



# 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)

## Minor 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: \_\_\_\_\_

### Fee Schedule:

Advertising: \$50.00 (per advertisement)

Fee per abutter: \$12.00

Residential Subdivision: \$500.00 + \$500 per proposed lot

Commercial Subdivision: \$750 + \$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: \$1,000.00

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

**A preliminary plan must be submitted withing 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**

**Minor Subdivision**

<b>Sketch Plan Submissions</b>		Submitted by Applicant	NA	Applicant Request to be waived	Rcvd By PB	Waive
Required						
	Roads and lot layout in relation to existing conditions topo map					
	Description or outline of existing conditions and the proposed development as necessary to supplement the map					
	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>Final Plan Submissions</b>		Submitted by Applicant	NA	Applicant Request to be waived	Rcvd. By PB	Waive
	1. All information presented on the sketch plan and location map and any amendments required by Planning Board.					
	2. Official surveyed map to include the stamp of land surveyor, architect, engineer or consultant who prepared plan.					
	3. A soils report identifying changes in soil conditions down to one eight acre or as determined by the Planning Board.					
	4. On site sewage and water supply facilities shown and compliance with state and local minimums stated on the plan by a licensed engineer.					
	5. Proposed name of the subdivision or identifying title, and the name of the Municipality in which it is located.					
	6. The date, north point, graphic map scale, name and address of record owner and subdivider and names of adjoining property owners					
	7. A soil erosion and sediment control plan containing the endorsement of Cumberland County Soil and Water or Maine Soil and Water Conservation Commission or the discretion of the Planning Board.					