



**Town of Durham**  
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**Durham, Maine 04222**

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*Office of Code Enforcement and Planning*

**SUBDIVISION PLAN REVIEW CHECKLIST**  
**SECTION 6.7 PRELIMINARY PLAN SUBMISSIONS**  
**SECTION 6.14 – PERFORMANCE STANDARDS**

**SUBDIVISION NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

This checklist has been prepared to assist applicants in developing their applications. It should be used as a guide. The checklist does not substitute for the statutory criteria or the requirements of Article 6 of the Land Use Ordinance. The Planning Board also will be using the checklist to make sure that your application is complete and meets all standards. **Fill out all shaded columns in the checklist by initialing a box in each row.** Indicate if the information has been submitted or if a waiver is requested. The application need not contain separate plans as implied below. The perimeter survey, subdivision plan and general engineering plans may be contained on the same drawing for preliminary plan approval. However, detailed engineering drawings such as road profiles, drainage swales and erosion/sedimentation plans should be presented on separate sheets at the final plan stage.

<b>SUBDIVISION REGULATIONS</b>	<b>Submitted by Applicant</b>	<b>Waiver Requested (with waiver request form)</b>	<b>Received by Planning Board</b>	<b>Waiver Granted</b>
<b>6.6 D.&amp;E.</b>	<b>Required public notice sent to:</b> 1) abutting property owners, 2) abutting town if project abuts or crosses boundary, and 3) Durham Elementary School if within well source water protection area (30-A MRSA §4403.3.A)			
<b>6.7</b>	<b>PRELIMINARY PLAN SUBMISSIONS REQUIRED FOR COMPLETENESS REVIEW (10 Copies of application form &amp; all materials)</b>			
A.	Completed application form		NOT WAIVABLE	NOT WAIVABLE
B.	Location map w/ required information		NOT WAIVABLE	NOT WAIVABLE
C.	Preliminary plan at readable scale		NOT WAIVABLE	NOT WAIVABLE
C.1	Proposed subdivision name, Town, & Map & Lot #s		NOT WAIVABLE	NOT WAIVABLE
C.2	Documentation of legal rights to develop		NOT WAIVABLE	NOT WAIVABLE

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C.3	Standard boundary survey		NOT WAIVABLE		NOT WAIVABLE
C.4	Copy of most recent deed w/ any encumbrances		NOT WAIVABLE		NOT WAIVABLE
C.5	List of proposed deed restrictions (actual draft legal documents at final plan)				
C. 6	All septic system test pit logs & map w/ lots		NOT WAIVABLE		NOT WAIVABLE
C.7	Proposed water supplies for domestic & firefighting purposes		NOT WAIVABLE		NOT WAIVABLE
C.8	Well exclusion zones (100 ft. from septic systems or per hydrogeological evaluation)				
C. 9	Names of owner, applicant, plan preparers, & abutters		NOT WAIVABLE		NOT WAIVABLE
C.10	All wetlands mapped		NOT WAIVABLE		NOT WAIVABLE
C.11	Topography at 5 ft. & 2 ft. contours (for areas where construction will occur)				
C.12	Farm lands and farm soils if 5 acres or more				
C.13	Number of acres, location of existing & property lines & site features (e.g., stone walls, large rock outcrops)				
C.14	Location of any water features & indication of location in or out of Runaround Pond watershed				
C.15	Zoning district and any district boundaries		NOT WAIVABLE		NOT WAIVABLE
C.16	Location (w/ size) of existing & proposed culverts & drainage ways shown				
C.17	Existing streets, easements, buildings, parks, & deeded open spaces				

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C.18	Traffic entrance(s) sight distances external & internal roads				
C.19	Location & width of existing & proposed streets				
C.20	Proposed lot lines w/ dimensions & area		NOT WAIVABLE		NOT WAIVABLE
C.21 & 22	Proposed common open spaces (if any) & proposed uses				
C.23	Proposed building envelopes & cleared areas				
C.24	Any flood prone areas per FEMA maps		NOT WAIVABLE		NOT WAIVABLE
C.25	Any State-identified significant habitats or unique natural areas		NOT WAIVABLE		NOT WAIVABLE
C.26	Any identified historic resources (listed or eligible for listing)		NOT WAIVABLE		NOT WAIVABLE
<b>D.</b>	<b>ADDITIONAL STUDIES THAT MAY BE REQUIRED BY THE BOARD</b> (Based on project type & size, site issues, or issues that come up during review)				
D.1	High intensity soil survey	(At final plan stage)		(At final plan stage)	
D.2	Hydrogeological assessment of groundwater availability and potential impacts	(At final plan stage)		(At final plan stage)	
D.3	Traffic trip generation (required for larger projects)	(At final plan stage)		(At final plan stage)	
D.4	Traffic impact study (required for larger projects or if safety issues are identified)	(At final plan stage)		(At final plan stage)	
E.	Additional information required by Planning Board to verify compliance with standards (requires vote of the Board)	(At final plan stage)		(At final plan stage)	

Subdivision Name: \_\_\_\_\_

SUBDIVISION REGULATIONS	Submitted by Applicant	Waiver Requested (with waiver request form)	Approved by Planning Board	Waiver Granted	
<b>6.14</b>	<b>REVIEW STANDARDS TO BE ADDRESSED BY THE APPLICANT'S SUBMISSIONS AFTER THE APPLICATION IS DEEMED COMPLETE BY THE PLANNING BOARD</b>				
<b>6.15</b>	<b>POLLUTION STANDARDS (addressed by compliance w/ 6.16, 6.17, 6.19, 6.24, 6.25 &amp; 6.28)</b>				
<b>6.16</b>	<b>SUFFICIENT WATER</b>				
A.	Note on plan prohibiting dug wells		NOT WAIVABLE		NOT WAIVABLE
B.	Wells & septic in accordance with Maine rules		NOT WAIVABLE		NOT WAIVABLE
C.	Proposed fire protection water supply				
<b>6.17</b>	<b>EROSION &amp; SEDIMENTATION IMPACTS</b>				
A. & B.	Erosion & sedimentation plan to be submitted w/ final plans	(At final plan stage)		(At final plan stage)	
C.	Areas intended for vegetation clearing shown on plans				
C.	Required buffers along water bodies shown on plans and referenced in notes				
D.	Statement of intent for topsoil removal or retention				
<b>6.18</b>	<b>TRAFFIC CONDITIONS &amp; STREET STANDARDS</b>				
A.	Meets general standards for safety, congestion, level of traffic, and avoiding large cuts and/or fills				
B.	Meets or will meet any MDOT permit requirements & does not drop service level of access roads (larger projects will require a traffic study)	(At final plan stage)		(At final plan stage)	
C.1	Streets laid out for existing & future interconnections unless major cut-through traffic results				
C.2	Street names meet addressing requirements	(At final plan stage)		(At final plan stage)	

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C.3	Clearing in road rights of way limited and stump disposal areas (if any) noted on plans	(At final plan stage)		(At final plan stage)	
D.	Final plans to contain engineered drawings of streets meeting all requirements of Appendix 1	(At final plan stage)		(At final plan stage)	
<b>6.19</b>	<b>SEWAGE DISPOSAL STANDARDS</b>				
A.	Test pit logs by site evaluator indicate suitable site for septic system on each lot with no variance or easement required		NOT WAIVABLE		NOT WAIVABLE
<b>6.20</b>	<b>SOLID WASTE STANDARDS</b>				
	Level of waste generation within Town's capacity or alternative arrangement				
<b>6.21</b>	<b>IMPACT ON NATURAL BEAUTY, AESTHETICS, HISTORIC SITES, WILDLIFE HABITAT, RARE NATURAL AREAS OR PUBLIC ACCESS TO THE SHORELINE STANDARDS</b>				
A.	Final plans to delineate & note limits of tree clearing & 50-ft buffer along existing roads	(At final plan stage)		(At final plan stage)	
B.1	If any portion is in a designated unique natural area, appropriate preservation measures included in plans	(At final plan stage)		(At final plan stage)	
B.2	If any portion in designated historic or archaeological area or site, appropriate preservation measures included in plans	(At final plan stage)		(At final plan stage)	
B.3	Proposed open space (if any) suitable for intended purposes				
B.4	Intent to transfer any open space to the Town stated if planned				

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C.	If any portion within 250 ft of endangered or threatened species habitat, no adverse impacts documented per:	(At final plan stage)		(At final plan stage)	
C.1	75-ft buffer maintained along habitat (if along or within property)	(At final plan stage)		(At final plan stage)	
C.2	Consultation with IF&W with written comments	(At final plan stage)		(At final plan stage)	
C.3	If recommended by IF& W, wildlife biologist's report on potential impacts & recommended mitigation measures	(At final plan stage)		(At final plan stage)	
D.1	Any existing public access to water bodies maintained with legal protections	(At final plan stage)		(At final plan stage)	
D.2	Final plan notes and deeds to list restrictions on clearing within 100 ft of any resource protected under shoreland zoning	(At final plan stage)		(At final plan stage)	
<b>6.22</b>	<b>CONFORMITY WITH LOCAL ORDINANCES AND PLANS STANDARDS</b>				
	All lots meet zoning dimensional standards & other Land Use Ordinance requirements		NOT WAIVERABLE		NOT WAIVERABLE
<b>6.23</b>	<b>FINANCIAL AND TECHNICAL CAPACITY STANDARDS</b>				
A.	Bank letter of commitment or equivalent documentation to be provided with final plan (intent indicated)	(At final plan stage)		(At final plan stage)	
B.	Applicant and consultants have documented experience to properly carry out project & no prior violations				

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SUBDIVISION REGULATIONS	Submitted by Applicant	Waiver Requested (with waiver request form)	Approved by Planning Board	Waiver Granted	
6.24	<b>IMPACT ON GROUND WATER QUALITY OR QUANTITY STANDARDS</b>				
A.	If required by vote of Planning Board, hydrogeological study to document project will meet safe drinking water standards	(At final plan stage)		(At final plan stage)	
B.	If required by vote of Planning Board, hydrogeological study to document project will have adequate water & not lower the water table	(At final plan stage)		(At final plan stage)	
6.25	<b>FLOODPLAIN MANAGEMENT STANDARDS</b> For projects with identified flood-prone areas:				
A.	Utilities located to avoid flood damage		NOT WAIVABLE		NOT WAIVABLE
B.	Drainage provided to avoid flooding		NOT WAIVABLE		NOT WAIVABLE
C.	Final plan to contain note prohibiting structures in floodplain	(At final plan stage)		(At final plan stage)	
D.	Road crossings & driveways evaluated for emergency access & will withstand 100-year flood				
E.	Project complies with Article 11 floodplain management regulations		NOT WAIVABLE		NOT WAIVABLE
6.26	<b>IDENTIFICATION OF FRESHWATER WETLANDS, RIVERS, STREAMS, OR BROOKS STANDARDS</b>				
	All wetlands delineated by qualified professional & all streams within or abutting project mapped		NOT WAIVABLE		NOT WAIVABLE
6.27	<b>IDENTIFICATION OF FARMLAND STANDARDS</b>				
	All active farmland or prime farmland soils of 5 or more acres mapped				

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SUBDIVISION REGULATIONS	Submitted by Applicant	Waiver Requested (with waiver request form)	Approved by Planning Board	Waiver Granted	
<b>6.28</b>	<b>STORMWATER MANAGEMENT STANDARDS</b>				
A.	If DEP Site Location Permit required, permits submitted with final plan	(At final plan stage)	NOT WAIVABLE	(At final plan stage)	NOT WAIVABLE
B.	If DEP Stormwater Permit required, permit & plans meeting Appendix 3 submitted with final plan	(At final plan stage)	NOT WAIVABLE	(At final plan stage)	NOT WAIVABLE
C.	Engineer's erosion & sedimentation control plan meeting Appendix 2 to be submitted with final plan	(At final plan stage)		(At final plan stage)	
D.	Projects within watershed of Runaround Pond to submit phosphorus management plan meeting Appendix 4	(At final plan stage)		(At final plan stage)	
E.	If potential for downstream flooding, Board to vote on hydrologic analysis	(At final plan stage)	NOT WAIVABLE	(At final plan stage)	NOT WAIVABLE
<b>6.29</b>	<b>SPAGHETTI-LOTS PROHIBITED STANDARDS</b>				
	No lots within shoreland zone have lot depth to shore frontage ratio in excess of 5 to 1				
<b>6.30</b>	<b>IMPACT ON ADJOINING MUNICIPALITIES STANDARDS</b>				
	If project crosses town boundary, no unreasonable traffic or unsafe conditions in adjoining community				
<b>6.31</b>	<b>COMPLIANCE WITH TIMBER HARVESTING RULES STANDARDS</b>				
A.	No liquidation harvesting on property in the past 5 years		NOT WAIVABLE		NOT WAIVABLE
B.	If question of violation, DACF to be consulted or applicant must submit a licensed forester's letter.	(At final plan stage)		(At final plan stage)	



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<b>6.32</b>	<b>RESERVATION OR DEDICATION AND MAINTENANCE OF OPEN SPACE AND COMMON LAND, FACILITIES AND SERVICES</b>			
A.	Proposed ownership and maintenance of open space (if any)			
B.	Proposed use and restrictions on open space (if any) clearly stated			
C.	Terms of open space to be noted on final plans	(At final plan stage)		(At final plan stage)
D.	Final plans to include draft covenants, articles of incorporation & bylaws for homeowners association using Town Attorney approved template (applicant may pay for review of proposed changes)	(At final plan stage)		(At final plan stage)
E.	Legal documents to adequately address legal responsibility & authority of association	(At final plan stage)		(At final plan stage)
<b>6.33</b>	<b>CLUSTER DEVELOPMENT ALTERNATIVE</b>			
A.	Planning Board reviewed and endorsed pursuing cluster development at sketch plan stage			
B.1	Site plan integrates home sites and open spaces for views and recreational opportunities of subdivision residents			
B.2	All cluster lots have at least 50% of required road frontage & lot size		NOT WAIVABLE	NOT WAIVABLE
B.3	Maximum number of lots established with net residential acreage calculations		NOT WAIVABLE	NOT WAIVABLE
B.4	Net residential acreage calculations deduct areas for roadways, flood areas, all non-buildable areas, and land in easements		NOT WAIVABLE	NOT WAIVABLE

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B.5	Open space at least 50% of parcel & no more than 50% wetland				
B.6	No reduction of shore frontage for lots in shoreland zone				
B.7	Shore frontage & access included in open space in shoreland zone				
B.8	Dry, suitable building sites provided that are relatively level and provide room to build outside required buffers		NOT WAIVABLE		NOT WAIVABLE
B.9	Common open space to be properly managed (see 6.32)	(At final plan stage)		(At final plan stage)	
<b>6.34</b>	<b>PERFORMANCE GUARANTEES</b>				
A.	Engineer's construction cost estimates for all improvements, stormwater & erosion controls to be submitted with final plan	(At final plan stage)		(At final plan stage)	
B.	Performance guarantee in form of cash or bank letter of credit approved by Town attorney for all costs in 6.34.A to be submitted with final plan application, issued prior to release of recording plan	(At final plan stage)		(At final plan stage)	
C.	Conditional agreement restricting lot sales & building permits prior to completion of improvements proposed & approved by Planning Board with notes on plan & performance guarantee for site stabilization	(At final plan stage)		(At final plan stage)	

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<b>6.35</b>	<b>WAIVERS (Based on review of individual waiver requests)</b>			
A.	For submission waivers, applicant has demonstrated all performance standards have been met	(Attach waiver requests)		
B.	For procedural waivers, no streets proposed, no DEP permits required, no stormwater plan, & all preliminary & final plan submissions met	(Attach waiver requests)		
C.1	For waivers of performance standards, the applicant has provided sound engineering and/or environmental analysis to support the request	(Attach waiver requests)		
C.2	The waivers will not have the effect of nullifying any regulation			
C.3	All performance standards are substantially met without application of the regulation waived			
C.4	Any performance standard waivers are noted on the final plan		<b>NOT WAIVABLE</b>	<b>NOT WAIVABLE</b>