



Subdivision Review Application

Planning & Code Enforcement
City of Caribou
25 High St.
Caribou, Maine 04736

(207) 493 – 3324 option 3
citymanager@cariboumaine.org

Note to Applicant: Complete this application and return it with the required documents. In addition, the required fee must be returned along with this completed application. Make checks payable to: "City of Caribou", in the amount of \$180.00 for the first three lots and an additional \$10.00 per each additional lot.

Please print or type all information

Name of Property Owner / Developer: _____

Development Name: _____

Location of Property (Street Locations): _____

City of Caribou Tax Map: _____ Lot: _____ Zone: _____

Subdivision Review Application – City of Caribou, Maine

Subdivision approval will not be considered complete until the Planning Board has determined it has all of the necessary information to review the proposed subdivision and find that the subdivision is in compliance with all City of Caribou Ordinance requirements and State of Maine Statutes pertaining to the creation of a new subdivision or the re-subdivision of an existing subdivision. You are advised to meet with the Code Enforcement Officer prior to completing the application as it may not be necessary to comply with all of the items shown on the form. The review of your application shall consist of at least (3) three meetings with the Planning Board; Pre-Application Meeting, Preliminary Review and Final Plan Review presentations. Additional presentations may be required until all required information has been provided.

A "Performance Bond" may be required prior to approval of this project.

Applicant Information

Person and address to which all correspondence regarding this application should be sent to:

Phone: _____
E-mail: _____

If applicant is a corporation, check if licensed in Maine () Yes () No
(Attach copy of Secretary of State Registration)

Name of Land Surveyor, Engineer, Architect or other Design Professionals. (attach list if needed)

Phone: _____
Phone: _____

What legal interest does the applicant have in property to be developed (ownership, owner's representative, option, purchase & sales contract, etc?)

(Attach supportive legal documentation)

General Information

Aroostook County Registry Deeds: Book # _____ Page # _____ (attach copy of deed)

What interest does the applicant have in any abutting property? _____

Is any portion of the property within 250 feet of the normal high water line of a lake, pond, river, or wetland or within 75 feet of any stream? () Yes () No

Is any portion of the property within a Flood Hazard Zone? () Yes () No

Total area or acreage of parcel: _____ Total area or acreage to be developed: _____

Has any of this land been part of a previously recorded subdivision? () Yes () No

Identify existing use(s) of land (farmland, woodlot, residential, etc.) _____

Indicate any restrictive covenants to be placed in the deed: _____

(Attach list if needed)

Does the applicant propose to dedicate any recreation area, or common lands? Yes No

Recreation area(s) Estimated Area & Description: _____

Common land(s) Estimated Area & Description: _____

Anticipated start date for construction: month / year ____/____ Completion: ____/____

Does any portion of the proposal cross or abut an adjoining municipal line? Yes No

Does this development require extension of public services? Yes No

Roads: _____ Storm Drainage: _____ Sidewalks: _____ Sewer Lines: _____ Other: _____

Estimated cost for infrastructure improvements: \$ _____

Water Supply: Private Well: Public Water Supply:

Sewerage Disposal: Private SSWD: Public Sewer:

Estimated sewerage disposal gallons per day: (_____/day)

Have the plans been reviewed by the Director of Public Works Yes No

Have the plans been reviewed by the Caribou Fire Chief? Yes No

Have the plans been reviewed by the Caribou Police Chief? Yes No

Have the plans been reviewed by the Superintendent of Schools? Yes No

Will the development require a hydrant or dry hydrant fire pond? Yes No

Pre-Application Meeting

The purpose of the pre-application meeting is to allow the presentation of general information regarding the proposed subdivision prior to the applicant's expenditure of substantial funds. Section 13-403,2;

Requirements for Pre-Application Meeting

a. Application & Sketch Plan

b. Pre-Application Presentation @ P/B Meeting

c. Site Inspection

Date: ____/____/____

Preliminary Plan Review Criterion

1. The Planning Board shall review applications first as a Preliminary Plan. Preliminary Plan Review is intended to insure the proposed plan is in conformance with the Caribou Comprehensive Plan, all City Ordinances and State Statutes. The completed application and Preliminary Plan shall be delivered to the Code Enforcement Office no less than 21 days prior to the next scheduled monthly P/B meeting. The Chairman of the Planning Board shall determine the schedule and agenda of the next meeting when the application and plan will receive Preliminary Plan Review. At a minimum, Preliminary Plan review shall include the following:

1. _____ Application
2. _____ Location Map
3. _____ Ten (10) full size 24" X 36" copies of Plans
4. Section 13-404, 2 D, 1 through 28
 1. _____ Name of the Subdivision
 2. _____ Right, Title or Interest
 3. _____ Standard Boundary Survey
 4. _____ Current Deed
 5. _____ Future Covenants, Easements or Deed Restrictions
 6. _____ Sewage Disposal and location of test pits
 7. _____ Water Supply
 8. _____ Date, North Arrow & Graphic Scale
 9. _____ Owner of Record, Applicant, adjoining property owners & plan preparer.
 10. _____ Soil Survey
 11. _____ Wetland Identification
 12. _____ Number of Acres, location of property lines, existing buildings, vegetation, physical features, trees larger than 24" in diameter and location of clearings.
 13. _____ Rivers, streams, brooks, lakes and ponds within or adjacent to the subdivision.
 14. _____ Contour Lines (Not greater than 10' intervals for topographic lines))
 15. _____ Shoreland Zoning if Applicable

- 16. ___ Existing and Proposed Culverts
- 17. ___ Existing Roads, Highways, Easements, Parks or Open Space within the subdivision.
- 18. ___ Proposed Roads, Public Improvements, Open Space within the subdivision.
- 19. ___ Lot lines, dimensions and area of lots.
- 20. ___ Public Use Lots
- 21. ___ Dedicated Open Space for Public Use
- 22. ___ Flood Management
- 23. ___ Hydro-Geologic Survey
- 24. ___ Estimate of Traffic
- 25. ___ Wildlife Habitat
- 26. ___ Great Pond Watershed (N/A to any water body in Caribou))
- 27. ___ Estimate of Additional Expenses to be incurred by Caribou to support & maintain the development of the subdivision such as Schools, Police, Water, Recreation, Wastewater, Roads, Storm Water or Solid Waste Disposal.
- 28. ___ Estimate of Taxable Valuation @ completion of the subdivision

Items to be waived from Final Plan: _____

Final Plan Review Criterion

7. Final Plans to show the following elements for review:

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
Caribou Code, Section 13-406, pg. 807			
A. Pollution	_____	_____	_____
B. Sufficient Water	_____	_____	_____
C. Municipal Water Supply	_____	_____	_____
D. Erosion	_____	_____	_____
E. Traffic	_____	_____	_____
F. Sewage Disposal	_____	_____	_____
G. Solid Waste Disposal	_____	_____	_____
H. Aesthetic, Cultural and Natural Values	_____	_____	_____
I. Conformity with Local Ordinance and Plans	_____	_____	_____
J. Financial and Technical Capacity	_____	_____	_____
K. Surface Water and Outstanding River Segments	_____	_____	_____
L. Groundwater	_____	_____	_____
M. Flood Areas	_____	_____	_____
N. Freshwater Wetlands	_____	_____	_____
O. River Stream or Brook	_____	_____	_____
P. Storm Water	_____	_____	_____
Q. Spaghetti Lots Prohibited	_____	_____	_____
R. Lake Phosphorus Concentration (State)	_____	_____	_____
	<u>Yes</u>	<u>No</u>	<u>N/A</u>

S. Impact on Adjoining Municipalities (State) _____

Section 13-407, pg. 809

1 Blocks _____

2. Relation of Subdivision to Community Facilities _____

3. Performance Guarantees _____

4. Parking, Driveways, Roads and Sidewalks _____

Section 13-700, pg.859

2. Archaeological Sites _____

8. Easement for Natural Drainage _____

10. Erosion & Sedimentation Control _____

12. Fire Protection _____

15. Impact on Natural Beauty, Aesthetics, Historic Sites
Wildlife Habitat, Rare Natural Areas &
Public Access to the Shoreline _____

16. Impact on Water Quality in Shoreline _____

18. Lots and Density _____

19. Monumentation _____

21. Preservation of Natural Features _____

23. Rear Lots _____

24. Reservation or Dedication and Maintenance
of Useable Open Space and Common Land,
Facilities and Services _____

27. Sewage Disposal _____

28. Sidewalks _____

30. Storm Water Management _____

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
31. Street Trees, Esplanades and Open Green Space	_____	_____	_____
35. Utilities	_____	_____	_____
37. Water Supply	_____	_____	_____

If the application and plan is found to be complete with all elements of review satisfactory to the Planning Board or waived by the Planning Board, the applicant shall provide 3 complete, full size 24" X 36" Subdivision Plans appropriate for signatures and recording at the Registry of Deeds.

**City of Caribou, Maine
Planning Board**

Subdivision Review for: _____

Map / Lot & Address: _____

On _____ (date) the members of the Caribou Planning Board met to consider the application for Subdivision Review on the property referenced above.

The application was: **Denied** / **Approved** / **Approved with conditions**

Approved by the Caribou Planning Board

Signed: _____ Chairman of the Planning Board

Date: ____ / ____ / ____

Conditions of Approval:
