



**Planning & Development**  
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### **Major Subdivision Preliminary Application Memo**

Date: May 5, 2022  
To: Planning Board  
From: Planning Office  
Re: Westhaven Preserve Subdivision - Map 60, Lot 10

#### **Project Description:**

Corner Post Land Surveying has submitted a Preliminary Subdivision Application on behalf of the property owner, Eastwood Estates, LLC. The subdivision proposes a 15 lot/dwelling unit residential cluster subdivision on 18.21 acres (752,088 SF) of land. An outsale lot (10-A) has been conveyed and is not part of the subdivision. The proposed cluster lots to have street frontage off a private street ROW to be named Westhaven Lane. Lots to be served by on-site septic systems and wells. The subdivision is located within the Residential A District. Tax Map 60, lot 10.

#### **§ 202-8. Preliminary plan for major subdivision.**

##### A. Procedure.

- (1) Within six months after the on-site inspection by the Board, the subdivider shall submit an application for approval of a preliminary plan at least 10 days prior to a scheduled meeting of the Board. Failure to do so shall require resubmission of the sketch plan to the Board. The preliminary plan shall approximate the layout shown on the sketch plan, plus any recommendations made by the Board. **[Amended 7-11-1996] Site Walk held on 4/2/22. Preliminary Application submitted on 4/26/22.**
- (2) All applications for preliminary plan approval for a major subdivision shall be accompanied by an application fee in the amount established by the Board of Selectmen following notice and a public hearing. In addition, the applicant shall pay a fee of \$25 per lot or dwelling unit, to be deposited in a special account designated for that subdivision application, to be used by the Planning Board for hiring independent consulting services to review the application. If the balance in this special account shall be drawn down by 75%, the Board shall notify the applicant and require that an additional \$10 per lot or dwelling unit be deposited by the applicant. The Board shall continue to notify the applicant and require that an additional \$10 per lot or dwelling unit be deposited as necessary whenever the balance of the account is drawn down by 75% of the original deposit. Any balance in the account remaining after a final decision on the subdivision application by the Board shall be returned to the applicant. **[Amended 5-16-1996; 7-9-2002; 4-16-2004] Application fee and escrow provided**

- (3) The subdivider, or his duly authorized representative, shall attend the meeting of the Board to discuss the preliminary plan. **Yes**
- (4) When the application is received by the Planning Board, it shall give the applicant a dated receipt acknowledging that it has received the application. **Planning Board to consider receiving the application on 5/9/22**
- (5) Within 20 days of the Board meeting at which the application is received, the Board shall notify by certified mail all owners of abutting property and the Town Clerk and Planning Board of any municipality that abuts or includes any portion of the proposed subdivision that an application for subdivision approval has been submitted. The notice shall include the location of the proposed subdivision and a general description of the proposed development. The notice shall be mailed no less than seven days prior to the Board commencing review of the plan. **[Amended 7-9-2002] Abutters mailed notice of the Preliminary Application submission on 4/28/22**
- (6) If the subdivision is located in more than one municipality, the Board shall have a joint meeting with the Planning Board of the adjacent municipality to discuss the plan. **Not applicable**
- (7) Within 30 days of receipt of a preliminary plan application form and fee, the Board shall notify the applicant in writing whether or not the application is complete and what, if any, additional submissions are required for a complete application. **To be determined**
- (8) Upon determination that a complete application has been submitted for review, the Board shall issue a dated receipt to the subdivider. Within 30 days of determining a complete application has been submitted, the Board shall hold a public hearing on the preliminary plan application and shall publish notice of the date, time and place of the hearing in a newspaper of general circulation in the municipality at least two times, the date of the first publication to be at least seven days prior to the hearing. A copy of the notice shall be mailed to the applicant and the owners of abutting property. **To be determined**
- (9) The Board shall, within 30 days of a public hearing or within another time limit as may be otherwise mutually agreed to by the Board and the subdivider, make findings of fact on the application and approve, approve with conditions or deny the preliminary plan. The Board shall specify in writing its findings of fact and reasons for any conditions or denial. **To be determined**
- (10) When granting approval to a preliminary plan, the Board shall state the conditions of such approval, if any, with respect to: **To be determined**
  - (a) The specific changes which it will required in the final plan;
  - (b) The character and extent of the required improvements for which waivers may have been requested and which in the Board's opinion may be waived without jeopardy to the public health, safety and general welfare; and
  - (c) The amount of all performance guaranties which it will require as prerequisite to the approval of the final plan.
- (11) Approval of a preliminary plan shall not constitute approval of the final plan or intent to approve the final plan, but rather it shall be deemed an expression of approval of the design of the preliminary plan as a guide to the preparation of the final plan. The final plan shall be submitted for approval of the Board upon fulfillment of the requirements of these regulations and the conditions of preliminary approval, if any. Prior to the approval of the final plan, the Board may require additional changes as a result of the further study of the subdivision or as a result of new information received. **To be determined**

B. Submissions.

- (1) Location map. The preliminary plan shall be accompanied by a location map adequate to show the relationship of the proposed subdivision to the adjacent properties and to allow the Board to locate the subdivision within the municipality. The location map shall show:
  - (a) Existing subdivisions adjacent to the proposed subdivision.
  - (b) Locations and names of existing and proposed streets.
  - (c) Boundaries and designations of zoning districts.
  - (d) An outline of the proposed subdivision and any remaining portion of the owner's property if the preliminary plan submitted covers only a portion of the owner's entire contiguous holding.
  
- (2) Preliminary plan. The preliminary plan shall be submitted in three copies of one or more maps or drawings which may be printed or reproduced on paper, with all dimensions shown in feet or decimals of a foot. The preliminary plan shall be drawn to a scale of not more than 100 feet to the inch. The Board may allow plans for subdivisions containing more than 100 acres to be drawn at a scale of not more than 200 feet to the inch provided all necessary detail can easily be read. In addition, the applicant shall submit to the Office of Planning and Development 11 copies of the plan(s) reduced to a size of 11 inches by 17 inches and all accompanying information assembled into a booklet no less than 10 days prior to the meeting. The following information shall either be shown on the preliminary plan or accompany the application for preliminary approval: **To be determined**

### **Recommendations and conclusions:**

1. The Planning Board to consider the following:
  - a. Receive the Preliminary Subdivision Application
  - b. Workshop completeness review comments:
    - a. Plan markups to be addressed
    - b. Residential cluster lot determinations to be considered after the preliminary public hearing (lot size, street frontage, setbacks, lot coverage, buffers)
    - c. Westhaven Lane road name was approved by the Town Assessor.
    - d. Area of private street ROW for lot 10A to be deducted when calculating the Residential Cluster Development Density.
    - e. An area table is requested detailing the lot areas, open space areas and ROW.
    - f. RA zone double setback/buffer requirement is 30' not 50'. Planning Board to make determinations regarding buffer requirements after the public hearing.
    - g. HOA documents provided and to be reviewed during final subdivision application review stage.
    - h. Town Assessor to confirm lot numbering. Map and Lot numbers for outsale lots and proposed cluster lots to be noted.
    - i. Deed for the outsale property which includes a ROW easement, to be provided.
    - j. Town trail encroachment identified. Lot 11 lot line to be revised so trail does not cross the property. The applicant could consider granting an easement in the Open Space to the Town to keep the trail location as it exists.

- k. Some additional test pits may be needed for Lot 10.
  - l. Abutters across Sanford Road are missing and to be noted on the plan.
  - m. Underground utilities to be identified. Was a pole installed for the outsale lot? Natural gas line not identified.
  - n. Proposed deceleration and acceleration lanes to be depicted.
  - o. FEMA note revision needed. Subdivision is not located within Flood Zone A.
  - p. Hydrogeologic Assessment provided.
  - q. IF&W letter provided.
2. Planning Board to consider appointing the Planning Office as the completeness agent. Once complete a preliminary public hearing to be scheduled.