

TOWN OF WELLS, MAINE

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

Amendment _____
(Revision involves the creation of more than 4 lots/dwellings and/or a new road)
New _____

For Office Use Only
Fee Paid _____

PRELIMINARY SUBDIVISION APPLICATION - §202-8

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)

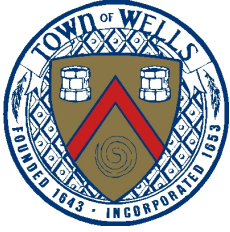
7. Is applicant a Maine-licensed corporation? Yes No (if yes, attach copy of license)

THE APPLICANT MUST SUBMIT THE FOLLOWING MATERIALS AND INFORMATION TO THE PLANNING OFFICE WITH THE AMENDMENT 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.



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PRELIMINARY SUBDIVISION/ AMENDMENT APPLICATION COMPLETENESS REVIEW CHECKLIST (This Checklist **MUST** be submitted)

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
202-8A.1	An application for preliminary approval has been submitted within 6 months after the on-site inspection by the Planning Board				
202-8A.2	The application for Preliminary approval for a major subdivision is accompanied by a Fee. See the January 2024 Fee Schedule.				
202-8B.1.a	Location map showing existing subdivisions adjacent to the proposed subdivision				
202-8B.1.a	Location map showing locations and names of existing and proposed streets.				
202-8B.1.a	Location map showing boundaries and designations of zoning districts.				
202-8B.1.a	Location map showing 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.				
202-8B.2	3 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.				
202-8B.2	Drawn to scale of not more than 100 feet to an inch. Subdivisions containing more than 100 acres can be drawn at a scale of not more than 200 feet to the inch.				
202-8B.2	11 copies of plans reduced to a size of 11" x 17" and all accompanying information assembled into a booklet				

Code Section	II. Preliminary Subdivision Submission Requirements	Submitted By Applicant	To Be Submitted By Applicant	Not Applicable	Applicant Requests Waiver
202-8B2.a	Proposed name of subdivision and the name of the municipality in which it is located, plus the Tax Assessor's map and lot numbers.				
202-8B2.b	An actual 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.				
202-8B2.c	A copy of the deed from which the survey was based and a copy of all covenants or deed restrictions, easements, rights-of-way or other encumbrances currently affecting the property.				
202-8B2.d	A copy of any covenants or deed restrictions intended to cover all or part of the lots in the subdivision				
202-8B2.e	Contour lines at the interval specified by the Planning Board, showing elevations in relation to mean sea level.				
202-8B2.f	The number of acres within the proposed subdivision, location of property lines, existing buildings watercourses, vegetative cover type and other essential existing physical features.				
202-8B2.f	The location of any trees larger than 24 inches in diameter at breast height shall be shown on the plan				
202-8B2.g	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				
202-8B2.g	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.				
202-8B2.h	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.				
202-8B2.i	Date plan was prepared				
202-8B2.i	North point (true or magnetic)				
202-8B2.i	Graphic scale				
202-8B2.i	Names and addresses of record owner, subdivider and individual or company who or which prepared the plan.				
202-8B2.j	Names and addresses of owners of record of adjacent property, including property directly across an existing public street from the subdivision.				
202-8B2.k	The location of any zoning boundaries				

Code Section	II. Preliminary Subdivision Submission Requirements	Submitted By Applicant	To Be Submitted By Applicant	Not Applicable	Applicant Requests Waiver
202-8B2.l	Location and size of existing and proposed sewers, water mains, culverts and drainageways on or adjacent to the property to be subdivided				
202-8B2.m	Locations, names and present widths of existing and proposed streets, highways, easements, building lines, parks and other open spaces on or adjacent to the subdivision				
202-8B2.n	Width and location of any streets or public improvements shown upon the Official Map and the Comprehensive Plan, if any, within the subdivision				
202-8B2.o	Proposed lot lines with approximate dimensions and lot areas				
202-8B2.p	Parcels of land proposed to be dedicated to public use				
202-8B2.q	Location of any open space to be preserved				
202-8B2.r	Copy of the county soil survey covering the subdivision				
202-8B2.s	Boundaries of any flood hazard areas and the 100-year flood elevation shall be delineated on the plan				
202-8B2.t	Hydrogeologic Assessment required when any part of the subdivision is located over a sand and gravel aquifer				
202-8B2.t	Hydrogeologic Assessment required when the subdivision has an average density of less than 100,000 sq. ft. pre dwelling unit.				
202-8B2.u	Location of any wetlands, streams, rivers, brooks, or ponds located within or adjacent within 75 feet to the proposed subdivision				
202-8B2.v	Location of any significant wildlife or fisheries as located by the DIF&W				
202-8C	The submittal of the preliminary application, plans, other associated submittals in accordance with § 202-8B and submittal of the application fee shall be considered as substantial for the purposes of bringing the plan under the protection of 1 M.R.S.A. § 302.				



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PRELIMINARY SUBDIVISION AMENDMENT APPLICATION ABUTTER NOTIFICATION

*This Preliminary 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 Preliminary 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