

**APPLICATION FOR SUBDIVISION OF LAND  
TO THE PLANNING BOARD OF VINALHAVEN MAINE**

ENSURE ALL APPLICABLE BOXES IN THIS APPLICATION ARE FILLED OUT  
SEE PAGE 2 FOR A LIST OF ALL DOCUMENTS REQUIRED FOR APPROVAL  
SEE PAGE 3 FOR ADDITIONAL INFORMATION ABOUT THIS APPLICATION

19 Washington School Rd  
Vinalhaven, ME 04863  
(207) 863-2168  
vhceo@townofvinalhaven.org

<b>PROPERTY ADDRESS</b>	<b>ZONING DIST<sup>(1)</sup></b>	<b>MAP/LOT</b>	<b>SUBDIVISION NAME</b>
<b>OWNER'S NAME</b>	<b>OWNER'S ADDRESS</b>		
<b>PHONE:</b> <b>EMAIL:</b>			
<b>APPLICANT'S NAME (IF DIFFERENT)<sup>(2)</sup></b>	<b>APPLICANT'S ADDRESS</b>		
<b>PHONE:</b> <b>EMAIL:</b>			
EXISTING USES OF LOT	ANY EASEMENTS OR DEED RESTRICTIONS ON THE LOT? <sup>(3)</sup>		
EXISTING LOT SIZE	ANY HISTORICAL OR ARCHEOLOGICAL FEATURES <sup>(4)</sup> ?		
ANY CEMETERIES?	ANY WETLAND, POND, OR STREAM WITHIN 250FT?		
ANY RESTRICTIVE COVENANTS TO BE PLACED IN THE DEEDS <sup>(5)</sup> ?	ANY OWNER/APPLICANT LEGAL INTEREST IN ABUTTING PROPERTIES?		
ANY FLOOD ZONE WITHIN LOT <sup>(6)</sup> ?	HAS LAND BEEN PART OF A SUBDIVISION WITHIN 5 YEARS?		
ANTICIPATED DATE OF CONSTRUCTION?	ANTICIPATED DATE OF COMPLETION?		

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED ON THIS AND ON THE ATTACHED PAGES IS TRUE, ACCURATE, AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND THAT I AM EITHER THE OWNER OF THE PROPERTY DESCRIBED ABOVE OR THAT I HAVE BEEN AUTHORIZED BY THE OWNER OF THE PROPERTY TO ACT ON THE OWNER'S BEHALF. **AUTHORIZATION MUST BE ATTACHED IF NOT SIGNED BY THE PROPERTY OWNER.**

DATE \_\_\_\_\_ SIGNATURE OF APPLICANT/OWNER \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>		<b>DATE APPLICATION RECEIVED</b>	<b>PERMIT NUMBER</b>	
<b>APPLICATION FEE \$100</b>	<b>DATE PAID</b>	<b>PAID BY</b>	<b>RECEIPT #</b>	
<b>LOT FEE<sup>(7)</sup> \$</b>	<b>DATE PAID</b>	<b>PAID BY</b>	<b>RECEIPT #</b>	
DATE APPLICANT ISSUED RECEIPT OF APPLICATION		DATE ALL ABUTTERS MAILED NOTIFICATIONS		
DATE ROAD COMMISSIONER NOTIFIED		DATE FIRE CHIEF NOTIFIED		

**The following documents are required for Planning Board Approval:**

- A survey by licensed surveyor showing:
  1. Three copies of survey maps 8.5" x 11" or multiple thereof no larger than 34" x 44"
  2. Boundaries of Zone Districts
  3. Names of existing and proposed roads or rights of way
  4. Proposed lot lines with dimensions and lot areas
  5. Corners of proposed lots - Corners of the lots shall be located on the ground and marked by monuments or rods as indicated on the map and permanently secured
  6. Any rivers, wetlands, streams, or brooks either within proposed subdivision or in adjacent lots
  7. Any existing buildings, wells, septic systems, or other infrastructure within 500 ft. of subdivision
  8. Road names, pedestrian ways, utility easements, open spaces, and other areas to be reserved or dedicated to public use.
  9. Location of soil tests on proposed lots
  10. Location of any proposed wells and septic systems
  11. 100-year flood elevation shall be delineated if any portion of proposed lot is in flood hazard area
  12. Provisions for utility placement if applicable
  13. The name, registration number, and seal of the land surveyor or planning consultant who prepared the survey with space for the approval signatures of the Planning Board, Town Clerk, date of approval, and any conditions required by the Planning Board
  14. Any land in the subdivision to be preserved as open space or natural area labeled with the notation "Open space not to be developed"
  15. Land not suitable for development. (See notes on page 3)
- Names and addresses of all owners of abutting properties and property within 500 feet of any property line of the proposed subdivision - for CEO notification
- A copy of the U.S. Geological Survey Topographical Quadrangle showing the property to be subdivided and the area within 500 feet of the proposed subdivision boundary
- A copy of the Vinalhaven Soils Map showing the property to be subdivided and the area within 500 feet of the proposed subdivision boundary
- A copy of the Flood Map showing 100-year flood elevation
- A copy of the deed to the property to be subdivided
- A copy of any deed restrictions, covenants, easements, rights of way, or other encumbrances currently affecting the property
- Copy of the Tax Map showing property to be subdivided and all portions of abutting properties, including those separated only by a public way or a water body, within 500 ft of any property line of the proposed subdivision

**The Planning Board may require:** (See Land Use Ordinance Section 21: Subdivisions for complete list)

- A site visit and/or public hearing
- Performance guarantee or evidence of financial and technical capacity to meet required standards
- Evidence that subdivision will not create or adverse fiscal impact on local government
- Evidence from independent experts that subdivision will not have an undue adverse effect on the environment, scenic beauty of the area, historic sites, and/or significant wildlife habitat
- A high intensity soil survey of the development site
- If public sewer, a letter from the sewer district confirming that there is adequate capacity within the system

**KEEP THIS PAGE FOR YOUR INFORMATION****NOTES FROM PAGE 1**

- (1) List ALL zones within land to be subdivided. The Zoning district map is available on the Town website:  
[www.townofvinalhaven.org](http://www.townofvinalhaven.org)
- (2) If the person signing the application is not the owner of the property, written proof of authorization from the owner is required
- (3) Copies of any easements or deed restrictions on this land must be included with this application
- (4) Historical or Archeological Features and cemeteries must be shown on survey
- (5) Wording of any restrictive covenants to be placed in the deeds must be provided
- (6) Flood hazard maps and information are available from the Code Enforcement Officer.
- (7) Land Not Suitable for Development: Lane below the high water mark or part of a right-of-way/easement or land which has a water table within 10 inches of the surface for at least 3 months of the year (as per County Soil Survey) or land that has been created by filling or draining a pond/wetland.

An application fee of \$100 is required for subdivisions at the time of initial application. A lot fee of \$100 per lot is required before final approval of the subdivision. Fees for subdivisions are not refundable.

## Subdivision Info for Applicants & Planning Board

Application information must be provided to the Planning Board at least 14 days prior to regularly scheduled meetings along with application fee (\$100 initial application, \$100 per lot before final approval). Planning Board may require additional information.

- See Definitions “Subdivision of Land” for additional information.
- See Section 21 for Planning Board approval considerations

1) After receipt of application fee, the CEO will notify all property owners within 500 ft. of subdivision.

2) Applicant shall attend all Planning Board meetings where application is discussed.

3) Application to include:

- a) Applicant signature
- b) Copies of Tax Map showing existing property and abutting properties
- c) Copy of VH Soils Map for subdivision location and neighbors within 500 ft.
- d) A field perimeter survey of property to be subdivided by licensed surveyor showing: names/ addresses of abutting owners, Zoning boundary information, existing & proposed roads or rights of way, proposed lot lines with dimensions & areas, rivers/wetland/streams/brooks/any land not suitable for development, existing buildings, any septic within 500 ft., indication of planned water source & well locations, 100 yr. flood hazard elevation. Surveyor to mark lot corners by monuments or rods, show proposed name of subdivision. Space for Planning Board & Town Clerk signatures to be included.
- e) Sewer info: letter from Town sewer confirming adequacy or else soil tests showing location.
- f) Copies of all deed restrictions, rights of way or other property encumbrances.
- g) 3 copies of survey maps 8.5” x 11” or multiple thereof no larger than 34” x 44”

4) Planning Board will notify Road Commissioner & Fire Chief for comment on infrastructure needed to service Subdivision.

5) Within 30 days the Planning Board notifies the applicant if the application is complete. The Planning Board can schedule site visit and/or Public Hearing prior to application being complete.

- a) See Section 21, IV, #5 for details of Site Visits.
- b) See Section 21, IV, #7 for details of Public Hearings.

6) Planning Board will notify the applicant when application is complete. Decision to be made within 30 days of Public Hearing or within 60 days if no Public Hearing.

7) After approval, Subdivision must be recorded with the Registry of Deeds within 90 days.