

**TOWN OF MEXICO**  
**SUBDIVISION ORDINANCE**

Adopted June 7, 1999

## **Fact Sheet**

### **Proposed Town of Mexico Subdivision Ordinance**

- \* **Under the State Subdivision Law the Mexico Planning Board is required to review and approve all proposed subdivisions. A subdivision is the division of a tract or parcel of land into three or more lots within a five year period and the construction of a new structure which will contain three or more dwelling units.**
- \* **Mexico adopted a Subdivision Ordinance in the early 1970s which has not been revised or updated to reflect changes in the State Subdivision or modern subdivision practices. The proposed Subdivision Ordinance will replace the current 25-year-old Ordinance.**
- \* **The proposed Subdivision Ordinance contains two major sections or parts. They are as follows.**

#### **Application Requirements**

**This Section identifies the type of information that a person proposing a subdivision must provide the Planning Board when a subdivision is submitted for review. This information allows the Planning Board to assure that purchasers of lots will be protected, environmental harm will not occur and the subdivision will not over burden municipal services and facilities. The number of lots, how water will be provided, how sewage will be disposed, how stormwater will be managed and impacts on traffic are the type of information the Ordinance requires from an applicant.**

#### **Standards for Review**

**The second major section of the proposed Ordinance is the performance standards. These are requirements that the Planning Board would use in their review and approval of a subdivision. They are designed to protect the lot owner, the Town and the environment. Lot size, water supply, sewage disposal, drainage, traffic control and solid waste disposal are included in these standards. Also this section includes flexible subdivision development standards which are not provided for in the current subdivision ordinance.**

- \* **The Town of Mexico Comprehensive Plan adopted in 1996 recommended a new Subdivision Ordinance. In developing the proposed Subdivision Ordinance the Planning Board used the Comprehensive Plan to guide them.**

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**SECTION I PURPOSES**

The purposes of this Ordinance are to assure the comfort, convenience, safety, health and welfare of the people of the Town of Mexico, to protect the environment and to promote the development of an economically sound and stable community. To this end, in approving subdivisions within the Town of Mexico, Maine, the Planning Board shall consider the following criteria and before granting approval shall make findings of fact that the provisions of this Ordinance have been met and that the proposed subdivision will meet the requirements set forth in the State Subdivision Law.

**SECTION II AUTHORITY, ADMINISTRATION, EFFECTIVE DATE AND REPEAL OF EXISTING ORDINANCE**

**A. Authority**

- 1. This Ordinance is adopted pursuant to Home Rule Powers as provided for in Article VIII-A of the Maine Constitution, Title 30-A, M.R.S.A. Section 3001 and Title 30-A M.R.S.A. section 4403.
- 2. This Ordinance shall be known and may be cited as "Subdivision Ordinance of the Town of Mexico, Maine."

**B. Administration**

- 1. The Planning Board of the Town of Mexico, hereinafter called the Board, shall administer this Ordinance.
- 2. The provisions of this Ordinance shall pertain to all land proposed for subdivision, as defined by this Ordinance, within the Town of Mexico.

**C. Effective Date**

The effective date of this Ordinance is June 7, 1999

**D. Repeal of Existing Subdivision Ordinance**

Adoption of this Ordinance shall repeal any and all previous adopted subdivision ordinances and regulations. This shall not prevent the enforcement of repealed ordinances or regulations with respect to the time periods in which they were in effect.

**E. Conflict with Other Ordinances**

This Ordinance shall not be construed to repeal any existing bylaws or ordinances, other than those specifically identified, or to impair the provisions of private restrictions placed upon property, provided, however, that where this Ordinance imposes greater restrictions, its provisions shall control.

**F. Validity and Severability**

Should any section or provision of this Ordinance be declared by any court to be invalid, such decision shall not invalidate any other section or provision.

**SECTION III ADMINISTRATIVE PROCEDURE**

- A. Joint Meetings.** If any portion of the proposed subdivision crosses the boundary of an adjacent municipality the Board shall meet jointly with that municipality's planning board to review the application and conduct any

public hearings. The joint meetings and any hearings required under this section may be waived by written agreement of both planning boards.

#### SECTION IV PREAPPLICATION FOR MINOR AND MAJOR SUBDIVISIONS

- A. **Submission.** The Preapplication Sketch Plan shall show, in simple sketch form, the proposed layout of streets, lots, and other features in relation to existing conditions. The sketch plan, which may be a freehand pencilled sketch, should be supplemented with general information to describe or outline the existing conditions of the site and the proposed development. It is recommended that the sketch plan be superimposed on or accompanied by a copy of the assessor's map(s) of the property proposed for subdivision. The sketch plan shall be accompanied by a copy of a portion of the U.S.G.S. topographic map of the area showing the outline of the proposed subdivision, unless the proposed subdivision is less than ten acres in size.
- B. **Contour Interval and On-Site Inspection.** Within thirty days of the receipt of a sketch plan, the Board shall determine and inform the applicant in writing of the required contour interval on the preliminary plan, or final plan in the case of a Minor Subdivision, and may hold an on-site inspection of the property.
- C. **Ownership Interest.** The applicant shall furnish to the Board written evidence showing interest (option, contract for sale, etc.) in the property to be subdivided.

#### SECTION V MINOR SUBDIVISIONS

- A. **General.** In any case, whether due to the complexity of the subdivision proposal, or because of circumstances indicating that some aspect of the proposal is likely to present a substantial risk to public health, safety, or welfare, the Board may require the applicant to submit any additional information required for a major subdivision when deemed necessary in order to assure that a hazardous condition will not be present.
- B. **Procedure.**
  - 1. The final plan should approximate the layout shown on the sketch plan, and include recommendations made by the Board. The Board shall provide the subdivider with a dated receipt of a Final Plan application at the Board meeting where the final plan application is first presented and heard by the Board.
  - 2. All applications for final plan approval for a Minor Subdivision shall be accompanied by an application fee of \$50 per lot, dwelling unit, or unit contained in a shopping center or similar commercial establishment, payable by check to the Town of Mexico. The Planning Board may require the owner or his authorized agent to deposit in escrow with the town an amount of money sufficient to cover the costs for any professional review of the subdivision which the Board may feel is reasonably necessary to protect the general welfare of the town. This escrow payment shall be made before the Board engages any outside party to undertake this review and to make recommendations to the Board. Any part of the escrow payment in excess of the final costs for the review shall be returned to the owner or the owner's agent within 30 days of final approval.
  - 3. The subdivider, or his duly authorized representative, shall attend the meeting of the Board to discuss the final plan.
  - 4. Upon receipt of an application for approval of a Minor Subdivision, the Town Office on behalf of the Board shall notify in writing all owners of abutting property to the proposed subdivision and the Town Clerk and Planning Board of municipalities that abut or include any portion of the proposed subdivision.
  - 5. Within thirty (30) days of the Board issuing a dated receipt of a Final Plan application form and fee, the Town Office on behalf of the Board shall notify the applicant in writing as to whether or not the application is complete, and what, if any, additional submissions are required for a complete application, and determine whether to hold a public hearing on the final plan application.

6. The Board shall determine whether to hold a public hearing on the final plan. If the Board decides to hold a public hearing, it shall hold the hearing within thirty (30) days of receipt of a complete application, and shall publish notice of the date, time and place of the hearing in a newspaper of general circulation in the municipality at least two times, the date of the first publication to be at least seven (7) days prior to the hearing. Notice of the public hearing shall be mailed to all abutters of the proposed subdivision seven (7) days prior to the hearing by the Town of Mexico.
7. Within thirty days of a public hearing, or within sixty days of receipt of a complete application, if no hearing is held, or within another time limit as may be otherwise mutually agreed upon the Board and the subdivider, the Board shall make findings of fact on the application, and approve, approve with conditions, or deny the final plan. The Board shall specify in writing its findings of facts that the final plan satisfies all the approval criteria for subdivision approval set forth in this Ordinance and in Title 30-A M.R.S.A. Section 4404 and reasons for any conditions or denial.

### C. Submissions

1. The subdivision plan for a Minor Subdivision shall consist of two reproducible, stable-based transparent originals embossed with the seal and signed by the professional who prepared the plan. One will be recorded at the Registry of Deeds, the other to will be filed at the Municipal Office and three copies of one or more maps or drawings drawn to a scale of not more than 100 feet to the inch shall be provided to the Board. Plans shall be no larger than 24 by 36 inches in size, and shall have a margin of two inches outside the border lines on the left side and one inch margin outside the border along the remaining sides. Space shall be provided for endorsement by the Board. Three copies of all information accompanying the plan shall be submitted. In addition, seven copies of the plan(s) which may be reduced to a size of 8 ½ by 11 inches, and all accompanying information shall be submitted to the Town Office so that copies can be mailed by the Town to each Board member.

The application for approval of a Minor Subdivision shall include the following information:

- a. Proposed name of the subdivision, or identifying title, and the name of the municipality in which it is located, along with the tax assessor's map and lot numbers.
- 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 lot corner.
- c. A copy of the deed from which the survey was based and proof of right, title, or interest. A copy of all covenants, deed restrictions, easements, rights-of-way, or other encumbrances currently affecting the property.
- d. A copy of any proposed covenant, agreements, or deed restrictions intended to cover all or part of the lots in the subdivision.
- e. The date the Plan was prepared, magnetic north point, graphic map scale, names and addresses of the record owner, subdivider, and individual or company who prepared the plan, and the names of adjoining property owners. The plan(s) shall be embossed with the seal and signed by the professional engineer or surveyor that prepared the Plan.
- f. Contour lines at the interval specified by the Planning Board, showing elevations in relation to mean sea level.
- g. If any portion of the subdivision is in a flood-prone area, the boundaries of any flood hazard areas and the 100-year flood elevation shall be delineated on the plan.

- h. The location of any zoning boundaries affecting the subdivision.
- i. Indication of the type of sewage disposal to be used in the subdivision.
  - 1. When sewage disposal is to be accomplished by subsurface wastewater disposal systems, test pit analyses, prepared by a licensed site evaluator and in compliance with Maine Subsurface Waste Water Disposal Rules shall be provided. A map showing the location of all test pits dug on the site shall be submitted.
  - 2. When sewage disposal is to be accomplished by connection to the Town of Mexico sewer system, a written statement from the Sewer District stating that it has the capacity to collect the wastewater.
- j. Indication of the type of water supply system(s) to be used in the subdivision.
  - 1. When water is to be supplied by private wells, evidence of adequate ground water supply and quality shall be submitted by a well driller or a hydrogeologist familiar with the area.
  - 2. When water is to be supplied by the Town of Mexico water system, a written statement from the Water Department shall be submitted indicating there is an adequate supply and pressure for the subdivision.
- k. A copy of the portion of the county soil survey covering the subdivision, along with soil descriptions and interpretations. When the county soil survey shows soils which are generally unsuitable for the uses proposed, the Board may require submission of a report by a registered soil scientist indicating the suitability of soil conditions for those uses.
- l. A soil erosion and sedimentation control plan which employs the Best Management Practices as contained in the Maine Erosion and Sediment Control Handbook for Construction.
- m. A plan for the disposal of surface waters prepared by a qualified professional knowledgeable in surface drainage.
- n. The location of any fresh water wetlands.
- o. The location of river, stream or brook within or abutting the proposed subdivision.
- p. The location and nature of significant wildlife habitats identified by the Maine Department of Inland Fisheries and Wildlife.
- q. Any portion of the subdivision which is located within the watershed of Halfmoon Pond shall be identified and a phosphorus impact analysis and control plan submitted when determined as necessary by the Board.
- r. The location of known archaeological resources.
- s. Identification of documented rare and endangered species identified by the state or federal governments and measures to protect them.
- t. The location of documented historic buildings and sites on or adjacent to the site and measures to minimize impacts of them.

- u. The location of scenic sites or views as identified in the Town of Mexico Comprehensive Plan.
- v. The cost of storm drainage, erosion and sediment control and other improvements proposed and statements of the applicants technical and financial capacity to carry out the project as proposed.

## SECTION VI PRELIMINARY PLAN FOR MAJOR SUBDIVISION

### A. Procedure

1. The Preliminary Plan should approximate the layout shown on the Sketch Plan and recommendations made by the Board. The Board shall provide the subdivider with a dated receipt of a Preliminary Plan application at the Board meeting where the Preliminary Plan application is first presented and heard by the Board.
2. All applications for preliminary plan approval for a Major Subdivision shall be accompanied by an application fee of \$50 per lot, dwelling unit, or unit contained in a shopping center or similar commercial establishment, payable by check to the Town of Mexico. The Planning Board may require the owner or his authorized agent to deposit in escrow with the town an amount of money sufficient to cover the costs for any professional review of the subdivision which the Board may feel is reasonably necessary to protect the general welfare of the town. This escrow payment shall be made before the Board engages any outside party to undertake this review and to make recommendations to the Board. Any part of the escrow payment in excess of the final costs for the review shall be returned to the owner or his agent within 30 days of final plan approval.
3. The subdivider, or his duly authorized representative, shall attend the meeting of the Board to discuss the preliminary plan.
4. Upon receipt of an application for preliminary plan approval of a major subdivision, the Town Office on behalf of the Board shall notify in writing all owners of abutting property to the proposed subdivision and the Town Clerk and Planning Board of municipalities that abut or include any portion of the proposed subdivision.
5. Within thirty (30) days of the Board issuing a receipt of a Preliminary Plan application form and fee, the Town Office on behalf of the Board shall notify the applicant in writing whether or not the application is complete, and what, if any, additional submissions are required for a complete application.
6. The Board shall determine whether to hold a public hearing on the preliminary plan application. If the Board decides to hold a public hearing, it shall hold the hearing within thirty (30) days of receipt of a complete application, and shall publish notice of the date, time and place of the hearing in a newspaper of general circulation in the municipality at least two times, the date of the first publication to be at least seven (7) days prior to the hearing. Notice of the public hearing shall be mailed to all abutters of the proposed subdivision seven (7) days prior to the hearing by the Town of Mexico.
7. The Board shall, within thirty days of a public hearing, or within sixty days of receipt of a complete application, if no hearing is held, or within another time limit as may be otherwise mutually agreed upon by the Board and the subdivider, make findings of fact on the application, and approve, approve with conditions, or deny the preliminary plan. The Board shall specify in writing its findings of facts and reasons for any conditions or denial.

8. When granting approval to a preliminary plan, the Board shall state the conditions of such approval, if any, with respect to:
  - a. The specific changes which it will require in the final plan;
  - b. The character and extent of the required improvements for which waivers may have been requested and which, in the Board's opinion, may be waived without jeopardy to the public health, safety, and general welfare; and
  - c. The amount and type of all performance guarantees which it will require as prerequisite to the approval of the final plan.
9. Approval of a preliminary plan shall not constitute approval of the final plan or intent to approve the final plan, but rather it shall be deemed an expression of approval of the design of the preliminary plan as a guide to the preparation of the final plan. The final plan shall be submitted for approval of the Board upon fulfillment of the requirements of this Ordinance and the conditions of preliminary approval, if any. Prior to the approval of the final plan, as a result of the further study of the proposed subdivision or as a result of additional information received, the Board may require additional changes deemed necessary or other conditions to be met so that the final plan will satisfy all of the approval criteria set forth in this Ordinance or in 30-A M.R.S.A. Section 4404 for subdivision approval.

#### **B. Submissions**

1. **Preliminary Plan:** The Preliminary Plan shall be submitted in two 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. The preliminary plan shall be drawn to a scale of not more than 100 feet to the inch. In addition, seven copies of the plan(s) which may be reduced to a size of 8 ½ by 11 inches, and all accompanying information shall be submitted to the Town Office so that copies can be mailed by the Town to each Board member. Upon the finding of a complete application the applicant shall provide the Fire Department, Police Department, Rescue Chief, Road Commissioner, Sewer and Water Departments, Public Works Department and Superintendent of Schools copies for their comments and/or suggestions. The following information shall either be shown on the Preliminary Plan or accompany the application:
  - a. Proposed name of the subdivision or identifying title and the name of the municipality in which it is located, and the tax assessor's map and lot numbers.
  - 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 lot corner.
  - c. A copy of the deed from which the survey was based and proof of right, title, or interest. A copy of all covenants or deed restrictions, easements, rights-of-way, or other encumbrances currently affecting the property.
  - d. The number of acres within the proposed subdivision, location of property lines, existing buildings, watercourses, vegetative cover type, and other essential existing physical features shall be shown on the plan.
  - e. The proposed lot lines with dimensions and lot area.
  - f. The location and size of existing and proposed sewers, water mains, culverts, and drainage ways on or adjacent to the property to be subdivided.

- g. The location, names and present widths of existing and proposed streets, highways, sidewalks, easements, building lines, parks and other open spaces on or adjacent to the subdivision.
- h. The date the plan was prepared, magnetic north point, graphic map scale, names and addresses of the record owner, subdivider, and individual or company who prepared the plan. The plan(s) shall be stamped or sealed by a professional engineer, surveyor or planner, or all of them, as the case may be.
- i. Contour lines at the interval specified by the Planning Board, showing elevations in relation to mean sea level.
- j. If any portion of the subdivision is in a flood-prone area, the boundaries of any flood hazard areas and the 100-year flood elevation shall be delineated on the plan.
- k. The location of any zoning districts affecting the subdivision.
- l. A copy of any proposed deed restrictions, covenants or agreements intended to cover all or part of the lots in the subdivision.
- m. Indication of the type of sewage disposal to be used in the subdivision.
  - 1. When sewage disposal is to be accomplished by subsurface sewage disposal systems, test pit analyses, prepared by a licensed site evaluator and in compliance the Maine Subsurface Waste Water Disposal Rules shall be provided. A map showing the location of all test pits dug on the site shall be submitted.
  - 2. When sewage disposal is to be accomplished by connection to the Town of Mexico sewer system, a written statement from the Sewer District stating it has the capacity to collect the wastewater.
- n. Indication of the type of water supply system(s) to be used in the subdivision.
  - 1. When water is to be supplied by private wells, evidence of adequate ground water supply and quality shall be submitted by a well driller or a hydrogeologist familiar with the area.
  - 2. When water is to be supplied by the Town of Mexico water system, a written statement from the Water Department shall be submitted indicating there is adequate supply and pressure for the subdivision.
- o. A copy of that portion of the county soil survey covering the subdivision along with soil descriptions and interpretations. When the medium intensity soil survey shows soils which are generally unsuitable for the uses proposed, the Board may require the submission of a report by a registered soil scientist indicating the suitability of soil conditions for those uses.
- p. A soil erosion and sedimentation control plan which employs the Best Management Practices as contained in the Maine Erosion and Sediment Control Handbook for Construction.
- q. A plan for the disposal of surface waters prepared by a qualified professional knowledgeable in surface drainage.
- r. The location of any fresh water wetlands.
- s. The location of river, stream or brook within or abutting the proposed subdivision.

- t. The location and nature of significant wildlife habitat identified by the Maine Department of Inland Fisheries and Wildlife.
- u. Any portion of the subdivision which is located within the watershed Halfmoon Pond shall be identified and a phosphorus impact analysis and control plan provided when determined as necessary by the Board.
- v. The location of known archaeological resources.
- w. Identification of documented rare and endangered species identified by the state or federal governments and measures to protect them.
- x. The location of documented historic buildings and sites on or adjacent to the site and measures, which will be taken to minimize impacts upon the buildings and sites.
- z. The location of scenic sites or views as identified in the Town of Mexico Comprehensive Plan.
- aa. The cost of roads, storm drainage, erosion and sediment control and other improvements proposed and statements of the applicants technical and financial capacity to carry out the project as proposed.subdivision.
- ab. All parcels of land proposed to be dedicated to public use and the conditions of such dedication.
- ac. The location of any open space to be preserved and an indication of its improvement and management.
- ad. A traffic impact analysis prepared by a Professional Engineer when required by the Board.
- ae. The names and addresses of owners of record of adjacent property, including any property directly across an existing public street from the subdivision.

## SECTION VII FINAL PLAN FOR MAJOR SUBDIVISION

### A. Procedure

1. The subdivider shall, within 12 months after the approval of the preliminary plan, file an application for approval of the final plan. The final plan shall approximate the layout shown on the preliminary plan, and recommendations made by the Board. The Board shall provide the subdivider with a dated receipt of a final plan application at the Board meeting where the final plan application is first presented and heard by the Board.
2. The subdivider or his duly authorized representative shall attend the meeting of the Board to discuss the final plan.
3. Within thirty (30) days of the Board issuing a dated receipt of a Final Plan application form, the Town Office on behalf of the Board shall notify the applicant in writing as to whether or not the application is complete, and what, if any, additional submissions are required for a complete application, and determine whether to hold a public hearing on the final plan application.

4. If the Board decides to hold a public hearing, it shall hold the hearing within thirty (30) days of receipt of a complete application, and shall publish notice of the date, time, and place of the hearing in a newspaper of general circulation in the municipality at least two times, the date of the first publication to be at least seven (7) days prior to the hearing and the notice of the hearing shall be posted in at least three prominent places at least seven days prior to the hearing. Notice of the public hearing shall be mailed to all abutters of the proposed subdivision seven (7) days prior to the hearing by the Town of Mexico.
5. Before the Board grants approval of the final plan, the subdivider shall meet the performance guarantee requirements contained in Section XII.
6. Within thirty days from the public hearing or within sixty days of receiving a complete application, if no hearing is held, the Board shall make findings of fact, and conclusions relative to the standards contained in Title 30-A M.R.S.A. §4404 and in this Ordinance. If the Board finds that all standards of the Statute and this Ordinance have been met, they shall approve the final plan. If the Board finds that any of the standards of the Statute and this Ordinance have not been met, the Board shall either deny the application or approve the application with conditions to ensure all of the standards will be met by the subdivision. The reasons for any conditions shall be stated in the records of the Board.

#### **B. Submissions**

1. The Final Plan shall consist of two reproducible, stable-based transparent originals embossed with the seal and signed by the professional who prepared the plan. One will be recorded at the Registry of Deeds, the other will be filed at the Municipal Office and three copies of one or more maps or drawings drawn to a scale of not more than 100 feet to the inch shall be provided to the Board. Plans shall be no larger than 24 by 36 inches in size, and shall have a margin of two inches outside the border lines on the left side, and one inch margin outside the border along the remaining sides. Space shall be provided for endorsement by the Board. Three copies of all information accompanying the plan shall be submitted. In addition, one copy of the plan(s) which may be reduced to a size of 8 ½ by 11 inches, and all accompanying information shall be submitted to the Town Office so that copies can be mailed by the Town to each Board member.
2. The application for approval of the Final Plan shall include the following information.
  - a. Proposed name of the subdivision or identifying title and the name of the municipality in which it is located, along with the assessor's map and not numbers.
  - b. An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances, and 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 lot corner.
  - c. Location of property lines, existing buildings, watercourses, and other essential existing physical features.
  - d. The date the plan was prepared, magnetic and true north point, graphic map scale, names and addresses of the record owner, subdivider, and individual or company who prepared the plan.
  - e. The location of any zoning boundaries affecting the subdivision.
  - f. The location and size of existing and proposed sewers, water mains, culverts, and drainage ways on or adjacent to the property to be subdivided.

- g. The location, names and present widths of existing and proposed streets, highways, sidewalks, easements, building lines, parks and other open spaces in the subdivision. The plan shall contain sufficient data to allow the location, bearing and length of every street line, lot line, and boundary line to be readily determined and be reproduced upon the ground. These lines shall be tied to reference points previously established.
- h. All parcels of land proposed to be dedicated to public use and the conditions of such dedication. Written offers of cession to the municipality of all public open spaces shown on the plan, and copies of agreements or other documents showing the manner in which open spaces to be retained by the developer or lot owners are to be maintained shall be submitted. If open space or other land is to be offered to the municipality, written evidence that the Municipal Officers are satisfied with the legal sufficiency of the written offer of cession shall be included.
- i. If any portion of the subdivision is in a flood-prone area, the boundaries of any flood hazard areas and the 100-year flood elevation shall be delineated on the plan.

### **SECTION XIII FINAL APPROVAL AND FILING**

- A. Upon findings of fact and determination that all standards in Title 30-A, M.R.S.A. §4404, and this Ordinance have been met, and upon voting to approve the subdivision, the Board shall sign the final plan. The Board shall specify in writing its findings of facts and reasons for any conditions or denial. One copy of the signed plan shall be retained by the Board as part of its permanent records. One copy of the signed plan shall be forwarded to the tax assessor. Any subdivision not recorded in the Registry of Deeds by the subdivider within ninety days of the date upon which the plan is approved and signed by the Board shall become null and void.
- B. No change, erasures, modifications, or revisions shall be made in any final plan after approval has been given by the Board and endorsed in writing on the plan, unless the revised final Plan is first submitted and the Board approves any modifications. The Board shall make findings that the revised plan meets the standards of Title 30-A, M.R.S.A. §4404, and this Ordinance. In the event that a plan is recorded without complying with this requirement, it shall be considered null and void, and the Board shall institute proceedings to have the plan stricken from the records of the Registry of Deeds.
- C. The approval by the Board of a subdivision plan shall not be deemed to constitute or be evidence of any acceptance by the municipality of any street, easement, or other open space shown on such plan. When a park, playground, or other recreation area shall have been shown on the plan to be dedicated to the municipality, approval of the plan shall not constitute an acceptance by the municipality of such areas. The Board shall require the plan to contain appropriate notes to this effect. The Board may also require the filing of a written agreement between the applicant and the municipal officers covering future deed and title, dedication, and provision for the cost of grading, development, equipment, and maintenance of any such dedicated area.
- D. Failure to commence substantial construction of the necessary improvements in the subdivision within two years of the date of approval and signing of the plan shall render the plan null and void. Upon determining that a subdivision's approval has expired under this paragraph, the Board shall have a notice placed in the Registry of Deeds to that effect.

## **SECTION IX ENFORCEMENT**

### **A. Inspection of Required Improvements**

1. At least five days prior to commencing each major phase of construction of required improvements, the subdivider or contractor shall notify the Code Enforcement Officer in writing as to when construction of improvements will begin. The municipal officers shall cause inspection to be made to assure that all municipal specifications and requirements shall be met during the construction of required improvements, and to assure the satisfactory completion of improvements and utilities required by the Board.
2. If the inspecting official finds, upon inspection of the improvements, that any of the required improvements have not been constructed in accordance with the plans and specifications filed by the subdivider, he shall so report in writing to the municipal officers, Board, and the subdivider or builder. The municipal officers shall take any steps necessary to preserve the municipality's rights.
3. If at any time before or during the construction of the required improvements, it appears to be necessary or desirable to modify the required improvements, the inspecting official is authorized to approve minor modifications due to unforeseen circumstances, such as encounters with hidden outcrops of bedrock, natural springs, etc. The inspecting official shall issue any approval under this section in writing and shall transmit a copy of the approval to the Board. Revised plans shall be filed with the Town. For major modifications, such as relocation of rights-of-way, property boundaries, changes of grade by more than 1%, etc., the subdivider shall obtain permission to modify the plans from the Board.
4. Prior to the sale of any lot, the subdivider shall provide the Board with a letter from a registered land surveyor, stating that all monumentation shown on the plan has been installed.
5. Upon completion of street construction and prior to a vote by the municipal officers to submit a proposed townway to a town meeting, a written certification signed by a professional engineer registered in the State of Maine may be required by the municipal officers at the expense of the applicant, certifying that the proposed town way meets or exceeds the design and construction requirements.
6. The subdivider or builder shall be required to maintain all improvements and provide for snow removal on streets and sidewalks and maintenance until acceptance of the improvements by the municipality.

### **B. Violations and Enforcement**

1. No plan of a division of land within the municipality which would constitute a subdivision shall be recorded in the Registry of Deeds until a final plan has been approved by the Board in accordance with this Ordinance.
2. No person, firm, corporation or other legal entity may convey, offer or agree to convey any land in a subdivision which has not been approved by the Board and recorded in the Registry of Deeds.
3. No person, firm, corporation or other legal entity may convey any land in an approved subdivision which is not shown on the final plan as a separate lot.
4. Any person, firm, corporation or other legal entity who conveys, offers or agrees to convey any land in a subdivision which has not been approved as required by these regulations shall be punished by a fine of not less than \$100, and not more than \$2,500 for each such conveyance, offering or

agreement. The Town may institute proceedings to enjoin the violation of this section, and may collect attorney's fees and court costs if it is the prevailing party.

5. No public utility or any utility company of any kind shall serve any lot in a subdivision for which a Final Plan has not been approved by the Board.
6. No person shall establish or develop a subdivision without first having a final plan thereof approved by the Board." Develop" shall include grading or construction of roads, grading of land or lots, or construction of any buildings.

## **SECTION X PERFORMANCE STANDARDS**

In reviewing applications for a subdivision, the Board shall consider the following standards and make findings that each, in addition to standards contained in Title 30-A, M.R.S.A., Section 4404, have been met prior to the approval of a final plan. In all instances, the burden of proof shall be upon the applicant.

- A. Conformance with Comprehensive Plan.** All proposed subdivisions shall be in conformity with the Comprehensive Plan and with the provisions of all pertinent state and local codes and ordinances.
- B. Buffer Provisions**
  1. The Board may require that a proposed subdivision design include a landscape plan that will maintain natural buffers adjacent to rivers, brooks and streams.
- C. Blocks.** Where street lengths exceed 1,000 feet between intersections with other streets, the Board may require a utility/pedestrian easement, at least 30 feet in width, to provide for underground utility crossings and/or a pedestrian pathway of at least five feet in width. Maintenance obligations of the easement shall be included in the written description of the easement.
- D. Lots**
  1. All lots shall meet the minimum requirements of the applicable Town of Mexico Ordinances except as may otherwise be permitted by this ordinance.
  2. Lot configuration and area shall be designed to provide for adequate off-street parking and service facilities based upon the type of development contemplated.
  3. The Board may require the location of structures to be arranged to avoid tops of ridge lines and fields. When ever possible and feasible the designated area for the placement of structures shall be on the edges of fields.
  4. In areas not served by public sewer each lot shall contain a development area containing a minimum of 20,000 square feet of land area which does not include 100- year flood plain, slopes greater than 20 percent or Class I, II or III wetlands as identified under the Natural Resource Protection Act.
- E. Utilities**
  1. Underground utilities shall be installed prior to the installation of the final gravel base of the road. All underground utilities shall be properly marked to avoid damage by future excavations.
- F. Required Improvements.** The following improvements are required for all subdivisions unless waived by the Board in accordance with provisions of this Ordinance.

1. **Monuments:** Monuments of granite or concrete not less than four (4) inches square in width or iron reinforcement rods at least 5/8 inches across the top and at least four (4) feet in the ground shall be installed as follows:

- a. Monuments shall be set at all street intersections and points of curvature, but no further than 750 feet apart along street lines having no curves or intersections.
- b. Monuments shall be set at all corners and angle points of the subdivision boundaries and all lot boundary corners and angle points.

2. **Water Supply**

- a. If a central water supply system is provided by the subdivider, the location and protection of the source, and the design, construction and operation of the system shall conform to the standards of the State of Maine Rules of the Department of Human Services Relating to Drinking Water (10-144 A.C.M.R. 231).
- b. When the subdivision is to be served by the public water system, the complete supply system within the subdivision, including fire hydrants, shall be installed at the expense of the subdivider. The size and location of mains, gate valves, hydrants and service connections shall be reviewed and approved in writing by the Water Department. In addition, the Water Department shall determine if sufficient pressure exists and if it does not, then identify steps to be taken in order to insure sufficient pressure.

3. **Sewage Disposal**

- a. The developer shall submit evidence of soil suitability for subsurface sewage disposal prepared by a licensed site evaluator in full compliance with the requirements of the State of Maine Subsurface Wastewater Disposal Rules.
- b. When the subdivision is proposed to be served by the public sewer system, the complete collection system within the subdivision, including manholes and pump stations, shall be installed at the expense of the subdivider.

The Sewer Department shall review and approve all manholes, size and location of sewer lines and service connections and certify that providing service to the proposed subdivision is within the capacity of the system's existing collection and treatment system or improvements planned to be completed prior to the construction of the subdivision.

4. **Surface Drainage**

- a. Where a subdivision is traversed by a stream, river, or surface water drainage way, or where the Board has determined that surface water runoff to be created by the subdivision should be controlled, there shall be provided easements or drainage rights-of-way with swales, culverts, catch basins or other means of channeling surface water within the subdivision and over other properties. This stormwater management system shall be designed by a qualified professional knowledgeable in surface drainage.
- b. The applicant shall provide a statement from the designing professional that the proposed subdivision will not create erosion, drainage or runoff problems either in the subdivision or with respect to adjoining properties. Where the peak runoff from the subdivision onto abutting properties is increased either in volume or duration, easements allowing such additional discharge shall be obtained from abutting property owners.

**G. Land Features**

1. The Board shall require the applicant to take measures as contained in the Maine Erosion and Sediment Control Handbook for Construction to correct and prevent soil erosion in the proposed subdivision.
2. Neither structures nor roads shall be located in areas of two (2) or more contiguous acres of sustained slopes in excess of 20 percent.

**H. Phosphorous Export**

Phosphorous Export. When required by the Planning Board, projects proposed within the direct watershed of Halfmoon Pond shall be designed to limit phosphorous run-off.

1. Phosphorous export from the proposed development shall be calculated according to the procedures defined in "Phosphorus Control in Lake Watersheds: A Technical Guide for Evaluating New Development" (Maine Department of Environmental Protection, September 1989 with revisions in 1992 and as may be revised). Upon request, copies of all worksheets and calculations shall be provided to the Planning Board.
2. Phosphorus control measures shall meet the design criteria contained in "Phosphorus Control in Lake Watersheds: A Technical Guide for Evaluating New Development" (Maine Department of Environmental Protection, September 1989 with revisions in 1992 and as may be revised). The Planning Board shall require the reasonable use of vegetative buffers, limits of clearing, and minimizing road lengths, and shall encourage the use of other non-structural measures prior to allowing the use of high-maintenance structural measures such as infiltration systems and wet ponds.

**I. Construction in Flood Hazard Areas**

When any part of a subdivision is located in a special flood hazard area as identified by the Federal Emergency Management Agency, the plan shall indicate that all principle structures on lots in the subdivision shall be constructed with their lowest floor, including the basement, at least one foot above the 100-year flood elevation. Such a restriction shall be included in the deed to any lot which is included or partially included in the flood hazard area.

**Mobile Home Parks**

1. These standards shall apply to all development proposals for new mobile home parks and to any expansion of existing mobile home parks.
2. Lot Size, Width and Density

Lots in a mobile home park shall meet the following minimum lot size, width and density requirements. Minimum requirements shall be based on Title 30-A MRSA Section 4358.

- a. Lots served by public sewer

- minimum lot area -- 6,000 square feet
- minimum lot width -- 50 feet

- b. Lots served by individual subsurface sewage disposal systems
  - minimum lot area -- 20,000 square feet
  - minimum lot width -- 100 feet
- c. Lots served by a central subsurface wastewater disposal system
  - minimum lot area -- 12,000 square feet
  - minimum lot width -- 75 feet
- d. The overall density of a mobile home park served by a central subsurface wastewater disposal system shall be no greater than one unit per 20,000 square feet of total park area. The overall density shall be computed using the combined area of its mobile home lots plus:
  - 1. the area required for road rights-of-way; and
  - 2. the area required for buffer strips, if any.
- e. Where lots front on a curved right-of-way or are served by a driveway, the frontage requirement shall be measured in a straight line perpendicular to the setback line.
- f. Lots within the shoreland area shall meet the lot area, lot width, setback and shore frontage requirements for that district.

3. Lot Setbacks

- a. The following lot setbacks shall apply to all manufactured housing units.

front setback	20 feet
	10 feet (on lots served by public sewer)
side setback	10 feet
rear setback	20 feet

If these requirements conflict with the requirements of lots within the shoreland area, the stricter standards shall apply. If a lot has frontage on a public road, the setback shall conform with the residential setback requirements applicable to other residential dwelling units in that District.

- b. For aesthetic purposes, the Planning Board may allow the front or rear setbacks on a private road within a mobile home park to be varied provided that no home may be closer than 10 feet from the right-of-way or the rear of any lot and the average distance is at least 20 feet for all units.
- c. Carports of non-combustible materials are not subject to side setback requirements.
- d. The Planning Board may allow lot side yard setbacks to be reduced to 5 feet provided a distance of 30 feet is maintained between manufactured housing units for the purpose of providing more usable yard space on one side of the home.

4. Lot Coverage

All buildings on the lot, including accessory buildings and structures, but excluding open decks and parking spaces, shall not cover more than 50% of the lot area.

5. Buffer Strips

- a. A 50 foot wide buffer strip shall be provided along all property boundaries that:
1. abut residential land which has a gross density of less than half of that proposed in the park, or
  2. abut residential land that is zoned at a density of less than half of that proposed in the park.

No structures, streets or utilities may be placed in the buffer strip except that they may cross a buffer strip to provide services to the park.

- b. Within 25 feet of any property line and within the buffer strip, visual screening and/or landscaping shall be provided. The visual screening may consist of fences, berms, landscaping (such as shrubs and trees) and/or undisturbed natural existing vegetation. This screening shall effectively screen at least 50% of the homes from view from the adjacent property and shall be maintained throughout the life of the project.

6. Parking

For each mobile home lot, there shall be provided and maintained at least two off-street parking spaces.

7. Road Standards

- a. Roads in a mobile home park shall meet the standards contained in the Town of Mexico, Maine Street Standards Ordinance and the provisions of this section. Where the standards are at conflict, the stricter standard shall apply.
1. Private Roads. Privately-owned roads within the mobile home park shall be designed by a professional engineer who is registered in the State of Maine, and shall be built according to accepted engineering standards, and shall comply with current standards adopted by the Maine Manufactured Housing Board. Mobile Home park roads that are not paved shall be treated to minimize dust.
  2. Roads for Public Acceptance. Roads within mobile home parks which are to be offered for acceptance by the Town of Mexico shall meet the minimum road acceptance standards for public roads as required by the Town.
  3. Intersection with Public Roads. Mobile home park roads that intersect with public roads shall meet the following standards:
    - a) Angle of Intersection. The desired angle of intersection shall be 90 degrees. The minimum angle of intersection shall be 75 degrees.
    - b) Grade. The maximum permissible grade within 75 feet of the intersection shall be 3 percent.
  4. No mobile home lot may have vehicular access directly onto a public street, unless such street is constructed to town standards and accepted as a public street.

b. Right-of-way and pavement width

1. Two-way park roads shall have a minimum right-of-way of 23 feet and a minimum travel way surface of 20 feet. On-street parking shall be prohibited.
2. One-way streets shall have a minimum right-of-way of 18 feet and a minimum travel way surface of 14 feet. On-street parking shall be prohibited.
3. Parking lanes, if provided, shall be a minimum of 8 feet in width.

8. Utility Requirements

All mobile home parks shall provide permanent electrical, water and sewage disposal connections to each mobile home in accordance with applicable state and local rules and regulations.

9. Refuse Disposal

The storage, collection and disposal of refuse in the mobile home park shall be so conducted as to create no health hazards, rodent harborage, insect breeding areas, accident or fire hazards, or air pollution.

10. Skirting

The area between the ground or stand and the bottom of the unit shall be fully enclosed by skirting. This skirting shall provide for access and adequate ventilation of the space under the unit. This skirting may consist of one of the following materials:

- a. Approved vinyl or metal mobile home skirting; or
- b. A poured concrete wall; or
- c. A mortared or loose laid masonry wall; or
- d. Painted wood or similar materials.

11. No subdivision which has been approved as a mobile home park may be converted to another use without the approval of the Board, and shall meet the appropriate lot size, lot width, setback and other requirements. The plan to be recorded at the Registry of Deeds and filed with the municipality shall include the following restrictions as well as any other notes or conditions of approval.

- a. The land within the park shall remain in the unified ownership and the fee to lots or portions of lots shall not be transferred.
- b. No dwelling unit other than a manufactured housing unit shall be located within the park.

**L. Multi-Family Residential**

1. The applicant shall demonstrate the availability of adequate supply and quality of water for both domestic and firefighting purposes.
2. It shall be the responsibility of the owner to provide for rubbish disposal, snow removal, and site maintenance. All outdoor storage areas for waste collection shall be enclosed by a wooden or masonry screen at least six feet in height.
3. All multi-family developments of 6 dwelling units or more shall provide a developed play area no smaller than 5,000 sq.ft. Any development in which occupancy is restricted to the elderly need not provide a play area, but space shall be provided for outdoor recreation.

**M. Municipal Services**

When the Board finds, based upon the recommendation of department heads, that municipal services do not have sufficient capacity to service the proposed subdivision, the Board may require the following:

1. phasing of the subdivision to allow for the development of expanded municipal services;
2. deny the application; and/or
3. require the applicant to assist in upgrading municipal services.

**N. Open Space Subdivisions**

1. It is the policy of the Town of Mexico to encourage the development of open space subdivisions in order to preserve a sense of space, provide for, forestry, and recreational land uses, preserve other resources identified in the Town of Mexico Comprehensive Plan, and blend new development with the traditional open and wooded, agricultural and village landscapes of Mexico.

This standard is intended to implement that policy by providing incentives that afford flexibility in road and lot layout and design and road frontage requirements to the landowner. It also allows the Board to waive or reduce certain otherwise applicable standards and provisions of this Ordinance and other Town of Mexico Ordinances if such landowners commit to the permanent preservation of important open space resources. These incentives are designed to encourage greater flexibility and more innovative approaches to housing development and environmental design which will promote the most appropriate use of land, preservation of permanent open space, or forest land, important natural features, wildlife habitat, water resources, ecological systems, and historic and scenic areas for the benefit of present and future residents will be accomplished.

2. An open space subdivision achieves the purposes of this performance standard by reducing the lot size, frontage and setback requirements. It locates housing and accompanying uses in those areas where they have the smallest impact on identified environmental, wildlife, forest, and other open space resources. These resources are then permanently preserved by the use of covenants and restrictions or conservation easements.
3. An individual may apply for approval of an open space subdivision either after sketch plan review of a conventional subdivision or by initially filing an application for an open space subdivision. In either case, the Board shall review the application in accordance with Title 30-A M.R.S.A. Section 4404 and this Ordinance.

a. Pre-application Procedure

1. Any applicant for a subdivision with open space is encouraged, but not required, to submit at the pre-application stage a complete build out plan for the entire parcel.

b. Application Procedure

1. **Required Plans:** The submissions for a subdivision with open space shall include all plans and materials required for a conventional subdivision under this Ordinance.

c. General Requirements

In Board review and approval of a subdivision with open space, the following requirements shall apply and shall supersede any inconsistent or more restrictive provisions of this Ordinance and other Town of Mexico Ordinances.

1. Use and District Requirements

(a) All subdivisions with open space shall meet the use standards of the districts in which they are located.

2. Allowable Density

(a) Allowable density shall be based upon one of the following methods as determined by the applicant:

(1) Net residential density method which is calculated in the following manner: Determine the net residential acreage of the parcel by taking the total area of the parcel and subtracting in order the following:

- i) area in proposed rights-of-way;
- ii) area of two or more contiguous acres with sustained slopes of 20% greater;
- iii) area of wetlands identified as Class I, II and III under the Natural Resource Protection Act;
- iv) area shown to be in floodway as designed in the Flood Boundary and Floodway Map prepared by the Federal Emergency Management Agency; and
- v) area of the lot covered by surface waters.

Then divide the buildable area by the minimum lot size required.

(2) Simplified method, which is calculated in the following manner: Determine the number of allowable dwelling units by taking sixty-five (65) percent of the total lot area divided by the minimum lot size requirement.

4. Layout and Siting Standards

In planning the location and siting of residential structures in a subdivision with open space, priority should be given to the preservation of the open space for its natural resource value. Human habitation activity located and sited on the least valuable natural resource portion of a parcel, taking into account the contours of the land and the steepness of slopes.

The building lots on a parcel shall be laid out and the residential structures shall be sited according to the following principles. The Board in its discretion shall resolve conflicts between these principles as applied to a particular site.

- a. Upon soils least suitable for agricultural use and in a manner which maximizes the useable area remaining for the designated open space use. Where agricultural, forestry, or recreational, whether existing or future uses, are particularly targeted for preservation;

- b. Within woodlands, or along the far edges of open agricultural fields adjacent to any woodland in order to reduce encroachment upon agricultural soils and to enable new residential development to be visually absorbed by natural landscape features;
- c. In such manner that the boundaries between residential lots and active agricultural use, commercial forest land, and/or wildlife habitat are well-buffered by vegetation, topography, roads or other barriers in order to minimize potential conflict between residential and agricultural and forestry uses;
- d. In locations where buildings may be oriented with respect to scenic vistas, natural landscape features, topography and natural drainage areas, in accordance with an overall plan for site development;

5. Space Standards

- a. Shore frontage and shore setback requirements shall not be reduced below the minimum shore frontage or shore setback required in the Town of Mexico Shoreland Zoning Ordinance.
- b. The required minimum land area per dwelling unit for the building envelope may be reduced to 20,000 square feet. The building envelope shall contain a minimum of 20,000 square feet of land area which does not include 100 year floodplains, areas of two or more acres of sustained slopes greater than 20 percent, or wetlands as defined by the Natural Resource Protection Act. If the lot area is reduced, the total open space in the development shall equal or exceed the sum of the areas by which the building lots are reduced below the minimum lot area normally required in the district.
- c. Minimum road frontage requirements contained in other ordinances may be waived or modified by the Board provided that:
  - I. Any applicable provisions regarding roads in Subsection 6. below are satisfied; and
  - ii. Adequate access and turn-around to and from all parcels by emergency vehicles can be ensured by private roads and/or common driveways.
- d. A reduction of required setback distances may be allowed at the discretion of the Board, based upon the public benefits to be achieved from the design, provided that the front and rear setbacks shall be no less than 25 feet.
- e. No individual lot or dwelling unit shall have direct vehicular access onto a public road existing at the time of development.

6. Roads

The Planning Board shall require private roads and common driveways to comply with the design standards set forth in Town of Mexico Street Standard Ordinance, except as provided in Subsection 6.a. below.

- a. Travelways and shoulders of privately-owned roads and common driveways within open space subdivisions shall meet the following minimums:
  - i. Common driveways serving 2 or fewer dwelling units: 12 foot travel way.
  - ii. Roads serving 3 to 10 units: 16 foot travel way and 4 foot shoulders.
  - iii. Roads serving 11 to 50 units: 20 foot travel way and 4 foot shoulders.

7. Open Space Requirements

In Board review and approval of a subdivision with open space, the following requirements shall apply and shall supersede any inconsistent or more restrictive provision of this Ordinance.

- a. Open Space Uses. On all parcels, open space uses shall be appropriate to the site. Open space should include natural features located on the parcel(s) such as, but not limited to, agricultural land, forested acreage, wildlife habitat and historic features and sites. Open space shall be preserved and maintained subject to the following, as applicable:
  - i. On parcels that contain significant portions of land suited to agriculture or commercial forestry, open space shall be preserved for agricultural or forestry, other compatible open space uses such as wildlife habitat, recreation (active or passive), and resource conservation.
  - ii. When the principal purpose of preserving portions of the open space is the protection of natural resources such as wetlands, steep slopes, wildlife habitats, and stream corridors, open space uses in those portions may be limited to those which are no more intensive than passive recreation.
- b. Notations on Plan. Open space, common lands, roads or facilities must be clearly labeled on the final plan as to its use or uses with respect to the portions of the open space that such use or uses apply, ownership, management, method of preservation, and the rights, if any, of the owners in the subdivision to such land or portions thereof. The plan shall clearly show that the open space land is permanently reserved for open space purposes, and shall contain a notation indicating the book and page of any conservation easements or deed restrictions required to be recorded to implement such reservations.
- c. Ownership of Open Space Land. Open space land may be held in private ownership; or owned in common by a Homeowners' Association (HOA); transferred to a non-profit organization such as a conservation trust, or association, acceptable to the Board; or held in such other form of ownership as the Board finds adequate to achieve the purposes set forth in subparagraph 2.a.i-vi and under the other requirements of this Section. The Board shall, in its review, require as a condition of approval provisions for the ongoing maintenance and associated costs for such maintenance of the open space.

8. Homeowners' Associations or Agreements

Where any portion of a subdivision is proposed or required to be held in common by owners of lots, or owned in common by a Homeowners' Association (HOA) or similar entity, covenants for mandatory membership in the association setting forth the owners' rights, interest, privileges, responsibilities for maintenance, and obligations in the association and

the common land, road or open space shall be approved by the Board and included in the deed for each lot.

**O. Access Control and Traffic Impacts**

1. **General:** Provisions shall be made for vehicular access to the subdivision and circulation within the subdivision in such a manner as to safeguard against hazards to traffic on existing streets and within the subdivision. More specifically, access and circulation shall also conform to the following standards and the design criteria below.
  - a. The road giving access to the subdivision and neighboring roads which can be expected to carry traffic to and from the subdivision shall have traffic carrying capacity and be of such physical condition to accommodate the amount and types of traffic generated by the proposed subdivision. If traffic studies indicate improvements are necessary the applicant shall pay a proportional share to accommodate the amount and types of traffic generated by the proposed subdivision when the town's Road Improvement Program has prioritized such road(s). When the town's Road Improvement Program has not prioritized the road(s) for improvements it shall be the responsibility of the applicant to pay for the required improvements.
  - b. Any subdivision expected to generate average daily traffic of 200 trips per day or more shall have at least two street connections with an existing public or private street or streets on an approved subdivision plan. A minimum of 200 feet shall be maintained between centerlines of such street to any other street.
2. Where the subdivision lots will be accessed by off-site public roads, the use of common driveways shall be used where appropriate to minimize the number of entrances to public roads.
3. Where a subdivision will be accessed from Routes 2 or 17 access shall be limited to two points through common access or shared driveways.
4. Where a lot has frontage on two or more streets, the access to the lot shall, where practical, be provided to the lot across the frontage and from the street where there is lesser potential for traffic congestion and hazards to traffic and pedestrians.

**P. Ground Water Quality**

1. When a hydrogeologic assessment is submitted, by request of the Board, the assessment shall contain at least the following information:
  - a. A map showing the basic soils types.
  - b. The depth to the water table at representative points throughout the subdivision.
  - c. Drainage conditions throughout the subdivision.
  - d. Data on the existing ground water quality, either from test wells in the subdivision or from existing wells on neighboring properties.
  - e. An analysis and evaluation of the effect of the subdivision on ground water resources. In the case of residential developments, the evaluation shall, at a minimum, include a projection of post development nitrate-nitrogen concentrations at any wells within the subdivision, or at the subdivision boundaries; or at a

distance of 1000 feet from potential contamination sources, whichever is a shorter distance.

- f. A map showing the location of any subsurface wastewater disposal systems and drinking water wells within the subdivision and within 100 feet of the subdivision boundaries.
2. The subdivision will not result in the existing ground water quality becoming inferior to the physical, biological, chemical, and radiological levels for raw and untreated drinking water supply sources specified in the Maine State Drinking Water Regulations, pursuant to 22 M.R.S.A., Section 601.
3. If ground water contains contaminants in excess of the primary standards, and the subdivision is to be served by on-site ground water supplies, the applicant shall demonstrate how water quality will be improved or treated.
4. If ground water contains contaminants in excess of the secondary standards, the subdivision shall not cause the concentration of the parameters in question to exceed 150% of the ambient concentration.
5. Subsurface waste water disposal systems and drinking water wells shall be constructed as shown on the map submitted with the assessment. If construction standards for drinking water wells or other measures to reduce ground water contamination and protect drinking water supplies are recommended in the assessment, those standards shall be included as a note on the final plan, and as restrictions in the deeds to the affected lots.

**Q. Protection of Significant Wildlife Habitat**

Applicants proposing to subdivide land in or within 75 feet of wildlife resources identified by the Maine Department of Inland Fisheries and Wildlife shall consult with a recognized wildlife or fisheries consultant or the Maine Department of Inland Fisheries and Wildlife and provide their written comments to the Board. Any conditions to the approval to wildlife habitat preservation shall appear on the plan and as deed restrictions to the effected lots.

**R. Scenic Locations**

The Board shall consider the existence of a scenic site or view location as identified in the Town of Mexico Comprehensive Plan and the impact of the proposed subdivision on such a site or view. The Board may require the placement or visual qualities of structures on lots in such locations so to minimize the negative impacts of the subdivision on such sites and views.

**S. Archaeological Sites**

Any proposed subdivision activity involving structural development or soil disturbance on, or adjacent to, sites listed on, or eligible to be listed on the National Register of Historic Places, as determined by the permitting authority, shall be submitted by the applicant to the Maine Historic Preservation Commission for review and comment at least 20 days prior to final approval in the case of a minor subdivision or preliminary approval of a major subdivision by the Board. The Board shall consider comments received from the Commission prior to rendering a decision on the application.

**T. Historic Locations**

The Board shall consider a proposed subdivisions impacts on historic buildings and sites as identified in the Mexico Comprehensive plan. When a proposed subdivision will include a historic building or site the applicant will design the subdivision to minimize the impacts on the historic building or site.

**U. Endangered and Threatened Species**

The Board shall consider a proposed subdivisions impacts on state documented endangered species.

**V. Solid Waste**

All solid waste shall be disposed of at a Department of Environmental Protection licensed facility.

**SECTION XI STREET AND STORM DRAINAGE DESIGN AND CONSTRUCTION STANDARDS**

**A. Street Standards**

1. All streets proposed as an element of a subdivision shall comply with the Town of Mexico, Maine Street Standards Ordinance except as provided for within this Ordinance.
2. All street designs and submissions as required by the Town of Mexico, Maine Street Standards Ordinance shall be submitted as an element of the subdivision application as required by this Ordinance.
3. Street names shall be proposed by the applicant and approved by the town of Mexico. Streets that are continuations of existing streets shall be given the same name as the existing street. Names of new streets shall not duplicate nor bear the phonetic resemblance of the names of existing streets within the town.
4. Approval of the Final Plan shall not constitute or be evidence of any acceptance by the Town of Mexico of any street or easement.

**B. Storm Water Management Design Standards**

1. Adequate provision shall be made for disposal of all storm water generated within the subdivision, and any drained ground water through a management system of ditches, swales, culverts, underdrains, and/or storm drains. The storm water management system shall be designed to conduct storm water flows to existing watercourses or storm drains.
  - a. All components of the storm water management system shall be designed to meet the criteria of a 25-year storm.
2. The storm water management system shall be designed to accommodate upstream drainage, taking into account existing conditions and approved or planned developments not yet built and shall include a surplus design capacity factor of 25% for potential increase in upstream runoff.
3. Downstream drainage requirements shall be studied to determine the effect of the proposed subdivision. The storm drainage shall not overload existing or future planned storm drainage systems downstream from the subdivision. The subdivider shall be responsible for financing any improvements to existing drainage systems required to handle the increased storm flows.
4. Wherever the storm drainage system is not within the right-of-way of a public street, perpetual easements shall be provided to the Town allowing maintenance and improvement of the system.

## SECTION XII PERFORMANCE GUARANTEES

**A. Types of Guarantees.** With submission of the application for final plan approval, the subdivider shall provide one of the following performance guarantees for an amount adequate to cover the total construction costs of all required improvements, taking into account the time-span of the construction schedule and the inflation rate for construction costs:

1. A certified check payable to the town, or a savings account or certificate of deposit naming the town as owner, for the establishment of an escrow account; or
2. A performance bond issued by a surety company payable to the town and approved by the municipal officers; or
3. An irrevocable letter of credit from a financial institution establishing funding for the construction of the subdivision, from which the town may draw if construction is inadequate, approved by the municipal officers; or
4. An offer of conditional approval limiting the number of units built or lots sold until all required improvements have been constructed.

The conditions and amount of performance guarantee shall be determined by the Board with the advice of any engineer retained by the Board, public works director, sewer and water departments and municipal officers.

**B. Contents of Guarantee.** The performance guarantee shall contain construction schedule, cost estimates for each major phase of construction taking inflation into account, provisions for inspections of each phase of construction, provisions for the release of part or all of the performance guarantee to the developer, and a date after which the developer will be in default. The guarantee shall state that the town shall have access to the funds to finish construction.

**C. Phasing of Development.** The Board may approve plans to develop a major subdivision in separate and distinct phases. This may be accomplished by limiting final approval to those lots abutting that section of the proposed subdivision street which is covered by a performance guarantee. When development is phased, road construction shall commence from an existing public way. Final approval of lots in subsequent phases shall be given only upon satisfactory completion of all requirements pertaining to previous phases.

**D. Release of Guarantee.** Prior to the release of any part of the performance guarantee, the Board shall determine to its satisfaction that the proposed improvements meet or exceed the design and construction requirements for that portion of the improvements for which the release is requested.

**E. Default.** If, upon inspection, it is found that any of the required improvements have not been constructed in accordance with the plans and specifications filed as part of the application, the Code Enforcement Officer shall so report in writing to the municipal officers, the Board, and the subdivider or contractor. The municipal officers shall take any steps necessary to preserve the Town's rights.

**F. Privately-Owned Roads.** Where the subdivision streets are to remain privately-owned roads, the following words shall appear on the recorded plan.

"All roads in this subdivision shall remain private roads to be maintained by the developer or the lot owners and shall not be accepted or maintained by the Town."

### SECTION XIII WAIVERS

- A. Where the Board makes written findings of fact that the applicant will suffer an undue economic or other hardship if the requirements of this Ordinance are strictly applied, it may waive the necessity for strict compliance with the requirements of this Ordinance in order to provide relief from the hardship in question and to permit a more practical and economical development. However, this shall not compromise the public health, safety, and welfare and the waivers in question shall not have the effect of nullifying the effect of this Ordinance or the comprehensive plan.
- B. Where the Board makes written findings of fact that, due to special circumstances regarding a particular lot proposed for inclusion in the subdivision, an undue economic or other hardship will be caused, it may waive strict compliance with those requirements of this Ordinance causing such hardship in order to permit a more practical or economically viable development, provided that the public health, safety, and welfare will be not compromised.
- C. In granting waivers to any of these regulations in accordance with Sections 12.1 and 13.2, the Board shall require such conditions as that will assure the objectives of these regulations are met.
- D. When the Board grants a waiver to any of the improvements required by this ordinance, the final plan, to be recorded at the Registry of Deeds, shall indicate the waivers granted and the date which they were granted.

### SECTION XIV ORDINANCE AMENDMENTS

- A. **Initiation of Amendments.** An amendment to this Ordinance may be initiated by:
  - 1. The Planning Board, provided a majority of the Board has so voted;
  - 2. Request of the municipal officers; or
  - 3. Written petition of a number of voters equal to at least 10% of the number of votes cast in the municipality at the last gubernatorial election.
- B. The Planning Board shall hold a public hearing on the proposed amendment. Notification of the hearing shall be posted and advertised in a newspaper of general circulation in the municipality at least seven days prior to the hearing.
- C. **Adoption of Amendment.** An amendment to this Ordinance may be adopted by a majority vote of the Town Meeting.

### SECTION XV APPEALS

- A. An aggrieved party may appeal any decision of the Board under this Ordinance to the Board of Appeals within 30 days of the date the Board issues a written order of its decision.

### SECTION XVI SUBDIVISION PLAN AMENDMENT FEES

The following fees shall be shall be paid to the town for amendments to approved subdivision plans. The selectmen shall have the authority to revise these fees after conducting a public hearing.

- A. The fee for any amendment when the number of lots remain the same, and there is no substantial change to roads or drainage systems, shall be \$25.

- B. The fee for any amendment, when three or less new lots are created, shall be a \$25 publishing and notice fee and \$100 for the first new lot created and \$50 for each additional lot.
- C. The fee for amendment, when there are substantial changes to roads and drainage systems or more than three lots are created, shall be equal to that required by a new application.

## SECTION XVII DEFINITIONS

In general, words and terms used in these regulations shall have their customary dictionary meanings. More specifically, certain words and terms used herein are defined as follows:

**Arterial Street:** A major thoroughfare which serves as a major traffic way for travel between and through the municipality.

**Collector Street:** A street servicing at least twenty (20) lots or dwelling units, or street which serves as feeder to arterial streets and collector of traffic from minor streets.

**Common Driveway:** A vehicle accessway serving two dwelling units

**Complete Application:** An application shall be considered complete upon submission of the required fee and all information required by these regulations for a Final Plan, or by a vote by the Board to waive the submission of required information. The Board shall issue a receipt to the applicant upon its determination that an application is complete.

**Developed Area:** Any area on which a site improvement or change is made, including buildings, landscaping, parking areas, and streets.

**Direct Watershed:** That portion of the watershed that does not first drain through an upstream lake.

**Existing Public Street:** Roads which are maintained by the Town of Mexico and/or the State of Maine.

**Final Plan:** The final drawings on which the applicant's plan of subdivision is presented to the Board for approval and which, if approved, may be recorded at the Registry of Deeds.

**Fresh Water Wetland:** Means fresh water swamps, marshes, bogs and similar areas which are:

- a. Inundated or saturated by surface or ground water at a frequency and for a duration sufficient to support, and which under normal circumstances do support, a prevalence of wetland vegetation typically adapted for life in saturated soils; and
- b. Not considered part of great pond, coastal wetland, river, stream or brook.

These areas may contain small stream channels or inclusions of land that do not conform to the criteria.

**High Intensity Soil Survey:** A soil survey conducted by a certified soil scientist, meeting the standards of the National Cooperative Soil Survey, which identifies soil types down to 1/10 acre or less at a scale equivalent to the subdivision plan submitted. The mapping units shall be the soil series. Single soil test pits and their evaluation shall not be considered to constitute high intensity soil surveys.

**100 Year Flood:** The flood having a one percent chance of being equaled or exceeded in any given year.

**Industrial or Commercial Street:** A street servicing industrial or commercial uses.

**Industrial Park or Development:** A subdivision developed exclusively for industrial uses, or a subdivision planned for industrial uses and developed and managed as a unit, usually with provision for common services for the users.

**Manufactured Housing:** A structural unit or units designed for occupancy, constructed in a manufacturing facility, and transported, by the use of its own chassis or an independent chassis, to a building site. The term includes any type of building which is constructed at a manufacturing facility and transported to a building site where it is used for housing. It may be purchased or sold by a dealer in the interim. For purposes of this section, two types of manufactured housing are included. Those two types are:

1. Those units constructed after June 15, 1976, commonly called "newer mobile homes", which the manufacturer certifies are constructed in compliance with the United States Department of Housing and Urban Development standards. These are structures transportable in one or more sections, which, in the traveling mode, are 14 body feet or more in width and are 750 or more square feet in area, and are built on a permanent chassis and designed to be used as dwellings, with or without permanent foundations, when connected to the required utilities, including the plumbing, heating, air conditioning or electrical systems contained in the unit;
  - a. This term also includes any structure which meets all the requirements of this subparagraph except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the Secretary of the United States Department of Housing and Urban Development and complies with the standards established under the National Manufactured Housing Construction and Safety Standards Act of 1974, United States Code, Title 42, Section 5401, et.seq.; and
2. Those units commonly called "modular homes" which the manufacturer certifies are constructed in compliance with Title 10, Chapter 957, and rules adopted under that chapter. These structures transportable in one or more sections which are not constructed on a permanent chassis, and are designed to be used as dwellings on foundations when connected to required utilities, including the plumbing, heating, air conditioning or electrical systems contained in the unit.

**Minor Street:** A street servicing less than twenty lots or dwelling units.

**Mobile Home Park:** A parcel of land under unified ownership for the placement of three (3) or more manufactured homes.

**Mobile Home Park Lot:** Mobile home park lot means the area of land on which an individual home is situated within a mobile home park and which is reserved for use by the occupants of that home. A municipality shall require a lot to be designated on a mobile home park plan.

**Multi-Unit Residential:** A residential structure containing three (3) or more residential dwelling units.

**Net Residential Acreage:** The total acreage available for the subdivision, and shown on the proposed subdivision plan, after subtracting the area for streets or access and areas which are unsuitable for development.

**Net Residential Density:** The average number of dwelling units per net residential acre.

**Official Submission Date:** The date upon which the Board issues a receipt indicating a complete application has been submitted.

**Open Space Subdivision:** A subdivision in which the lot sizes are reduced below those normally required in return for the provision of permanent open space owned in common by lot/unit owners, the town, or a land conservation organization. Clustering shall not be used to increase the overall net residential density of the development.

**Person:** Includes a firm, association, organization, partnership, trust, company, or corporation, as well as an individual.

**Preliminary Subdivision Plan:** The preliminary drawings indicating the proposed layout of the subdivision to be submitted to the Board for its consideration.

**Privately-Owned Street:** A street which is not intended to be dedicated as a town way.

**Recording Plan:** A copy of the final plan which is recorded at the Registry of Deeds and which need not show information irrelevant to the transfer of an interest in the property, such as sewer and water line locations and sizes, culverts, and building lines.

**Re-subdivision:** The division of an existing subdivision or any change in the plan for an approved subdivision which affects the lot lines, including land transactions by the subdivider not indicated on the approved plan.

**Significant Scenic View Locations:** Point where scenic views can be accessed as identified in the Mexico Comprehensive Plan.

**Stream, River or Brook:** River, stream or brook means a channel between defined banks created by the action of surface water, and which has two (2) or more of the following characteristics.

- A. It is depicted as a solid or broken blue line on the most recent edition of the U.S. Geological Survey 7.5 minute series topographic map.
- B. It contains or is known to contain flowing water continuously for a period of at least three (3) months of the year in most years.
- C. The channel of the bed is primarily composed of mineral material such as sand and gravel, parent material, or bedrock that has been deposited or scoured by water.
- D. The channel contains aquatic animals such as fish, aquatic insects or mollusks in the water or, if no water is present, within the stream bed.
- E. The channel contains aquatic vegetation and is essentially devoid of upland vegetation.

**Street:** Public and private ways such as alleys, avenues, highways, roads and other rights-of-ways, as well as areas on a subdivision plans designated as rights-of-ways for vehicular access, other than driveways, farm roads or logging roads.

**Subdivision:** The division of a tract or parcel of land into three or more lots as defined by state law and including developments where there are three or more units involved such as mobile home parks, multiple family housing, apartment houses, multiple housing units, shopping plazas, business complexes, condominiums, shopping centers and industrial parks.

**Subdivision, Major:** Any subdivision containing more than five lots or dwelling units, or units in a shopping center or similar commercial establishment or any subdivision containing a proposed street.

**Subdivision, Minor:** Any subdivision containing not more than five lots or dwelling units, and in which no street is proposed to be constructed or units in a shopping center or similar commercial establishment.

**Substantial Construction:** The completion of any of the improvement(s) to the total property or individual lots and any infrastructure improvements which is equivalent to 30 percent of the total cost to the developer of such improvements.

**Tract, or Parcel, of Land:** All contiguous land in the same ownership, whether or not the tract is separated at any point by: an intermittent or non-navigable stream, tidal waters where there is no flow at low tide, or a private road established by the abutting landowners.

SUBDIVIS.ORD. 9/15/98.3./4/99

**TOWN OF MEXICO  
SUBDIVISION APPLICATION**

Subdivision Name: \_\_\_\_\_  
Application No.: \_\_\_\_\_

**APPLICANT INFORMATION**

1. Name of Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

2. Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

3. If applicant is a corporation, check if licensed in Maine:  
    \_\_\_YES                      \_\_\_NO (attach a copy of State's registration)

4. Name of applicant's authorized agent: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone # \_\_\_\_\_ Registration No. \_\_\_\_\_

5. Person and address to which all correspondence regarding this application should be sent to:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What legal interest does the applicant have in the property to be developed? (ownership, option, purchase and sales contract, etc.) Attach evidence of interest. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What interest does the applicant have in any abutting property? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LAND INFORMATION**

8. Location of property: (from County Registry of Deeds) Book \_\_\_\_\_ Page \_\_\_\_\_  
(from Tax Maps) Map \_\_\_\_\_ Lot(s) \_\_\_\_\_

9. Current Land Use District of property: \_\_\_\_\_

10. Is any portion of the property within 250 feet of the high water mark of a pond, river, stream or upland edge of a wetland? \_\_\_YES \_\_\_NO

11. Acreage to be developed? \_\_\_\_\_

12. Indicate the nature of any restrictive covenants to be placed in the deeds. (attach copies)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Has this land been part of a prior approved subdivision? \_\_\_YES \_\_\_NO

14. Identify existing use(s) of land.

\_\_\_\_\_

15. Does the parcel include any water bodies or portions thereof? \_\_\_YES \_\_\_NO

16. Is any portion of the property within a special flood hazard area as identified by the Federal Emergency Management Agency? \_\_\_YES \_\_\_NO

17. List below the names and mailing addresses of property owners abutting the tract to be subdivided.

NAME

ADDRESS

_____	_____
_____	_____
_____	_____
_____	_____

**GENERAL INFORMATION**

18. Proposed name of subdivision: \_\_\_\_\_

19. Number of lots or units: \_\_\_\_\_

20. Anticipated date for start of construction: \_\_\_\_\_

21. Anticipated date of completion: \_\_\_\_\_

22. Identify method of water supply to the proposed development?

- individual wells
- central well with distribution on lines
- public water
- other - please state alternative \_\_\_\_\_

23. Identify method of sewage disposal to the proposed development?

- individual septic tanks
- central on-site disposal with distribution lines
- public sewer
- other- please state alternative \_\_\_\_\_

23. Identify method of fire protection for the proposed development?

- fire hydrants
- dry hydrants located on the existing pond or water body
- fire pond
- other - please state alternative \_\_\_\_\_

24. Does the applicant propose to dedicate to the public any streets, recreation or common lands?

street(s)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Estimated length	_____
side walks	<input type="checkbox"/> YES <input type="checkbox"/> NO	Estimated length	_____
recreation area(s)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Estimated acreage	_____
common land(s)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Estimated acreage	_____

25. Does the applicant intend to request waivers of any of the subdivision submission requirements? If yes, list them and state reasons for the request.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

26. State below the estimated total cost of the project, as proposed in this application, and itemize major categories, including estimated costs of activities to be devoted to minimizing or preventing adverse effects on the surrounding environment during construction and/or operation of this project.

Legal_____	Water Supply_____
Surveys_____	Landscaping_____
Roads_____	Erosion Control_____
Sewers_____	Other_____
Structures_____	TOTAL_____

27. Attach a statement as to how you plan to finance the project. If the costs involve more than normal legal fees and surveying, personal, or corporate statements or a specific letter from a bank or other reliable financing sources are required.

To the best of my knowledge, all the above stated information submitted in this application is true and correct.

\_\_\_\_\_  
(signature of applicant)

\_\_\_\_\_  
(date)

***All applicants for subdivision approval are requested to obtain a copy of the Town of Mexico Subdivision Ordinance. In addition to the information requested on this form, the Subdivision the Ordinance identifies the submission material necessary for the Planning Board to conduct their review of your subdivision. The submission of the necessary material will expedite the review process.***

Thank you.

**TOWN OF MEXICO**  
**RECEIPT OF SUBDIVISION APPLICATION**

Date: \_\_\_\_\_

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

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

The Mexico Planning Board has received your application for a \_\_\_\_\_ lot/unit subdivision at \_\_\_\_\_.

In accordance with Title 30-A M.R.S.A. Section 4403.3, the Board shall, within thirty (30) days, notify you in writing that the application is a complete application, or if the application is incomplete, the specific additional material needed to make it a complete application. After the Board has determined that a complete application has been filed, it will notify you and begin its full evaluation of the proposed subdivision.

Sincerely,

\_\_\_\_\_  
Chairman

**NOTICE TO ABUTTING PROPERTY OWNERS  
OF PROPOSED SUBDIVISION  
TOWN OF MEXICO PLANNING**

To: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

In accordance with the State Subdivision Law and the Town of Mexico Subdivision Ordinance, the Planning Board is notifying you that it has received an application for subdivision approval. A general description of the proposed subdivision is provided below. Additional information concerning the subdivision is available by contacting the Town Office.

Applicant: \_\_\_\_\_

Location: Map # \_\_\_\_\_ Lot # \_\_\_\_\_

Street or Road: \_\_\_\_\_

Total Acres Proposed: \_\_\_\_\_

Number of Lots or Units: \_\_\_\_\_

Type of Subdivision: \_\_\_\_\_

\_\_\_\_\_  
Town of Mexico

TOWN OF MEXICO

NOTICE OF COMPLETE SUBDIVISION APPLICATION

Date: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear \_\_\_\_\_:

The Mexico Planning Board has reviewed your application for a \_\_\_\_\_ lot/unit subdivision at \_\_\_\_\_ and found it to be complete.

The board has scheduled a meeting for \_\_\_\_\_ at \_\_\_\_\_ pm at which time your application will be reviewed for conformance with criteria of Title 30-A MRSA, §4404 and the standards contained in the Town of Mexico Subdivision Ordinance. You or your authorized representative is requested to attend the meeting.

The Board at that time will determine whether to hold a public hearing.

Sincerely,

\_\_\_\_\_  
Chairman

**TOWN OF MEXICO**

**NOTICE OF INCOMPLETE SUBDIVISION APPLICATION**

Date: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear \_\_\_\_\_:

The Planning Board of the town of Mexico has reviewed your application for a \_\_\_\_\_ lot/unit subdivision at \_\_\_\_\_ and found it to be incomplete.

In order to be considered a complete application the following materials must be submitted:

- a.
- b.
- c.

Sincerely,

\_\_\_\_\_

Chairman

**TOWN OF MEXICO**

**SUBDIVISION APPLICATION COMPLETENESS CHECKLIST  
MINOR SUBDIVISION**

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

- \_\_\_ 1. Proposed Subdivision Name
- \_\_\_ 2. Tax Map and Lot Numbers where Subdivision is located
- \_\_\_ 3. Field survey of boundary lines of tract
- \_\_\_ 4. Copy of deed and existing covenants affecting property
- \_\_\_ 5. Proposed covenants and deed restrictions
- \_\_\_ 6. Contour lines as specified by the Planning Board
- \_\_\_ 7. Number of acres in subdivision
- \_\_\_ 8. Location of property lines
- \_\_\_ 9. Water courses
- \_\_\_ 10. Location and type of sewage disposal proposed
- \_\_\_ 11. Test pit data
- \_\_\_ 12. Location of test pits
- \_\_\_ 13. Statement from Sewer District
- \_\_\_ 14. Type of water supply and statement from well driller or Water District
- \_\_\_ 15. Date plan prepared
- \_\_\_ 16. Magnetic north

- 17. Graphic map scale
- 18. Name and address of record owner, subdivider and individual or company who prepared plan
- 19. Names and addresses of adjoining property owners
- 20. Location of land use district boundaries affecting subdivision
- 21. Proposed lot lines with appropriate dimensions and lot area
- 22. Soil erosion and sedimentation plan
- 23. Stormwater management plan
- 24. Medium intensity soil survey
- 25. Location and elevation of 100 year floodplain
- 26. Location of wetlands
- 27. Location of rivers, streams or brooks within or adjacent to subdivision
- 28. Location of significant wildlife habitat
- 29. Location of watershed of lake or pond
- 30. Phosphorus impact analysis
- 31. Location of archaeological sites
- 32. Rare and endangered species
- 33. Historic buildings and sites
- 34. Location of scenic locations as identified in Comprehensive Plan
- 35. Cost of storm drainage and sediment and erosion control
- 36. Statement of technical and financial capacity
- 37. Evidence of right, title or interest in the property to be reviewed
- 38. Application fee

**TOWN OF MEXICO**

**SUBDIVISION APPLICATION COMPLETENESS CHECKLIST  
PRELIMINARY PLAN-MAJOR SUBDIVISION**

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

- \_\_\_ 1. Proposed Subdivision Name
- \_\_\_ 2. Tax Map and Lot Numbers where Subdivision is located
- \_\_\_ 3. Field survey of boundary lines of tract
- \_\_\_ 4. Copy of deed and existing covenants affecting property
- \_\_\_ 5. Proposed covenants and deed restrictions
- \_\_\_ 6. Contour lines as specified by the Planning Board
- \_\_\_ 7. Number of acres in subdivision
- \_\_\_ 8. Location of property lines
- \_\_\_ 9. Water courses
- \_\_\_ 10. Vegetative cover
- \_\_\_ 11. Location and type of sewage disposal proposed
- \_\_\_ 12. Test pit data
- \_\_\_ 13. Location of test pits
- \_\_\_ 14. Statement from Sewer District
- \_\_\_ 15. Type of water supply and statement from well driller or Water District
- \_\_\_ 16. Date plan prepared

- 17. Magnetic north
- 18. Graphic map scale
- 19. Name and address of record owner, subdivider and individual or company who prepared plan
- 20. Names and addresses of adjoining property owners
- 21. Location of land use district boundaries affecting subdivision
- 22. Location and size of existing and proposed sewers, water mains, culverts and drainage ways on or adjacent to the property to be subdivided
- 23. Location, names and widths of existing and proposed streets, easements, building lines and open space on or adjacent to the subdivision
- 24. Proposed lot lines with appropriate dimensions and lot area
- 25. Location and conditions of land proposed for public use
- 26. Location of open space to be preserved and its management
- 27. Soil erosion and sedimentation plan
- 28. Stormwater management plan
- 29. Medium intensity soil survey
- 30. Location and elevation of 100 year floodplain
- 31. Location of wetlands
- 32. Location of rivers, streams or brooks within or adjacent to subdivision
- 33. Location of significant wildlife habitat
- 34. Location of watershed of lake or pond
- 35. Phosphorus impact analysis
- 36. Location of archaeological sites
- 37. Rare and endangered species

- 38. Historic buildings and sites
- 39. Location of scenic locations as identified in Comprehensive Plan
- 40. Traffic impact analysis
- 41. Cost of roads, storm drainange and sediment and erosion control
- 42. Statement of technical and financial capacity
- 43. Evidence of right, title or interest in the property to be reviewed
- 44. Application fee