



**TOWN OF NORTH YARMOUTH
PLANNING BOARD
MINOR SUBDIVISION CHECKLIST**

NAME OF APPLICANT: _____

DATE: _____

This checklist has been prepared to assist applicants in developing their applications. It should be used as a guide in assembling the information necessary for a complete application. However, the checklist does not substitute for the statutory criteria or the requirements of Section V. Subdivision Review Procedures and Criteria or Section X. Performance and Design Standards for Site Plan Review & Subdivision Review of the Land Use Ordinance. The Planning Board will use the checklist to make sure that your application is complete. The application need not contain separate plans as implied below. The perimeter survey, subdivision plan and engineering plans may be contained on the same drawing. However, detailed engineering drawings such as road profiles, drainage swales and erosion/sedimentation plans may best be presented on a separate sheet or sheets.

SITE PLAN PERFORMANCE & DESIGN STANDARDS	Received by Planning Board	Applicant Requests to be Waived	Waiver Approved by Planning Board	Applicant Requests Not Applicable
GENERAL REQUIREMENTS				
1. <u>Request for Hearing Form</u>				
2. <u>Fee Calculation Sheet</u>				
3. <u>Waiver or N/A Request Form, if required</u>				
4. <u>Abutter List & Notification Statement</u>				
5. <u>DEP Approval, if required (Section 3 - 3.9B)</u>				
6. <u>Subdivision Approval, if required (Section V)</u>				
7. <u>Board of Zoning Appeal Approval, if required Section VI - 6.2)</u>				
8. <u>MDOT Approval, if required (Section VIII – 8.4.J.2)</u>				
10-1 APPLICABILITY				
10-2 GENERAL LAYOUT OF DEVELOPMENT				
A. <u>Utilization of the Site</u>				
B. <u>Lots</u>				
B.1 Dimensional Requirements				
B.2 Right of Way not included in Lot Area				
B.3 Side Lot Lines perpendicular to Street				
B.4 Lots Divided by Streams				
B.5 Future Lot Planning (Subdivisions only)				



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B.6	Interconnected Development				
C. Blocks - Utility/Pedestrian Easement					
D. Utilities - Underground					
E. Monuments					
E.1	Stone Monuments Locations				
E.2	Stone Monuments or Capped Iron Pipe at boundaries				
E.3	Stone Monuments Requirements				
E.4	All Others Marked by Suitable Monumentation				
10-3 BROOK, POND, VERNAL POOL AND WETLAND BUFFERS					
A. <u>Purpose and Applicability</u>					
A.1	Protect Areas not covered in Section 9-1				
A.2	Distinguish between High and Low Value Wetlands				
A.3	Residential Shoreland & Resource Protection Apply				
B. <u>Protected Resources</u>					
B.1	Stream				
B.2	Pond				
B.3	Vernal Pool				
B.4	High Value Wetlands				
B.4.a	Contain Pond or Vernal Pool				
B.4.b	Within Floodplain of Stream or Pond				
B.4.c	Wetland Plant Species				
B.5	Low Value Wetland				
C. <u>Standards</u>					
C.1	Vegetative Buffers				



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C.2	Location, Species, Height, Canopy				
C.3	Buffer Width Related to Slope (SEE TABLE)				
C.4	Natural State to Greatest Extent Practical				
C.5	Buffer Strips Maintained in Natural State				
C.5.a	Clearing of Dead and Diseased Trees				
C.5.b	Underlying Vegetation (must not be removed)				
C.6	Building and Structure Setback				
C.7	Permanent Markers (must be installed)				
D. <u>Plan Submittals</u>					
D.1	Site plan, Topo, Wetlands, Buffers				
D.2	Existing Vegetation Described				
D.3	Buffer (Any new buffers described)				
D.4	Maintenance and Restrictions of Buffers				
D.5	Deed restrictions and covenants				
D.6	Plat				
E. <u>Exemptions</u>					
E.1	Buffer and setbacks are not required adjacent to the following area:				
E.1.a	Swales and ditches				
E.1.b	Artificial impoundments				
E.1.c	Low value wetlands				
E.2	Buffers and setbacks do not apply to				
E.2.a	Storm water management facilities				
E.2.b	Road crossings, bridges, culverts, utilities				
E.2.c	Docks, boat ramps, direct access				



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10-4 BUILDING DESIGN STANDARDS				
A. <u>Purpose</u>				
B. <u>Applicability</u>				
<u>CONTENTS</u>				
A. General Building Standards				
B. Primary Building Types				
C. Accessory Building Types				
D. Components				
E. Roof Types				
F. Special Definitions				
10-5 COMMUNITY FACILITIES IMPACT ANALYSIS AND MITIGATION				
10-6 DRIVE THROUGH FACILITIES				
10-7 EROSION AND SEDIMENTATION CONTROL				
A. <u>Topography and Natural Surroundings</u>				
B. <u>Best Management Practices</u>				
B.1 Stripping, Removal, Re-Grading				
B.2 Exposure to a Minimum				
B.3 Temporary Measures				
B.4 Permanent Measures				
B.5 Sediment Basins or Silt Traps				
B.6 Adjoining property and slope				
B.7 Dust control				
B.8 No grading or filling near water body				
B.9 Measures monitored periodically				



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10-8 EMISSIONS					
10-9 EXTERIOR LIGHTING					
A.	<u>Adequate for nighttime hours</u>				
B.	<u>Street lighting</u>				
C.	<u>Lighting does not produce deleterious effects</u>				
D.	<u>Fixtures shielded or hooded</u>				
E.	<u>Blinking lights prohibited</u>				
F.	<u>Maximum height</u>				
G.	<u>Spotlights prohibited</u>				
10-10 FINANCIAL AND TECHNICAL CAPACITY					
A.	<u>Adequate financial resources</u>				
B.	<u>Qualified contractors and consultants</u>				
10-11 FLOODPLAIN MANAGEMENT					
A.	<u>Consistent with Floodplain Ordinance</u>				
B.	<u>Development/Subdivision Requirement</u>				
C. <u>Building Prohibited on Floodplains</u>					
C.1	Building prohibited in floodplain				
C.2	Statement and restriction				
C.3	Woodlands, grassland, pastureland, recreation				
C.4	Piers, docks, wharves, bridges and boat ramps				
10-12 HAZARDOUS, SPECIAL AND RADIOACTIVE MATERIALS					
A.	<u>Handling, storage and use per standards</u>				
B.	<u>Reporting Requirement</u>				
10-13 HISTORIC AND ARCHAEOLOGICAL SITES					
A.	<u>Protect resources</u>				



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B.	Maine Historic Preservation Commission review				
10-14 LANDSCAPING, BUFFERS AND SCREENING					
A. Purpose					
B. Standards					
B.1	Landscaping				
B.1.a	Natural State Preserved				
B.1.b	Public roads, areas, recreation sites, buildings				
B.1.c	Newly Planted Deciduous Tree Requirements				
B.1.d	Plan should include Landscapes				
B.2	Buffers and Screening				
B.2.a	Adjacent uses and screening				
B.2.b	Year-round visual screen				
B.2.c	Parking lots and areas				
B.2.d	Garbage collection areas buffered				
B.2.e	Sufficient buffering				
B.2.f	Width of buffer				
10-15 NATURAL BEAUTY AND AESTHETICS IN THE FARM AND FOREST DISTRICT, RESIDENTIAL SHORELAND DISTRICT AND RESOURCE PROTECTION DISTRICT					
10-16 NOISE					
A. Control Levels for Neighboring Properties					
B. Sound Pressure Level Limits (SEE TABLE)					
C. Measured by a Meter					
10-17 SEWAGE DISPOSAL					
A. Subsurface Sewage Disposal					



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A.1	Follow State of Maine Rules				
A.2	Hydrogeologic Assessment				
A.2.a	Suitable soils				
A.2.b	Water supplies				
A.2.c	Groundwater quality				
A.2.d	Monitoring wells				
A.2.e	Operation and maintenance manual				
B. <u>Public Sewer System Disposal</u>					
B.1	Not allowed in Farm and Forest District, Residential Shoreland District or Resource Protection District				
B.2	Sewer District statement of capacity				
10-18 SIGNS					
A.	<u>General Requirements</u>				
B.	<u>Village Center District</u>				
C.	<u>Identify or Advertise Must be on Premises</u>				
D.	<u>Sign Area</u>				
E.	<u>Installation and Height</u>				
F.	<u>Height and Location by Roads</u>				
G.	<u>Attached to Structure</u>				
H.	<u>Maintenance and Removal</u>				
I.	<u>Illumination</u>				
J.	<u>Nonconforming Signs</u>				
K.	<u>Special Event Signs</u>				
L.	<u>Home Occupation Signs</u>				



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M.	<u>Signs in the Resource Protection District and the Residential Shoreland District</u>				
N.	<u>Municipal and Public Safety Signs</u>				
10-19 SOIL SUITABILITY					
10-20 SOLID WASTE DISPOSAL					
A.	<u>Disposal at Licensed Facility</u>				
B.	<u>Alternative Arrangements</u>				
10-21 STORAGE OF MATERIALS					
A.	<u>Sufficient Setbacks and Screening</u>				
B.	<u>Dumpsters</u>				
C.	<u>Physical Screening</u>				
D.	<u>Buffers and Screening</u>				
10-22 STORM WATER CONTROL					
A. <u>Designed to Minimize Runoff</u>					
B. <u>Requirements</u>					
B.1	Design by Maine engineer				
B.2	Easement width				
B.3	Oil and grease traps				
B.4	Designing engineer statement				
B.5	Designed to Town Roadway Criteria				
B.6	Maintenance Plan				
10-23 RECREATION AND OPEN SPACE LAND IN DEVELOPMENTS					
A. <u>Applicability and Purpose</u>					
B. <u>Retention of Useable Open Space/Recreation Land</u>					
B.1	Planning Board may Require Reservation of Land				
B.2	Percentage of Useable Open Space (SEE TABLE)				



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C. Waivers of Minor Subdivisions of Mandatory Open Space					
D. Ownership and Maintenance of Common Open Space and/or Recreation Land					
D.1	Facilities & Property Ownership				
D.1.a	Lot Owners' Association				
D.1.b	Association Principal Purpose				
D.1.c	The Town				
D.2	Subdivision of the Common Open Space Prohibited				
D.3	Monitoring Fee (Planning Board May Require)				
E. Homeowners Association Requirements					
10-24 WATER SUPPLY					
A. <u>Public Water Supply</u>					
A.1	Written statement from Yarmouth Water District				
A.2	System approved by Yarmouth Water District and North Yarmouth Fire Chief				
B. <u>Required Connection to Public Water Supply</u>					
C. <u>Individual Wells Regulations</u>					
D. <u>Fire Protection</u>					
D.1	Hydrant locations				
D.2	Storage capacity				
D.3	Hydrant specifications				
D.4	Easement				
10-25 WATER QUALITY					
A. <u>Water Quality</u>					
A.1	No discharge in surface or groundwater				
A.2	Maine DEP and Fire Marshal's Office standards				
A.3	License from Maine DEP				

10 VILLAGE SQUARE ROAD, NORTH YARMOUTH, MAINE 04097

PHONE: (207) 829-3705 * FAX: (207) 829-3743



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A.4	Discharge treated				
B. <u>Groundwater</u>					
C. <u>Wellhead Protection</u>					
D. <u>Requirements for Hydrogeologic Assessments</u>					
D.1	Class A (high intensity) Soil Survey				
D.2	Water table				
D.3	Drainage conditions				
D.4	Existing groundwater quality				
D.5	Analysis and evaluation				
D.6	Map of wastewater systems and wells				
E. <u>Projections of Groundwater Quality</u>					
F. <u>Drinking Water Standards</u>					
G. <u>Demonstrate Treatment</u>					
H. <u>Contaminants</u>					
I. <u>Construction Standards</u>					
J. <u>System and Well Zones</u>					
10-26 PROTECTION OF SIGNIFICANT WILDLIFE HABITAT					
A. <u>Designed to Protect</u>					
B. <u>Identify and Map Wildlife Habitats</u>					
C. <u>Consult and Obtain Written Report</u>					
D. <u>Deer Wintering Areas</u>					
E. <u>Deed Restrictions</u>					
10-27 PUBLIC ACCESS TO THE SHORELINE					
10-28 BACK LOTS AND ACCESS					
A. <u>Right-of-Way</u>					



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A.1	Width and frontage				
A.2	Emergency vehicles				
A.3	Existing lot and right-of-way				
A.4	Backlots prohibited in subdivisions				
A.5	Private Roads Serving Three or More Residential Units and/or Non-residential Uses				
A.6	In the Farm and Forest District, Residential Shoreland District and Resource Protection District – lot size and width				
A.7	In the Village Center District and Village Residential District – dimensional requirements				
10-29 ACCESS MANAGEMENT STANDARDS					
A. <u>Applicability</u>					
B. <u>Adequacy of the Public Road System</u>					
C. <u>Safe Sight Distances</u>					
C.1.	Designed				
C.2	Measurements				
C.2.a	Sight Distance Speed				
C.2.b	Height				
C.2.c	Truck traffic				
C.2.d	Recreational vehicle traffic				
C.3	Placement				
C.4	Site triangle				
D. <u>Access Management and Safety Standards</u>					
D.1	Hazardous conflicts				
D.2	Residential Lots				



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D.2.a	Farm and Forest District, Residential Shoreland District and Resource Protection District				
D.2.b	Village Center District and Village Residential District				
D.3	Commercial and Other Non-Residential Lots				
D.3.a	Farm and Forest District, Residential Shoreland District and Resource Protection District				
D.3.b	Village Center District and Village Residential District				
D.4	Shared Driveways				
D.5	Road, Pedestrian and Bicycle Connections Between Developments				
D.6	Subdivisions				
D.7	Corner Lot Access				
D.8	Access Ways to Non-Residential Developments or to Multiplex Developments				
D.9	Driveway Turn-Around Area				
D.10	Driveway Grades				
D.11	Access Way Location and Spacing				
D.11.a	Location from intersection				
D.11.b	Existing private roads				
D.11.c	Demonstration of No Alternative				
10.30 SUBDIVISION STREET CONNECTIVITY REQUIRED IN THE VILLAGE CENTER AND VILLAGE RESIDENTIAL DISTRICTS					
A. Purpose					
B. Applicability					
C. Requirements					
C.1	Proposed Subdivision Streets				



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C.2	Proposed Street System				
C.3	Proposed Transportation System				
C.4	Redevelopment and Road Improvements				
C.5	Future Street Extension				
C.6	Reserved Streets for Future Street Connections				
C.7	Waivers				
C.7.a	Dead End Streets				
C.7.b	Hammerhead Turn-around				
C.7.c	Turn-Around				
C.7.d	Emergency Access				
10.31 SUBDIVISION STREET LENGTH AND CONNECTION REQUIREMENTS IN THE FARM AND FOREST DISTRICT AND RESIDENTIAL SHORELAND DISTRICT					
A. Purpose					
B. Standards					
B.1	12 Residential Units or Lots				
B.2	Dead-End Street				
B.3	Connectivity Requirements				
10.32 PEDESTRIAN WAYS AND BICYCLE ACCESS, CIRCULATION AND FACILITIES					
A. Applicability and Purpose					
B. Standards					
B.1	Village Center District and Village Residential District Sidewalk Requirements				
B.2	Farm and Forest District and Residential Shoreland District, Resource Protection District Sidewalk Requirements				
B.3	Sidewalk Design				
B.4	Connect to existing				



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B.5	Site Plan				
B.6	Parking Plans				
B.6.a	Bicycle parking				
B.6.b	Pedestrian Way Locations				
B.6.c	Village Center District and Village Residential District sidewalks on frontage with 10 or more parking spaces				
10-33 INTERNAL VEHICULAR CIRCULATION					
A. <u>Safe Movement</u>					
A.1	Clear route and Turning Area				
A.2	Emergency Vehicles, Routes and Signage				
A.3	Layout and Design of Parking Area				
A.4	Designed to harmonize with site				
10-34 OFF STREET PARKING					
A. <u>Applicability</u>					
B. <u>General Requirements</u>					
C. <u>Parking Layout and Design</u>					
C.1	On lot or adjacent lot				
C.2	Arranged so not necessary to back out on road				
C.3	Location of Parking				
C.4	Landscaping Plan Providing Screening				
C.5	Joint use of Parking Area Approval				
C.6	Durable surface				
C.7	Parking space size				
C.8	Diagonal parking				



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D. <u>Parking Space Requirements</u>					
D.1	Sufficient to accommodate				
D.2	Size of structure				
D.3	Reduce structure for sufficient parking				
D.4	On-street parking				
D.5	Availability of parking				
D.6	Pedestrian and bicycle safety				
D.7	Other standards				
E. <u>Waivers</u>					
10-35 OFF STREET LOADING REQUIREMENTS					
A. <u>Specific Uses</u>					
A.1	Maximum number of trucks				
A.2	Type of business				
A.3	Location of loading facility				
A.4	Screening				
A.5	Desirability of service roads or alleys				
A.6	Other characteristics				
A.7	Traditional layout and historical character				
A.8	Minimize noise impacts				