



Isabelle Oechsle
Town Planner
Planner@boothbayharbor.org
(207) 633-3671

FINAL MAJOR SUBDIVISION APPLICATION CHECKLIST

Project Address: _____

Applicant Name: _____

Note: Applications and supporting materials must be submitted as a PDF via email to Planner@boothbayharbor.org

APPLICATION SUBMITTAL REQUIREMENTS

Exhibit 1 – Application Forms and Documents

- Universal Application Form
- Cover Letter summarizing what has changed or been added to the plan since preliminary review
- All applicable application fees (see the Town's Fee Schedule or contact the Planner)

Exhibit 2 – Plan Set

- All of the information presented on the submitted preliminary plan, along with any amendments thereto as discussed by the Planning Board during preliminary review (see conditions of approval from preliminary review), except that the preliminary plan shall now be named "*Final Subdivision Plan*"

Exhibit 3 – Miscellaneous

- A summary list and a written offer of cession to the municipality of all proposed streets, utilities and/or open space proposed for dedication (if applicable)
- Copies of any proposed easement language between the developer and the Town, along with a signed statement certifying that the easement will be executed upon approval of the development.
- If an improvement (stormwater management system, open space, etc) is not being offered to the City, a draft maintenance agreement that runs with the land and is binding upon the property owner and its successors and assigns for legal review
- A written request for any desired waivers, including an explanation of the undue hardship or special design requirements which are the basis for the requests as well as supporting documentation as to why the waiver should be granted.