3	No. of acres in subdivision, property lines, existing buildings, watercourses, & other site features depicted				

Subdivision Name: _____

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B.4	Plan for sewage disposal		NOT WAIVABLE		NOT WAIVABLE
B.5	Plan for water system(s)		NOT WAIVABLE		NOT WAIVABLE
B.6	Septic system locations with well exclusion zones				
B. 6	Hydrogeological evaluation if preliminary plan approval condition				
B.7	Date of plan preparation with north point & graphic scale		NOT WAIVABLE		NOT WAIVABLE
B.8	Names & addresses of owner, applicant, and plan preparer(s)		NOT WAIVABLE		NOT WAIVABLE
B. 9	Zoning for subdivision & zoning boundaries		NOT WAIVABLE		NOT WAIVABLE
B.10	Location of setbacks & buffers (w/o contours)				
B.11	Deed restrictions & covenants in form approved by Town Attorney				
B.12	Location & size of culverts, all drainageways indicated				
B.13	Sealed survey plan with bearing and length of all property & street lines and monuments shown		NOT WAIVABLE		NOT WAIVABLE
B.14	Street plans meeting Appendix 1 standards by engineer				
B.15	Engineer's cost estimate for all required improvements				
B.16	Proposed financial performance guarantee tied to engineer's cost estimate in form approved by Town Attorney (issued prior to mylar release)				

Subdivision Name: _____

SUBDIVISION REGULATIONS		Submitted by Applicant	Waiver Requested (with waiver request form)	Received by Planning Board	Waiver Granted
B.17	Letter of commitment from a lending institution referencing engineer's cost estimate & willingness to provide a performance guarantee for the named applicant				
B.18	All required legal documents for ownership and maintenance of streets & common land (if any)				
B.19	Any flood areas and flood boundaries shown on plans		NOT WAIVABLE		NOT WAIVABLE
B.20	Proposed locations & plan for stump & construction disposal (if on site)				
B.21	Erosion & sedimentation control plan (per Appendix 2) unless no roads constructed & impervious surfaces less than 5% of site (calculations submitted) & not in Runaround Pond watershed				
B.22	Stormwater management plan (per Appendix 3) unless no roads constructed & impervious surfaces less than 5% of site (calculations submitted) & not in Runaround Pond watershed				
B.23	Phosphorus management plan (per Appendix 4) if in watershed of Runaround Pond				

Subdivision Name: _____

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6.6.I.1	(THE APPLICANT HAS INCORPORATED REQUIRED CHANGES CONTAINED IN THE PRELIMINARY APPROVAL CONDITIONS)			
6.8.A	(THE APPLICANT HAS SUBMITTED THE FINAL PLAN APPLICATION WITHIN 6 MONTHS OF PRELIMINARY APPROVAL)			
6.14	REVIEW STANDARDS TO BE ADDRESSED BY THE APPLICANT'S SUBMISSIONS AFTER THE APPLICATION IS DEEMED COMPLETE BY THE PLANNING BOARD			
6.15	POLLUTION STANDARDS (addressed by compliance w/ 6.16, 6.17, 6.19, 6.24, 6.25 & 6.28)			
6.16	SUFFICIENT WATER			
A.	Note on plan prohibiting dug wells		NOT WAIVABLE	NOT WAIVABLE
B.	Wells & septic in accordance with Maine rules		NOT WAIVABLE	NOT WAIVABLE
C.	Proposed fire protection water supply			
6.17	EROSION & SEDIMENTATION IMPACTS			
A. & B.	Erosion & sedimentation plan to be submitted w/ final plans			
C.	Areas intended for vegetation clearing shown on plans			
C.	Required buffers along water bodies shown on plans and referenced in notes			
D.	Statement of intent for topsoil removal or retention			
6.18	TRAFFIC CONDITIONS & STREET STANDARDS			
A.	Meets general standards for safety, congestion, level of traffic, and avoiding large cuts and/or fills			
B.	Meets or will meet any MDOT permit requirements & does not drop service level of access roads (larger projects will require a traffic study)			
C.1	Streets laid out for existing & future interconnections unless major cut-through traffic results			

Subdivision Name: _____

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C.2	Street names meet addressing requirements		NOT WAIVABLE		NOT WAIVABLE
C.3	Clearing in road rights of way limited and stump disposal areas (if any) noted on plans				
D.	Final plans to contain engineered drawings of streets meeting all requirements of Appendix 1				
6.19	SEWAGE DISPOSAL STANDARDS				
A.	Test pit logs by site evaluator indicate suitable site for septic system on each lot with no variance or easement required				
6.20	SOLID WASTE STANDARDS				
	Level of waste generation within Town's capacity or alternative arrangement				
6.21	IMPACT ON NATURAL BEAUTY, AESTHETICS, HISTORIC SITES, WILDLIFE HABITAT, RARE NATURAL AREAS OR PUBLIC ACCESS TO THE SHORELINE STANDARDS				
A.	Final plans to delineate & note limits of tree clearing & 50-ft buffer along existing roads				
B.1	If any portion is in a designated unique natural area, appropriate preservation measures included in plans				
B.2	If any portion in designated historic or archaeological area or site, appropriate preservation measures included in plans				
B.3	Proposed open space (if any) suitable for intended purposes				
B.4	Intent to transfer any open space to the Town stated if planned				

Subdivision Name: _____

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C.	If any portion within 250 ft of endangered or threatened species habitat, no adverse impacts documented per:				
C.1	75-ft buffer maintained along habitat (if along or within property)				
C.2	Consultation with IF&W with written comments				
C.3	If recommended by IF& W, wildlife biologist's report on potential impacts & recommended mitigation measures				
D.1	Any existing public access to water bodies maintained with legal protections				
D.2	Final plan notes and deeds to list restrictions on clearing within 100 ft of any resource protected under shoreland zoning				
6.22	CONFORMITY WITH LOCAL ORDINANCES AND PLANS STANDARDS				
	All lots meet zoning dimensional standards & other Land Use Ordinance requirements		NOT WAIVABLE		NOT WAIVABLE
6.23	FINANCIAL AND TECHNICAL CAPACITY STANDARDS				
A.	Bank letter of commitment or equivalent documentation to be provided with final plan (intent indicated)				
B.	Applicant and consultants have documented experience to properly carry out project & no prior violations				

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6.24	IMPACT ON GROUND WATER QUALITY OR QUANTITY STANDARDS			
A.	If required by vote of Planning Board, hydrogeological study to document project will meet safe drinking water standards			
B.	If required by vote of Planning Board, hydrogeological study to document project will have adequate water & not lower the water table			
6.25	FLOODPLAIN MANAGEMENT STANDARDS For projects with identified flood-prone areas:			
A.	Utilities located to avoid flood damage		NOT WAIVABLE	NOT WAIVABLE
B.	Drainage provided to avoid flooding		NOT WAIVABLE	NOT WAIVABLE
C.	Final plan to contain note prohibiting structures in floodplain			
D.	Road crossings & driveways evaluated for emergency access & will withstand 100-year flood			
E.	Project complies with Article 11 floodplain management regulations		NOT WAIVABLE	NOT WAIVABLE
6.26	IDENTIFICATION OF FRESHWATER WETLANDS, RIVERS, STREAMS, OR BROOKS STANDARDS			
	All wetlands delineated by qualified professional & all streams within or abutting project mapped		NOT WAIVABLE	NOT WAIVABLE
6.27	IDENTIFICATION OF FARMLAND STANDARDS			
	All active farmland or prime farmland soils of 5 or more acres mapped			

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6.28	STORMWATER MANAGEMENT STANDARDS				
A.	If DEP Site Location Permit required, permits submitted with final plan		NOT WAIVABLE		NOT WAIVABLE
B.	If DEP Stormwater Permit required, permit & plans meeting Appendix 3 submitted with final plan		NOT WAIVABLE		NOT WAIVABLE
C.	Engineer's erosion & sedimentation control plan meeting Appendix 2 to be submitted with final plan				
D.	Projects within watershed of Runaround Pond to submit phosphorus management plan meeting Appendix 4				
E.	If potential for downstream flooding, Board to vote on hydrologic analysis				
6.29	SPAGHETTI-LOTS PROHIBITED STANDARDS				
	No lots within shoreland zone have lot depth to shore frontage ratio in excess of 5 to 1				
6.30	IMPACT ON ADJOINING MUNICIPALITIES STANDARDS				
	If project crosses town boundary, no unreasonable traffic or unsafe conditions in adjoining community				
6.31	COMPLIANCE WITH TIMBER HARVESTING RULES STANDARDS				
A.	No liquidation harvesting on property in the past 5 years		NOT WAIVABLE		NOT WAIVABLE
B.	If question of violation, DACF to be consulted or applicant must submit a licensed forester's letter.				

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6.32	RESERVATION OR DEDICATION AND MAINTENANCE OF OPEN SPACE AND COMMON LAND, FACILITIES AND SERVICES			
A.	Proposed ownership and maintenance of open space (if any)			
B.	Proposed use and restrictions on open space (if any) clearly stated			
C.	Terms of open space to be noted on final plans			
D.	Final plans to include draft covenants, articles of incorporation & bylaws for homeowners association using Town Attorney approved template (applicant may pay for review of proposed changes)			
E.	Legal documents to adequately address legal responsibility & authority of association			
6.33	CLUSTER DEVELOPMENT ALTERNATIVE			
A.	Planning Board reviewed and endorsed pursuing cluster development at sketch plan stage			
B.1	Site plan integrates home sites and open spaces for views and recreational opportunities of subdivision residents			
B.2	All cluster lots have at least 50% of required road frontage & lot size		NOT WAIVABLE	NOT WAIVABLE
B.3	Maximum number of lots established with net residential acreage calculations		NOT WAIVABLE	NOT WAIVABLE
B.4	Net residential acreage calculations deduct areas for roadways, flood areas, all non-buildable areas, and land in easements		NOT WAIVABLE	NOT WAIVABLE

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B.5	Open space at least 50% of parcel & no more than 50% wetland				
B.6	No reduction of shore frontage for lots in shoreland zone				
B.7	Shore frontage & access included in open space in shoreland zone				
B.8	Dry, suitable building sites provided that are relatively level and provide room to build outside required buffers		NOT WAIVABLE		NOT WAIVABLE
B.9	Common open space to be properly managed (see 6.32)				
6.34	PERFORMANCE GUARANTEES				
A.	Engineer's construction cost estimates for all improvements, stormwater & erosion controls to be submitted with final plan				
B.	Performance guarantee in form of cash or bank letter of credit approved by Town attorney for all costs in 6.34.A to be submitted with final plan application, issued prior to release of recording plan				
C.	Conditional agreement restricting lot sales & building permits prior to completion of improvements proposed & approved by Planning Board with notes on plan & performance guarantee for site stabilization				

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6.35	WAIVERS (Based on review of individual waiver requests)			
A.	For submission waivers, applicant has demonstrated all performance standards have been met	(Attach waiver requests)		
B.	For procedural waivers, no streets proposed, no DEP permits required, no stormwater plan, & all preliminary & final plan submissions met	(Attach waiver requests)		
C.1	For waivers of performance standards, the applicant has provided sound engineering and/or environmental analysis to support the request	(Attach waiver requests)		
C.2	The waivers will not have the effect of nullifying any regulation			
C.3	All performance standards are substantially met without application of the regulation waived			
C.4	Any performance standard waivers are noted on the final plan		NOT WAIVABLE	NOT WAIVABLE