



TOWN OF WELLS, MAINE

208 Sanford Road
Wells, Maine, 04090
Phone: 207-646-5187, Fax: 646-2935
Website: www.wellstown.org

Amendment _____
(Revision involves creation of
less than 4 lots/dwellings and
no new roads)
New _____

For Office Use Only
Fees Paid _____

MINOR SUBDIVISION APPLICATION - §202-7

1. Project/Subdivision Name: _____

2. Property Owner: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email Address: _____

3. Applicant/Agent (if different from owner): _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email Address: _____

4. Engineer or Surveyor who prepared plan: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email Address: _____

5. All correspondence should be sent to:
(specify one of the above) _____

6. Assessor's Tax Map Number: _____ Lot Number: _____ (of land to be divided)

7. Is applicant a Maine-licensed corporation? Yes No (if yes, attach copy of license)

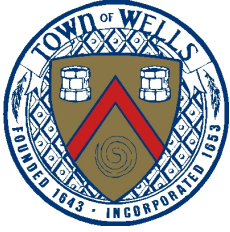
THE APPLICANT MUST SUBMIT THE FOLLOWING MATERIALS AND INFORMATION TO THE PLANNING OFFICE WITH THE AMENDMENT APPLICATION FORM IN ORDER FOR THE SUBMISSION TO BE CONSIDERED.

- ◆ **To be submitted with a subdivision amendment application form** (See §202-10)

Submitted Not Submitted Subdivision Amendment form shall be accompanied by

		A copy of the previously approved recorded plan.
		11 copies of the proposed amended subdivision plan and/or boundary survey (Three 24" x 36" in size and eight 11" x 17" in size.) The revised plan must indicate that it is the revision of a previously approved and recorded plan and shall show the book and page or cabinet and sheet on which the original plan is recorded at the Registry of Deeds.
		Email the Planning Office a link to downloadable application files or provide a USB drive of all downloadable application files.
		Supporting information to allow the Board to make a determination that the proposed revisions meet the standards of chapter 202 standards and criteria
		Evidence that all owners of abutting property were notified of the application if new lots or dwelling units are proposed to be created.
		Provide the Planning Office the requested escrow deposit. (Typically, and initial deposit of \$40 is requested)
		Provide the Planning Office the required Fee per the Jan 2024 approved Fee Schedule. Check made payable to the "Town of Wells."
		12 copies of Right, Title and Interest in the subject property is required.

- ◆ Please contact the Planning Department at (207) 646-5187 regarding the number of copies of materials to be submitted, in what format, and for other questions and information.
- ◆ The entire Wells Town Code is on the town website www.wellstown.org. The subdivision ordinance is Chapter 202. Other relevant sections include the Land Use Ordinance (Chapter 145), and the Streets and Sidewalks Ordinance (Chapter 201).



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MINOR SUBDIVISION/ AMENDMENT APPLICATION COMPLETENESS REVIEW CHECKLIST

Project Name: _____ **Applicant:** _____

Checklist Prepared By: _____ **Date:** _____

Checklist Reviewed By: _____ **Date:** _____

Please use this Checklist as a guide to prepare your application. Check the appropriate blank boxes. Shaded boxes indicate the action in the heading cannot be taken. The Checklist does not substitute for the requirements for Subdivision Approval in Chapter 202 of the Subdivision of Land Ordinance.

Response (Please check applicable box)

Code Section	I. General	Submitted By Applicant	To Be Submitted By Applicant	Not Applicable	Applicant Requests Waiver
202-7B.1	An application for final approval has been submitted within 6 months after the on-site inspection by the Board				
202-7B.2	The application for final approval for a minor subdivision is accompanied by the required application fee. See Fee Schedule approved on January 2024.				
202-7C.1	Provide three 24" x 36" plans and 12 reduced size 11" x 17" plans. Plans are drawn to scale of not more than 100 feet to the inch. Plans for subdivisions containing more than 100 acres may be drawn at a scale of not more than 200 feet to the inch.				
202-7C.1	Plans shall have a 2 inch margin border on the left side and 1 inch margin border on the remaining sides.				
202-7C.1	Space shall be provided for endorsement by the Board.				
202-7C.2.a	Proposed name of the subdivision, or identifying title, and the name of the municipality in which it is located, plus the Assessor's map and lot numbers				

Code Section	II. Minor Subdivision Submission Requirements	Submitted By Applicant	To Be Submitted By Applicant	Not Applicable	Applicant Requests Waiver
202-7C.2.b	A field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances, made and certified by a licensed land surveyor. The corners of the tract shall be located on the ground and marked by monuments. The plan shall indicate the type of monument set or found at each corner.				
202-7C.2.c	A copy of the deed from which the survey was based and a copy of all deed restrictions, easements, rights-of-way or other encumbrances currently affecting the property.				
202-7C.2.d	A copy of any deed restrictions intended to cover all or part of the lots in the subdivision				
202-7C.2.e	If public sewer is used a written statement from the Wells Sanitary District stating that the district has the capacity to collect and treat the wastewater shall be provided				
202-7C.2.e	If subsurface wastewater disposal systems are used, test pit analyses shall be provided by a licensed site evaluator. A map showing the location of all test pits dug on site shall be submitted.				
202-7C.2.f	If water is to be supplied by KKWWD a written statement from the district shall be submitted indicating there is adequate supply and pressure for the subdivision and approving the plans for extensions where necessary.				
202-7C.2.f	Where the district's supply line is extended, a written statement from the Fire Chief stating approval of the location of fire hydrants, if any, shall be submitted.				
202-7C.2.g	The date the plan was prepared				
202-7C.2.g	North Point (identified as true or magnetic)				
202-7C.2.g	Graphic Scale				
202-7C.2.g	Names and address of the record owner, subdivider and individual or company who or which prepared the plan and the names of the adjoining property owners				
202-7C.2.h	A copy of the portion of the county soil survey covering the subdivision.				
202-7C.2.i	Contour lines at the intervals specified by the Planning Board, showing elevations in relation to mean sea level				
202-7C.2.j	If any portion of the subdivision is in a flood prone area, the boundaries of any flood hazard areas and the one-hundred-year flood elevation shall be delineated on the plan.				

Code Section	II. Minor Subdivision Submission Requirements	Submitted By Applicant	To Be Submitted By Applicant	Not Applicable	Applicant Requests Waiver
202-7C.2.k	A hydrogeologic assessment prepared by a certified geologist or registered professional engineer, experienced in hydrogeology, when the subdivision is not served by public sewer and the subdivision has an average density of less than 100,000 sq. ft. per dwelling unit.				
202-7C.2.l	The location of any wetlands, streams, rivers, brooks, or ponds located within or adjacent (within 75 feet) of the proposed development.				
202-7C.2.m	The location of any significant wildlife or fisheries habitat as located by the Department of Inland Fisheries and Wildlife.				



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MINOR SUBDIVISION AMENDMENT APPLICATION ABUTTER NOTIFICATION

*This Minor Subdivision Amendment Application Notice to abutters is required to be **mailed by the applicant** to all abutters and to the Wells Planning Department at 208 Sanford Road, Wells, ME 04090 per §202-6.*

To Whom It May Concern:

A property owner adjacent to or across the street from your property has filed a Minor Subdivision Amendment Application with the Town of Wells Planning Office. The Subdivision Application and proposed plans are currently available for public inspection at the Wells Planning Office. This abutter notification is required by the Wells Subdivision of Land Ordinance for all subdivision pre-applications and if new lots or dwellings units would be created through a subdivision amendment.

Planning Board meetings are open to the public for informational purposes. Only Planning Board PUBLIC HEARINGS, of which abutters are mailed certified mail notice, give the opportunity to concerned abutters/Wells residents to speak at a scheduled meeting about this application. Please feel free to mail or email your concerns in writing to the attention of the Planning Office at the address noted above. Copies of the written concerns will be provided to the Planning Board at a scheduled meeting.

For dates and times when this application will be discussed at a scheduled meeting, please call the Planning Office at (207) 646-5187 or visit www.wellstown.org and click on the 'Meeting Calendar' to view the upcoming meeting agendas. "An aggrieved party may appeal any decision of the Board under [the regulations of chapter 202] to York County Superior Court. " §202-15

Property Owner (of land to be divided): _____

Owner's Mailing Address: _____

Applicant's Name: _____

Applicant's Mailing Address: _____

Applicant's Signature: _____

Assessor's Tax Map Number: _____ **Lot Number :** _____ (of land to be divided)

Subdivision Location (street address): _____

Acres to be subdivided: _____ **Number of proposed lots or dwelling units:** _____

Zoning District(s): _____

Description of Proposal: _____



Assessors Office, Town of Wells

208 Sanford Road, Wells ME 04090-0398
(207) 646-6081, Fax: (207) 646-2935

ROAD NAME REQUEST FORM

In order to comply with the Enhanced E911 requirement that street names be as clear and distinct as possible for emergency dispatch, it is necessary to have new street names approved by the E911 Coordinator prior to subdivision approval. Extra steps and charges may be eliminated during the approval process if the street names don't have to be changed mid-stream.

Please use one form for each street under consideration, and allow a few days for this process. List at least three names to be considered. They should not look like or sound like existing street names. For the present time, the list of street names (actual and reserved) are available in the Assessor's Office. In the near future, we will have a list on our website for your convenience. www.wellstown.org

NAME OF PROPOSED SUBDIVISION: _____

LOCATION OF PROPOSED SUBDIVISION : _____

MAP(s)/LOT(s)#: _____

Desired Road Names to be Considered:

1. _____
2. _____
3. _____
4. _____
5. _____

Contact Name of Development: _____

Contact Phone: _____ Email: _____

Office Use Only

STREET NAME APPROVED: _____

Date: _____ Signature: _____

Keeley Lambert, E911 Coordinator