



## *City of Caribou, Maine*

### **AGENDA Caribou Planning Board Regular Meeting**

**Thursday January 11, 2024, at 6:00 p.m.**

*Municipal Building  
25 High Street  
Caribou, ME 04736  
Telephone (207) 493-3324  
Fax (207) 498-3954*

The meeting will be broadcast on Cable Channel 1301 and the City's YouTube Channel.  
Public Comments submitted prior to the meeting no later than 4:00 pm on Thursday, January 11, 2024, will be read during the meeting. Send comments to City Manager Penny Thompson at [pthompson@cariboumaine.org](mailto:pthompson@cariboumaine.org).

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**CARIBOU ADMINISTRATION  
25 HIGH STREET  
CARIBOU, ME. 04736**



**MEMO**

**To: Planning Board Chair and Members**  
**From: Penny Thompson, City Manager**  
**Date: January 11, 2024**  
**Re: Welcome Returning members to the Planning Board**

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The Caribou City Council has reappointed Steve Wentworth and Eric Hitchcock to the Caribou Planning Board. It is assumed that you have both come to the Caribou City Clerk to be sworn in for your three-year term.

Caribou Mayor Courtney Boma has appointed Councilor Jody Smith as the liaison to the Planning Board for 2024.

**Suggested Action**

No action needed. This is for informational purposes only.

**CARIBOU ADMINISTRATION  
25 HIGH STREET  
CARIBOU, ME. 04736**



**MEMO**

**To: Planning Board Chair and Members**  
**From: Penny Thompson, City Manager**  
**Date: January 11, 2024**  
**Re: Election of Officers for 2024**

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This is the first Planning Board meeting of 2024. As such, there will need to be an election of officers. Please elect the following officers:

Chairperson

Vice-Chairperson

Secretary

**Suggested Action**

Please nominate a candidate for office, second the nomination. Call for any other nominations and then vote.

Repeat for all three officers.

**CARIBOU ADMINISTRATION  
25 HIGH STREET  
CARIBOU, ME. 04736**



**MEMO**

**To: Planning Board Chair and Members**  
**From: Penny Thompson, City Manager**  
**Date: January 11, 2024**  
**Re: Set a meeting date and time for 2024**

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This is the first Planning Board meeting of 2024. As such, there will need to be a discussion on the meeting date and time throughout the year. Meetings can be added as needed.

In 2023, the Planning Board held their regular meetings on the second Thursday of each month at 6:00 pm in the Caribou City Council Chambers by rule and then re-scheduled or added meetings and workshops as needed. Following that schedule, meetings would be held on:

February 8, 2024

March 14, 2024

April 11, 2024

May 9, 2024

June 13, 2024

July 11, 2024

August 8, 2024

September 12, 2024

October 10, 2024

November 14, 2024

December 12, 2024

**Suggested Action**

If these dates are satisfactory, please make a motion to accept the meeting dates and time as presented.

Second. Discussion. Vote



## *City of Caribou, Maine*

### **Meeting Minutes Caribou Planning Board Regular Meeting**

**Thursday December 14, 2023, at 6:00 p.m.**

*Municipal Building  
25 High Street  
Caribou, ME 04736  
Telephone (207) 493-3324  
Fax (207) 498-3954*

Members Present: Amanda Jandreau, James E. Belanger Jr., David Corriveau, Eric Hitchcock, Steve Wentworth.

Others in attendance: Penny Thompson, staff, Jay Kamm, NMDC, Shelly Richardson, Jamie Huston.

Absent: Frank McElwain, Justin Staples and Dan Bagley, City Council liaison.

I. Call Meeting to Order, Determine Quorum, disclosure of conflicts of interest.

Chairperson Amanda Jandreau called the meeting to order at 6:05 pm, Frank McElwain, Justin Staples and Dan Bagley, City Council liaison were absent.

It was determined that there was a quorum with five members present.

There were no conflicts of interest disclosed.

II. Public Hearings

a. Site Design Review Application – Riverside Kennels, LLC

The public hearing was opened at 6:05 pm by Amanda Jandreau, Chair

Shelly Richardson spoke about the application submitted to DOT for a driveway permit (there is a driveway but the proposed use would increase visits to the property) and that a representative from the DEP office has visited her property.

The public hearing was closed at 6:19 pm by Amanda Jandreau, Chair – 6:19

Motion by David Corriveau, seconded by Steve Wentworth to approve the application as presented. The vote was unanimous.

b. Site Design Review Application – Brandy Brook Outfitters

The public hearing was opened at 6:22 pm by Amanda Jandreau, Chair

Jamie Huston spoke about the future, and his hopes for business expansion.

The public hearing was closed at 6:19 pm by Amanda Jandreau, Chair – 6:27 pm.

Motion by Eric Hitchcock, seconded by Steve Wentworth to approve the application as presented. The vote was unanimous.

III. Approval of minutes

a. Review and approval of November 9, 2023, Planning Board Meeting Minutes

David Corriveau made a motion to approve the minutes. The motion was seconded by James E. Belanger Jr.. The vote was unanimous.

IV. City Council Liaison Updates – Liaison Dan Bagley was not in attendance.

V. New Business

None.

VI. Old Business

a. Tabled from last meeting – Kip Griffin 960 Access Highway letter

Motion by David Corriveau, seconded by Steve Wentworth to approve the letter of support as was presented. The vote was unanimous.

VII. Staff Report

12/1 – John Barretto was the court date. Awaiting decision of Judge Nelson.

VIII. Adjournment

Motion by David Corriveau to adjourn, seconded by James E. Belanger Jr..

Passed by unanimous vote.

Meeting Adjourned 6:55 pm.

Respectfully Submitted,  
James E. Belanger Jr.  
Planning Board Secretary

JRB/JK

**CARIBOU ADMINISTRATION  
25 HIGH STREET  
CARIBOU, ME. 04736**



**MEMO**

**To: Planning Board Chair and Members**  
**From: Penny Thompson, City Manager**  
**Date: January 11, 2024**  
**Re: Site Design Review Application for Heidi Plourde to open Salon 6, LLC**

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The City of Caribou has received a Site Design Review Application for Heidi Plourde to open Salon 6, LLC at 6 Center Street in Caribou. This would be a change of use for this building as it was formerly a restaurant.

The property is zoned C-1 Commercial. A personal service business can be approved by the Code Enforcement Officer in this zone.

**Suggested Action**

Please review and provide feedback. It would not require a public hearing.



## City of Caribou Site Design Review Application

Planning & Code Enforcement  
25 High Street  
Caribou, Maine 04736  
(207) 493-5967  
kmurchison@cariboumaine.org

Site Design Review will be scheduled only after the Code Enforcement Officer and/or Planning Board has determined that the application is complete, and all necessary information to review the proposal and render a decision has been provided by the applicant. Applicants are advised to meet with the Code Enforcement Officer prior to submitting the application for review. For applications that must be approved by the Planning Board, the review process includes at least one (1) presentation to the Planning Board, and possibly additional presentations, until all required information has been provided. Applicant may be required to tender a performance guarantee prior to, or as a condition of, project approval.

**Note to Applicant:** Complete this application and return it with the required documents. In addition, the required non-refundable fee must be returned along with this completed application. Make checks payable to: "City of Caribou", in the amount of \$90.00 plus \$10.00 per 2000 square feet of total gross floor area for commercial, industrial or other non residential applications. Please refer to Section 13-300 Site Design Review Ordinance for further details concerning requirements and submission/approval processes.

### Please print or type all information

Name of Property Owner / Developer: Heidi Plourde / Salon Co, LLC

Development Name: Salon Co

Location of Property (Street Address): Co Center St.

City of Caribou Tax Map: \_\_\_\_\_ Lot: 031-199 Zone: 21 Comm.

### Applicant Information

Brief description of project:

I will be changing the previous restaurant into a hair & tanning salon.



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

Name: Heidi Plourde

Phone: 207-227-1100

Address: 60 Carson Rd.

E-mail: heidi.plourde@yahoo.com

City, State, Zip: Perham ME 04766

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

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

N/A

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Ownership

(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: .15 Total area or acreage to be developed: \_\_\_\_\_

Has this land been part of subdivision in the past five years? ( ☐ ) Yes ( ☒ ) No

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

Are there restrictive covenants in the deed, or to be placed in the deed (attach list) ( ☐ ) Yes ( ☒ ) No

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

Recreation area(s) Estimated Area & Description: N/A

Common land(s) Estimated Area & Description: \_\_\_\_\_

Anticipated start date for construction: Month / Year 1 / 24 Completion: 1 / 24

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: (☒) None: (☐)

Sewage Disposal: Private SSWD: (☐) Public Sewer: (☒) None: (☐)

Estimated sewage disposal gallons per day: (? / day)

Do the plans require review by the State Fire Marshal Office? (☐) Yes (☐) No  
(Attach Barrier Free and Construction Permits from SFMO)

Have the plans been reviewed & approved by the Caribou Fire Chief? (☐) Yes (☐) No

Does the building have an automatic sprinkler system? (☐) Yes (☐) No (☐) N/A

Does the building have an automatic fire detection system? (☐) Yes (☐) No (☐) N/A

Will the development require a hydrant or dry hydrant fire pond? (☐) Yes (☒) No

### Concept Plan Review Requirements

At the request of the applicant, the Code Enforcement Officer or Planning Board may review the application first as a Concept Plan. Concept Plan Review is intended to ensure that the proposed plan is in conformance with the Caribou Comprehensive Plan and all City ordinances. If the application must be approved by the Planning Board, the completed application and Concept Plan must be delivered to the Code Enforcement Office no less than 21 days prior to the next scheduled meeting of the Planning Board, in order for it to be considered during that meeting. Concept Plan Review applications must include the following items:

1. Name and address of the owner of record and applicant (if different).
2. Name of the proposed development and location.
3. Names and addresses of all property owners within 500 feet of the property.
4. A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest in the property on the part of the applicant.
5. Names and addresses of all consultants working on the project.

6. 1 complete set of plans, delivered in Adobe Acrobat, high-resolution .pdf file(s)
- Plans to be included:
- Boundary Survey
  - Storm Water Management
  - Erosion and Sediment Control
  - Finish Grading Plan
  - Site Improvement Detail
  - Building Elevations and Structural Plans
7. Plans to show the following elements for review:
- a. Graphic scale and north arrow.
  - b. Location and dimensions of any existing or proposed easements and copies of existing covenants or deed restrictions.
  - c. Name, registration number, and seal of the land surveyor, architect, engineer, and/or similar professional who prepared the Plan.
  - d. All property boundaries, land area, and zoning designations of the site, regardless of whether all or part is being developed at this time.
  - e. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines.
  - f. Access for Emergency Vehicles, location and layout design of vehicular parking, circulation areas, loading areas, and walkways including curb cuts, driveways, parking space and vehicle turn around areas.
  - g. Location and names of streets and rights-of-way within 200' and adjacent to the proposed development.
  - h. Proposed finish grades and graphic arrows indicating the direction of storm water runoff.
  - i. Conceptual treatment of on and off site storm water management facilities.
  - j. Location and sizes of existing and proposed sewer and water services including connections.
  - k. Conceptual treatment of landscaping buffers, screens, and plantings.
  - l. Location of outdoor storage areas, fences, signage and accessory structures.
  - m. Context map illustrating the area surrounding the site that will be affected by the proposal, including all streets, sidewalks, intersections, storm water drainage ways, sanitary sewer lines and pump stations, nearby properties and buildings, zoning districts, and geographic features such as, but not limited to, wetlands, natural features, historic sites, flood plains, significant scenic areas, and significant wildlife habitats as provided in the Comprehensive Plan.
  - n. All proposed signage and exterior lighting, including the location, size and wording of all signs, type of exterior lights, radius of light, manufacturer's specifications sheet, and the ground level intensity in foot-candles of all exterior lights. If no signage or exterior lighting is proposed, state "n/a."

### Final Plan Review Requirements

Upon determination that the application is complete, the Code Enforcement Officer or Planning Board (by majority vote) will schedule a Final Plan Review. If additional information or changes are required by the Code Enforcement Officer or Planning Board following a Concept Plan Review (if applicable), a complete set of revised plans must be provided for the Final Plan Review. If the application must be approved by the Planning Board, plans must be delivered to the Code Enforcement Office at least 21 days prior to the next scheduled Planning Board meeting, in order to be considered during that meeting.

Final Plan Review requires three (3) 24" X 36" sets of plans. If the application must be approved by the Planning Board, an area designated for all seven (7) Planning Board Member signatures must be provided on the plans. Otherwise, an area designated for the Code Enforcement Officer signature must be provided.

If the Code Enforcement Officer or Planning Board determines that a third party review is necessary to make a sound decision, the applicant will be responsible for any fees incurred for the third party review.

During the Final Plan Review, the Code Enforcement Officer or Chairman of the Planning Board (or designee) ensures that all elements of review 7-a. through 7-n. above, and all criteria of the Final Plan Review A. through AA. below have been addressed. If the application must be approved by the Planning Board, then the Chairman may call for a motion to Approve, Approve with Conditions, Deny, or Table the application. Otherwise, the Code Enforcement Officer renders a decision, based on his/her review.

If the Final Plan is approved by the Code Enforcement Officer or Planning Board, no work may commence for a period of 30 days following the date of approval, to allow sufficient time for potential appeal(s) to the decision.

A request to the Planning Board to reconsider a decision must be filed within 10 days of the decision that is to be reconsidered. A vote to reconsider and the action taken on that reconsideration must occur and be completed within 45 days of the date of the vote on the original decision. The Planning Board may conduct additional hearings and receive additional evidence and testimony, as provided.

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

Signature of Applicant: Hudi Plourde Date: 12/18/23

**Final Plan Review application was determined to be complete on:** Date: \_\_\_\_\_

Final Plan Review	Date: _____	<u>Yes</u>	<u>No</u>	<u>N/A</u>
A. Conformance with Comprehensive Plan		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Traffic		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Site Access		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Parking & Vehicle Circulation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Pedestrian Circulation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
F. Site Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Open Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Sanitary Sewage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Emergency Vehicle Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Waste Disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Buffering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Natural Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. Exterior Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. Stormwater Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P. Erosion & Sediment Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q. Buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R. Existing Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T. Advertising Features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U. Design Relationship to Site & Surrounding Properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
V. Scenic Vistas & Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
W. Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X. Mineral Exploration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Y. Phosphorus Export	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Z. General Requirements (ref 13-700)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AA. Access Management, Off-Street Parking, Loading, and Road Design and Construction (ref 13-710)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**City of Caribou, Maine  
Site Design Review**

Site Design Review for: \_\_\_\_\_

Address: \_\_\_\_\_

**Decision by the Caribou Code Enforcement Officer**

On \_\_\_\_\_ (date) the Code Enforcement Officer conducted the Final Plan Review for the property or project referenced above.

The application was: ☐ Denied ☐ Approved ☐ Approved with Conditions

Signed: \_\_\_\_\_ Code Enforcement Officer

**Decision by the Caribou Planning Board**

On \_\_\_\_\_ (date) the members of the Caribou Planning Board conducted the Final Plan Review for the property or project referenced above.

The application was: ☐ Denied ☐ Approved ☐ Approved with Conditions

Signed: \_\_\_\_\_ Planning Board Chairman

\_\_\_\_\_ Planning Board Member

\_\_\_\_\_ Planning Board Member

\_\_\_\_\_ Planning Board Member

\_\_\_\_\_ Planning Board Member

\_\_\_\_\_ Planning Board Member

\_\_\_\_\_ Planning Board Member

**Condition(s) of Approval:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason(s) for Denial:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CARIBOU ADMINISTRATION  
25 HIGH STREET  
CARIBOU, ME. 04736**



**MEMO**

**To: Planning Board Chair and Members**  
**From: Penny Thompson, City Manager**  
**Date: January 11, 2024**  
**Re: Set goals for 2024**

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This is the first Planning Board meeting of 2024. As such, there will need to be a discussion on goals for the 2024 Planning Board.

**Suggested Action**

This will be a discussion among members.

If the members agree on a list of goals, staff can bring it back at a future meeting to be formally accepted by the Planning Board.

**CARIBOU ADMINISTRATION  
25 HIGH STREET  
CARIBOU, ME. 04736**



**MEMO**

**To: Planning Board Chair and Members**  
**From: Penny Thompson, City Manager**  
**Date: January 11, 2024**  
**Re: Follow-up on Old Business – Land Use Table**

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This will be a discussion with the Planning Board on the Land Use Table update.

**Suggested Action**

This will be a discussion among members.



**CARIBOU ADMINISTRATION  
25 HIGH STREET  
CARIBOU, ME. 04736**



**MEMO**

**To: Planning Board Chair and Members**  
**From: Penny Thompson, City Manager**  
**Date: January 11, 2024**  
**Re: Staff Report – Requested Input**

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Lately staff has received inquiries on the following topics:

Daycare

Subdivision

Staff would like to be certain that the more recent guidance and forms are used. Has anything changed since the attached were developed?

**Suggested Action**

This will be a discussion among members.



## City of Caribou Day Care Application

Planning & Code Enforcement  
25 High St.  
Caribou, Maine 04736  
(207) 493 – 3324 X 214  
kmurchison@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 \$90.00.

Name of Property Owner / Developer: \_\_\_\_\_

Development Name: \_\_\_\_\_

Location of Property (Street Locations): \_\_\_\_\_

City of Caribou      Tax Map: \_\_\_\_\_      Lot: \_\_\_\_\_      Zone: \_\_\_\_\_

### Applicant Information

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

\_\_\_\_\_ Day Time Phone: \_\_\_\_\_

\_\_\_\_\_ Night Time Phone: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

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

\_\_\_\_\_  
(Attach supportive legal documentation)

## General Information

Date your State of Maine Day Care License was approved: \_\_\_\_\_  
(Attach a copy of License or DHHS pre-approval checklist)

Has the site been inspected by the State Fire Marshal's Office and approved?  
( ) Yes ( ) No  
(Attach Documentation)

Has the site been inspected by the Maine Department of Health & Human Services and approved?  
( ) Yes ( ) No  
(Attach Documentation)

## Structure & Site Plan Details

Does the building have a Carbon Monoxide Detector? ( ) Yes ( ) No

Does the building have a smoke detector? ( ) Yes ( ) No

Is the garage attached to the house/building? ( ) Yes ( ) No

If yes, is there a minimal of 1/2" sheet rock fire-rated wall between the garage and house/building?  
( ) Yes ( ) No

Do you have a basement? ( ) Yes ( ) No

Will the basement be accessible to children? ( ) Yes ( ) No

If yes, are there graspable handrails and guardrails on the staircase? ( ) Yes ( ) No  
The outdoor play area shall not be located near hazardous areas (such as streets, open wells, open water) unless protected by fencing?

Do you have fencing around the outdoor play area? ( ) Yes ( ) No

If yes, how tall and what type? \_\_\_\_\_

The fencing must be a minimum of four (4) feet high.

Subsurface Waste Water Disposal System – No person may expand the use of a structure using a private subsurface waste water disposal system until documentation is provided to the municipal officers and a notice of the documentation is recorded in the appropriate agency of deeds that, in the event of a future malfunction of the system, the disposal system can be replaced and enlarged to comply with the rules adopted under Title 22 M.R.S. § 42, and any municipal ordinances governing subsurface waste water disposal systems, No requirements of these rules and ordinances may be waived for an expanded structure.

Have you provided documentation showing that the current disposal system can be replaced and enlarged? ( ) Yes ( ) No  
Do you have an outdoor lighting system to support egress/ingress? ( ) Yes ( ) No

### Plan Review Criteria Checklist

Once a completed application is received the application will be scheduled for the next available Planning Board meeting.

1. \_\_\_\_\_ Name and address of the owner of record and applicant (if different).
2. \_\_\_\_\_ Name of the proposed development and location.
3. \_\_\_\_\_ A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest to operate a daycare in the property on the part of the applicant..
4. **Plans to show the following elements for review:**
  - \_\_\_\_\_ a. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines.
  - \_\_\_\_\_ b. Access for Emergency Vehicles, location and layout design of vehicular parking, circulation areas, loading areas, and walkways including curb cuts, driveways, parking space and vehicle turn around areas.
  - \_\_\_\_\_ 3. Location of outdoor play areas, fences, exterior lighting, signage and accessory structures.

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### Planning Board Requirements Checklist

- \_\_\_\_\_ The home occupation shall only employ residents of the dwelling unit.
- \_\_\_\_\_ The home occupation shall be carried on entirely within the principle or accessory structure.
- \_\_\_\_\_ The home occupation shall not occupy more than 50% of the total floor area of the principle dwelling structure. Accessory structures used for the home occupation may use up to 100%.
- \_\_\_\_\_ No client or customer shall be allowed on any floor other than the first floor ground level unless the structure is protected throughout with a State Fire Marshal approved sprinkler system.
- \_\_\_\_\_ Objectionable noise, vibrations, smoke, dust, electrical disturbance, odors, heat, glare or other nuisances are not permitted.

Day Care Application for: \_\_\_\_\_

Address: \_\_\_\_\_

**Approved by the Caribou Planning Board**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed:

\_\_\_\_\_  
Chairman, Caribou Planning Board

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Conditions of Approval:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 4. Default.

If, upon inspection, the CEO finds that any of the required improvements have not been constructed in accordance with the plans and specifications filed as part of the application, they shall so report in writing to the City Manager, City Council, the Planning Board, and the applicant or developer. The City shall take any steps necessary to preserve the City's rights.

#### 5. Extension.

The Planning Board may recommend a maximum extension of 12 months to the guaranteed performance period when the applicant can demonstrate, to the satisfaction of the Planning Board and the City Council, good cause for such extension. Such recommendation shall be referred to the City Council for official action.

### **Sec. 13-760 Daycare Facilities.**

As of passage of this ordinance, newly established Daycare Facilities shall only be allowed in the R1, R2, R3, RC-2, C1 and C2 residential and commercial zones following Code Enforcement Officer review and approval. All Daycare Facilities licensed by the State of Maine and operating prior to the passage of this ordinance, are considered Previously Existing and exempt from the requirements of this ordinance. Any previously existing Daycare Facility that discontinues operations for a period of one (1) year that requests to reopen as a Daycare Facility must meet the current Daycare Facility requirements of this ordinance.

Daycare Facilities must provide the City of Caribou a copy of the yearly State of Maine License for the daycare, annual update contact information for the operators and employees. Daycare facilities must give written notice to the Code Enforcement Officer who shall share the information with local police and fire departments as to the scope of their operation, including the number of children, location of sleeping areas, days and hours of operation.

- Licensing:
  - The facility must have an approved and current valid DHHS License, and supply a copy to the City every year.
  - The facility must provide a copy of the State Fire Marshall's inspection and approval report.
  - The facility must provide a copy of the Maine Department of Health & Human Services inspection and report.
- Inspection:
  - The operation of a daycare facility will allow appropriate representative of the municipality to enter the property to inspect such use for compliance with the requirements of the City ordinance.
  - The lot size, building size, set back and lot coverage shall conform to the standards of the zoning distance in which it is located unless such structure is a legal nonconforming structure.
  - All proposed facilities must be inspected for zoning compliance prior to issuance of a Certificate of Occupancy.
- Non-Compliance:
  - Non-compliance with this ordinance may be cause for revocation of this license.
- Outdoor Play Area:
  - An outdoor play area, as required by the State, shall be provided for daycare facilities and not be located in the front yard; play areas must be located in the side and/or rear yards only.
    - The front yard is the area between the front property line and front wall of the structure, including the front wall projection line extending to the side property.

Historical Note: Section 13-760 was adopted December 12, 2011 and revised January 11, 2016.



## Definitions, chapter 13

Boat Launching Facility: A facility designed primarily for the launching and landing of watercraft, and which may include an access ramp, docking area, and parking spaces for vehicles and trailers.

Bottle Club: An establishment in which patrons primarily bring their own liquor for consumption on the premises.

Buffer: A part of a property or an entire property, which is not built upon and is specifically intended to separate and thus minimize the effects of a land use activity (e.g. noise, dust, visibility, glare, etc.) on adjacent properties or on sensitive natural resources.

Building: Any structure having a roof supported by columns or walls for the housing or enclosure of persons, animals, or personal property.

Building Height: The vertical distance measured between the average finished grade of the ground at the front of a building and the highest point of the roof, not including chimneys, spires towers, or similar accessory structures.

Bulk Grain Storage: Establishments primarily engaged in the warehousing and storage of grain for resale or own use, other than normal storage associated with on-site consumption.

Campground: Any area or tract of land to accommodate two (2) or more parties in temporary living quarters, including, but not limited to tents, recreational vehicles, or other shelters for which a fee is charged.

Campground, Summer/Winter: A campground for the accommodation of children or other organized groups for educational or recreational purposes. The term is distinct from campground generally and does not include parks for recreational vehicles.

Capital Improvements Program (CIP): A municipality's proposed schedule of future projects listed in order of construction priority, together with cost estimates and the anticipated means of financing each project.

Cardholder: "Cardholder" means a qualifying patient, a primary caregiver or a principal officer, board member, employee or agent of a nonprofit dispensary who has been issued and possesses a valid registry identification card.

Catering Establishment: Any kitchen, commissary, or similar place in which food or drink is prepared for sale or service elsewhere or for food service on the premise during special catered events.

Cemetery: Property used for the interring of the dead.

Certificate of Compliance: A document signed by the CEO stating that a structure is in compliance with all of the provisions of a Floodplain Management Ordinance.

Certificate of Occupancy: A document signed by the CEO stating that a structure is in compliance with all of the provisions of the Zoning Ordinance, Shoreland Zoning Ordinance, Building Code, and the Subdivision Ordinance of the municipality.

Change of Use: A change from one category in the Land Use Permit Table to another, or the addition of a new category of use to an existing use.

Child Day Care Facility: Any dwelling, building, or portion thereof which child day care services are provided including any on-site outdoor play area. Child day care facilities shall be further differentiated by the following three classifications:

Family Day Care Home: Any premises or dwelling unit other than the child's own home where the child care areas are being used as a family residence, operated for profit or not for profit, in which child day care is provided at any one time on a regular basis to three, four, five, or six children, who are not relatives of the caregiver. Day care service for children in this type of facility is different from "babysitting."

Group Day Care Home: A facility in which care is provided for more than six (6), but less than twelve (12) children, at any one time, where the child care areas are being used as a family residence.

Day Care Center: A facility which is licensed to provide care for seven (7) or more children at any one time where the child care areas are not being used as a family residence.

Church: A building or structure, or group of buildings or structures, designed, primarily intended, and used for the conduct of religious services, excluding Sunday School.

## Definitions, chapter 13

Construction Trailer: A temporary structure or structures, to include a mobile home, tractor trailer, or similar structure, which is used in conjunction with construction activities and which is used or constructed in such a manner as to permit daily occupancy and/or the storage of equipment and materials.

Continuing Care Retirement Community: An age-restricted development that provides a continuum of accommodations and care, from independent living to long-term bed care, and enters into contracts to provide lifelong care in exchange for the payment of monthly fees and an entrance fee in excess of one year of monthly fees.

Contract Zoning: The process by which the property owner, in consideration of the zoning of that person's property, agrees to the imposition of certain conditions or restrictions not imposed on other similarly zoned properties.

Convalescent Home, Rest Home, or Nursing Home: A facility in which nursing care and medical services are performed under the general direction of persons licensed to provide medical care in the State of Maine for the accommodation of convalescent or other persons who are not in need of hospital care, but who do require, on a 24-hour basis, nursing care and related medical services. A convalescent home, rest home, or nursing home is distinct from elderly congregate housing.

Crawl Space: A space, usually about two (2) feet high, provided in a building in order to enable access to plumbing, wiring, and/or equipment.

Curb Cut: The opening along the curb line or right-of-way line at which point vehicles may enter or leave the road.

Day Care Facility: "Day Care Facility" shall mean any dwelling, building, or portion thereof which child day care services are provided including any on-site outdoor play area as permitted by the City and further defined under Section 13-900 (2).

Deck: An uncovered structure with a floor, elevated above ground level.

Decorative Changes: Repainting or re-siding; removing or replacing trim, railings, or other non-structural architectural details; or the addition, removal, or change of location of windows and doors.

Deer Wintering Areas: Areas used by deer during the winter for protection from deep snows, cold winds, and low temperatures, as identified by the Maine Department of Inland Fisheries and Wildlife.

Demolition/Waste Disposal: A facility, including a landfill, operated by a public, quasi-public, or private entity which purpose is to dispose of useless, unwanted, or discarded solid material with insufficient liquid content to be free flowing, including by way of an example, and not by limitation to, rubbish, garbage, scrap metals, junk, refuse, inert material, landscape refuse, and demolition debris. The definition does not, however, include commercial hazardous waste disposal facilities or recycling of products.

Density: The number of units per acre of land.

Developed Area: Any area on which a site improvement or change is made, including buildings, landscaping, parking areas, and streets.

Developer: A person who is developing the land. The developer, owner, and the applicant may be one in the same.

Development: Any man-made changes to improved or unimproved real estate, including but not limited to, subdivisions, buildings or other structures, mining, dredging, filling, grading, paving, excavation, or drilling operations.

Dimensional Requirements: Numerical standards relating to spatial relationships, including but not limited to, setback, lot area, shore or road frontage, and height.

Direct Watershed: That portion of the watershed which does not first drain through an upstream lake.

Disability, Physical or Mental: Any disability infirmity, malformation, disfigurement, congenial defect or mental condition caused by bodily injury, accident, disease, birth defect, environmental conditions or illness, and includes the physical or mental condition of a person that constitutes a substantial disability as determined by a physician or, in the case of mental disability, by a psychiatrist or psychologist, as well as any other health or sensory impairment that requires special education, vocational rehabilitation, or related services.



**Vital Records Office**  
**220 Capitol Street, SHS #11**  
**Augusta, ME 04333-0011**

**Maine State Archives**  
**State House Complex, Station 84**  
**Augusta, ME 04333-0084**

If you would like to pay for your order with a credit card, you may order on-line at [www.vitalchek.com](http://www.vitalchek.com) or, you may telephone the VitalChek Network at the toll free number 1-877-523-2659 24 hours a day, 7 days a week. If you have additional questions, e-mail the office. TTY: Maine relay 711

### **Day Care Rules and Applications**

People interested in obtaining information about day care rules or applying to become a licensed day care provider should contact the Day Care Licensing Unit at 1-207-287-9300 or write to:

**Day Care Licensing Unit**  
**Maine DHHS**  
**Station 11**  
**Augusta, ME 04333**

To report abuse/neglect by a day care provider, call 1-800-452-1999. This is a 24 hour hotline.

TTY: (207) 287-5048

For further information concerning child care, visit the website of the Office of Child Care and Head Start.

### **Reporting Fraud**

Allegations of fraud or attempted fraud involving funds, including Food Stamps, administered by the Department of Health and Human Services should be sent to:

**Fraud, Investigation and Recovery**  
**11 State House Station**  
**Whitten Road**  
**Augusta, Maine 04333-0011**

The phone numbers for this office are **1-207-287-2409** and **1-866-348-1129**. TTY: (207) 287-6948. Further questions can also be submitted by e-mail.

### **Credits**

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**Department of Health and Human Services**

# Maine's Child Care and Head Start

A source of information for parents, child care providers, early childhood educators, and others interested in the health and development of young children and their families.

Information for Parents - Choosing child care is one of the most important decisions you will make for your child. A good child care setting can have a positive impact on the development of your child.

**Facility Licensing** - The Division of Licensing, Child Care Licensing Unit, is responsible for issuing Child Care Center Licenses, Family Child Care certificates, and Nursery School licenses.

**Questions & Answers** - Answers to commonly asked questions relating to childcare.

Request Information - Request form for Early Childhood publications.

Links and Resources - Maine and national links related to Early Childhood.

**To contact us:**

**Phone: 207-624-7909**

**Fax: 207-287-6156**

**2 Anthony Avenue**

**11 State House Station**



**Augusta, Maine 04333-0011**

**E-Mail: [childcare.info@maine.gov](mailto:childcare.info@maine.gov)**

**Credits**

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 <div>         DEPARTMENT OF PUBLIC SAFETY  <b>Office of State Fire Marshal</b>          STATE OF MAINE       </div>		<div> <a href="#">Site Map</a>          Search Fire Marshal's Office: <input type="text"/> <input type="button" value="Go"/> </div>	
<a href="#">Home</a>   <a href="#">Contact Us</a>   <a href="#">Online Services</a>   <a href="#">Fire Safety Articles</a>   <a href="#">Resources for the Fire Services</a>			
<b>BUREAU INFORMATION</b>		<a href="#">Home</a> > <a href="#">Inspections Division</a> > Day Care & Nursery School Regulations	
<a href="#">Fire Marshal's Message</a>		<b>Day Care &amp; Nursery School Regulations</b>	
<a href="#">Investigations</a>		<a href="#">Day Care and Nursery School Requirements</a> (PDF, 7 pages, 189 KB)	
<a href="#">Inspections</a>		You will need to <a href="#">Get Adobe Reader Free</a> to see this file.	
<a href="#">Assembly Occupancy Regulations</a>		<p><b>Prior to creating a day care facility with 13 or more children, or a nursery school with 21 or more children, you MUST obtain a construction permit from the State Fire Marshal's office. You may contact the Plans Review Office at the State Fire Marshal by calling (207) 626-3880.</b></p>	
<a href="#">Day Care &amp; Nursery School Regulations</a>		<p>Daycare facilities are primary care givers for our nation's young. With this in mind a certain minimum set of fire safety requirements must be provided in facilities caring for children of other families. The Department of Public Safety elected many years ago to adopt a nationally recognized set of standards for day care facilities and other types of occupancies. The National Fire Academy produces the code which was selected and which was found to be the most popular. These minimum requirements were written and approved by a wide variety of people from all walks of life. All requirements have been thoroughly investigated for intent and expenses associated with meeting these requirements. The Department of Public Safety does not wish to add undue costs or hardships to any provider or recipient of services. They realize that these requirements do not come without a price tag or sorts. Many requirements found in the fire code have alternative remedies or systems of protection that may lessen the burden on developing a day care facility.</p>	
<a href="#">General Requirements</a>		<b>Understanding Day Care Requirements</b>	
<a href="#">Means of Escape</a>		Day Care facilities are divided into three general groups according to the number of children or adults which are cared for at one given time.	
<a href="#">Group Day Care Homes</a>		<ul style="list-style-type: none"> <li>◦ Day care centers- offering care to more than 12 children or adults</li> <li>◦ Group day care homes- offering care to from 7 to 12 children or adults</li> <li>◦ Day care home- offering care to 6 or fewer children or adults</li> </ul>	
<a href="#">Explosives Regulations</a>		Adults have been added to this category because of the increased need for adult day care facilities. Adult day care facilities providing care on a daily basis to adults requiring special care whether it's because of mental, physical, or just special age needs will be required to meet these same requirements. The minimum requirements are different for all three categories of day care. These differences are based on the different numbers of clients for the three categories.	
<a href="#">Fireworks Regulations</a>		Nursery schools are required by Maine Revised Statutes Annotated Title 22 8403 to meet the requirements of day care facilities. If the nursery school cares for 6 or fewer clients the facility must meet the requirements of a home day care. If the nursery school cares for more than 6 but not more than 12 clients the facility must meet the requirements of a group day care. If the nursery school cares for more than 20 clients the facility must meet the requirements for a day care center.	
<a href="#">Current Dance Hall Permits</a>		<b>General Requirements</b>	
<a href="#">Current Theater Permits</a>		<b>Means of Escape</b>	
<a href="#">Approved Fireworks Shows</a>		<b>Group Day Care Homes</b>	
<a href="#">Licensed Fireworks Technicians</a>			
<a href="#">Plans Review</a>			
<a href="#">Fire Sprinklers</a>			
<a href="#">Maine EMS &amp; Fire Incident Reporting System (MEFIRS)</a>			
<a href="#">Maine Fire Protection Services Commission</a>			
<a href="#">Fire Service Rules &amp; Laws</a>			
<a href="#">Research &amp; Reports</a>			
<a href="#">Personnel Directory</a>			
<a href="#">Maine Reduced Ignition Propensity Cigarette Program</a>			
<a href="#">Consumer Fireworks in Maine</a>			
<a href="#">Maine.gov</a>   <a href="#">Department of Public Safety</a>   <a href="#">Fire Marshal's Office</a>   <a href="#">Site Policies</a>			
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## City of Caribou Subdivision Review Application

Planning & Code Enforcement  
25 High St.  
Caribou, Maine 04736  
(207) 493 – 3324 X 214  
kmurchison@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: \_\_\_\_\_

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## Final Plan Review Criterion

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

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
<b>Caribou Code, Section 13-406, pg. 807</b>			
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	_____	_____	_____

**Yes****No****N/A**

- |     |   |       |       |       |
|-----|---|-------|-------|-------|
| 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_