

16 Town Office Square
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North Haven, Maine 04853

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<http://www.northhavenmaine.org>

Land Use Permit Preliminary Plan Application For Subdivision



PROCEDURE

1. Procedures and requirements for a Preliminary Plan for a Subdivision are contained in Article 6 of the Subdivision Ordinance for North Haven, Maine (available at the Town Office or on the [Town of North Haven Website](#)).
2. Within six (6) months after the on-site inspection by the Planning Board, the applicant shall submit an application for a Preliminary Plan. Please submit this application to the Town Office at least fourteen (14) days prior to a scheduled meeting of the Planning Board. The Planning Board generally meets to review projects the second Wednesday of each month.
3. Submit with this application the appropriate fees as described in the Fee Schedule as established by the North Haven Select Board. In addition, the applicant shall pay an escrow fee (based on a fee schedule established by the Select Board).
4. Within three (3) days of the receipt of the Preliminary Plan Application, a receipt will be issued and the abutting property owners will be contacted with a general description of the project.
5. Within thirty (30) days of the receipt of the application the Planning Board will determine the status of the application and will notify the applicant in writing.
6. Upon determination that the application is complete, the Planning Board will notify the applicant in writing and pertinent Town agencies and organizations will be notified of the project.
7. The Planning Board will hold a public hearing within thirty (30) days of determining that it has received a complete application.
8. Within thirty (30) days from the public hearing, or within another time limit as mutually agreed upon by the Planning Board and the applicant, the Planning Board will rule on the application.
9. If you have questions or need more information, let us know.

Mandatory Submissions for a Preliminary Plan Application

The following items shall be submitted as part of the Preliminary Plan Application unless waivers have been granted pursuant to Article 12 of the Subdivision Ordinance for North Haven, Maine. Nine (9) copies of all materials shall be delivered to the Town Office.

To the Code Enforcement Officer of North Haven, Maine: A Preliminary Plan Application for a Subdivision is hereby made for your review.

DATE OF APPLICATION	
NAME OF APPLICANT (APPLICANT MUST OWN THE PROPERTY OR HAVE AN OPTION OR PURCHASE AND SALES AGREEMENT TO PURCHASE THE PROPERTY)	
MAILING ADDRESS OF THE APPLICANT	
APPLICANT'S PHONE NUMBER	
APPLICANT'S EMAIL ADDRESS	
NAME OF PROPERTY OWNER (IF DIFFERENT THAN APPLICANT)	
MAILING ADDRESS OF THE OWNER	
OWNER'S PHONE NUMBER	
OWNER'S EMAIL ADDRESS	
DESIGNATED AGENT (IF APPLICABLE)	
A LIST OF LAND SURVEYOR, ENGINEER, ARCHITECT, OR OTHERS PREPARING THE PLAN (NAME, ADDRESS, CONTACT INFO)	

(as described in Article 6.2 of the Subdivision Ordinance for North Haven, Maine)

TOWN OF NORTH HAVEN, MAINE

PROJECT CHECKLIST

- Location Map of Area (including: nearby existing subdivisions, locations of existing and proposed streets, boundaries and designations of zoning districts, outline of the proposed subdivision, applicant's contiguous land that is not part of the subdivision.
- Plan of the Subdivision drawn to scale, showing North, location of lot lines, delineation of all wetland areas, existing buildings, vegetative cover type, large specimen trees (if present), location of streams and brooks, portion of the Subdivision located in the Fresh Pond Watershed.
- The plan should also include: location of existing and proposed sewers, water mains, culverts on the property and the adjacent property; names, width and location of existing and proposed streets; parcels of land dedicated to public use, open space, forest clearing, flood zones, unique natural areas, historic sites.
- Verification of right, title, or interest in the property.
- Standard boundary survey of the parcel
- Copy of the most recently recorded deed for the parcel including all encumbrances.
- Waste water disposal pit analysis, including map of all test pits.
- Type of water supply. If Public Water Supply, written statement from the local water district.

MAY BE REQUIRED

- High Intensity soil survey by a registered soil scientist.
- Contour lines at specified interval.
- Hydrogeologic assessment.
- Estimate of vehicular traffic/traffic impact.
- Other items as the Planning Board deems necessary.

PROJECT DETAILS

TYPE OF SEWAGE DISPOSAL SYSTEM	
TYPE OF WATER SUPPLY	

TOWN OF NORTH HAVEN, MAINE

LAND DETAILS

TAX MAP AND LOT NUMBER	
SITE ADDRESS	
LAND USE DISTRICT	
TOTAL ACREAGE OF THE PARCEL	
ACREAGE TO BE DEVELOPED AND LOTS TO BE CREATED	

The Code Enforcement Officer and/or the Planning Board reserve the right to request any reasonable additional information as may be deemed necessary and pertinent for action upon this request.

NOTE: Permit not valid until fee is paid and is good for one year from date approved by Code Enforcement Officer. The issuance of this permit in no way relieves the applicant of the responsibility of obtaining any other necessary local, state or federal permits.

Statement by Applicant: I hereby certify that the information presented above and on attached pages is true, accurate and complete to the best of my knowledge.

(Signature of Applicant)

(Date)

PLEASE DO NOT WRITE BELOW THIS LINE

For Office Use Only

Date Received: _____

Received by: _____

Applicant and Abutters Contacted within three (3) days of receipt of the application:

Signed

Date

Fees Received: Yes No

Action: Date _____

Approved

Disapproved

Approved with Conditions

Conditions:

Internal Plumbing permit included if required

Other Permits if required

Signatures:

Code Enforcement Officer

Planning Board

Planning Board

Planning Board

Planning Board

Planning Board
