



# TOWN OF NAPLES PLANNING BOARD APPLICATION

P.O. Box 1757, Naples, Maine 04055  
Phone: (207) 693-6364 / Fax: (207) 693-3667  
[www.townofnaples.org](http://www.townofnaples.org)

## Major Subdivision Application

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

Owner/Applicant Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Location: \_\_\_\_\_ Map & Lot: \_\_\_\_\_

Any easements, covenants, or deed restrictions related to the property? \_\_\_\_\_

Zoning District: \_\_\_\_\_ Waivers requested: \_\_\_\_\_

A list must be submitted for waivers

Name, address, & phone # of applicants engineer, land surveyor or planner: \_\_\_\_\_

The undersigned, being the applicant, owner or legally authorized representatives, states that all information contained in this application is true and correct to the best of his/her knowledge and hereby does submit the information for review by the Town and in accordance with applicable ordinances, statues, and regulation of the Town, State and Federal governments.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**All applications will be reviewed by a town-contracted planner to ensure all information necessary is provided. After your submission, we will contact you with the total price and the date that your application will be reviewed by the Planning Board.**

### Fee Schedule:

Advertising: \$50.00 (per advertisement)

Fee per abutter: \$12.00

Residential Subdivision: \$500.00 + \$500.00 per proposed lot

Commercial Subdivision: \$750.00 + \$750.00 per proposed lot

Modification (Amendment) of approved plan: \$250.00 + \$500.00 per residential lot

Modification (Amendment) of approved plan: \$250.00 + \$750.00 per commercial lot

Commercial Initial permit: \$100.00

Planning Board Engineering & Legal Peer Review Escrow: \$2,000.00

Applicants Total: \$ \_\_\_\_\_

**A preliminary plan must be submitted within six months of a sketch plan.**

**You must submit 9 paper copies and 1 digital copy of this application, letter of intent, and all supporting documents 28 days prior to the meeting to be considered by the Planning Board.**

**TOWN OF NAPLES**  
**Planning Board Checklist for Submitted Material**

**Major Subdivision**

<b>Sketch Plan Submissions</b>		Submitted by Applicant	NA	Applicant Request to be waived	Rc vd. By PB	Waive
Required						
	Roads and lot layout on topo map					
	Existing site conditions (buildings, wetlands, perennial streams, etc.					
	Medium intensity soil survey including soil interpretation.					
	Available or proposed utilities.					
	Existing and proposed covenants or deed restrictions.					
	General information, regarding proposal as to typical lot size, price range, public access areas, or other pertinent information.					
<b>Preliminary Plan Submissions</b>		Submitted by Applicant	NA	Applicant Request to be waived	Rc vd. By PB	Waive
	1. Location Map (1 inch = 50 ft.) All areas within 2,000 ft. of property lines in subdivision.					
	2. Subdivision name/title and town on plan.					
	3. Name/address of record owner, sub divider and designer of plan.					
	4. Number of acres in subdivision, property lines, easements, buildings and watercourses.					
	5. Any subdivisions adjacent to property and owner of record of adjacent property.					
	6. Minimum guidelines of applicable zoning boundaries affecting subdivision.					
	7. Location and size of water mains, culverts and drains proposed or existing on property.					
	8. Names, locations and width of existing and proposed streets (including grades and profiles), highways, easements, parks and open spaces.					
	9. Contour lines; intervals to be determined by Planning Board.					
	10. Soils suitability reports for area in subdivision (total area and lot by lot).					
	11. Typical cross sections of the proposed grading for roadways.					
	12. Date, true north graphic scale.					
	13. Deed description and survey map certified by registered land surveyor.					
<b>Preliminary Plan Submissions</b>		Submitted by Applicant	NA	Applicant Request	Rc vd.	Waive
				to be waived	By PB	
	14. Water supply provisions.					
	15. Proposed sewage disposal systems.					
	16. If private sewage system, location and results of tests.					

	17. Drainage plan for collecting and discharging stormwater drainage.					
	18. Preliminary bridge or culvert designs.					
	19. Proposed lot lines with dimensions and approximate location of buildings.					
	20. Location of temporary markers as allow.					
	21. Land proposed for open space requirement					
	22. Location of all natural features to be reserved.					
	23. Soil erosion and sedimentation control plan composed by Cumberland County Soil & Water Conservation District (CCS & W).					
<b>Final Plan Submissions</b>		Submitted by Applicant	NA	Applicant Request to be waived	Rc vd. By PB	Waive
	1. All information presented on the Preliminary Plan and location map and any amendments required by Planning Board.					
	2. Official stamp of land surveyor, architect, engineer or consultant who prepared plan.					
	3. Street names, pedestrian ways, lots, easements and areas to be reserved for or dedicated to public use.					
	4. Engineered locations, bearings and lengths or streets, lot lines and boundary lines physically shown on ground.					
	5. Length of all straight lines, deflection angles, radii, length of curves and central angles of all curves, tangent distances and tangent bearings for each street.					
	6. Designated open space areas on plan; reference to title holder/holders.					
	7. Lots and blocks within subdivision numbered in accordance with local practice.					
	8. Permanent reference monuments according to specifications herein and locations referenced on Final Plan.					
	9. Open space title and deed documents.					
	10. Written approval of open space documents by municipal officers.					
	11. Performance bond to secure completion of all required improvements and written approval by municipal officers as to the sufficiency of said bond.					