

TOWN OF OLD ORCHARD BEACH

Current Planning Services:

**PRIVATE WAY
APPLICATION**

(Reference Chapter 78, Article VIII,
Division 3 and Chapter 74 Article VI)

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Application Fees:

Class 1 (single lot) - \$150.00

Class 2 (2 lots) - \$200.00

Class 3 (3 or more lots) - \$200

(plus \$100 per lot over two)

Date Received:

Application Fee PAID: \$

This application and all accompanying submissions shall conform to the applicable provisions of the Old Orchard Beach Zoning Ordinance and Subdivision Ordinance. Include 13 copies of this application and all submission requirements completed to be placed on the Planning Board agenda.

Record Owner of Property:

Corporate Contact Person (if applicable):

Mailing Address:

Telephone # Daytime:

FAX:

Email Address:

Applicant/Agent (if different than owner):

Mailing Address:

Telephone # Daytime:

FAX:

Email Address:

Street Location/Address of the Property:

Tax Map #

Block #

Lot #

Zoning District:

Proposed Name of the Private Way:

Number of Lots Served by the Private Way:

Right, Title or Interest in the Property:

Record Owner

Contract to purchase, option, or lease

Identify Any and All Easements on Property: (attach copies of easement deeds)

Indicate the Name of the Property Owner(s) Who Will Retain Fee Ownership of the Right of Way:

Private Way Dimensions: Length of Private Way:

Right of Way Width:

Width of Travel Way:

Existing Use of Property:

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List Any Local, State, or Federal Approvals Required for this Project:

- Shoreland Zone Permit (Floodplain Included)
- ZBA (variance) Explain:
- DEP (Sand Dune Permit) (NRPA Permit)
- Army Corps of Engineers MCGP
- Subdivision Chap. 500 Stormwater Permit
- Subdivision Amendment Historic District Review
- Post-Construction Ord. Review (Ch. 71) Design Review

Schedule of Improvements:

Beginning Date:

Ending Date:

(If improvements are to be phased, attach Proposed Construction Schedule)

Design Standards for all the roads, utility structures, and private way appurtenances are specified in the Old Orchard Beach Zoning Ordinance.

Drawing Set Submission - Include the Following With Each Submission

- Copy of approved subdivision plan

Plans and Profiles of the proposed Private Way drawn at a scale no more than 1"=40' and 1"=4' vertical exaggeration showing all proposed improvements sealed by a Professional Engineer licensed in the State of Maine and containing the following:

- Existing and proposed topography** drawn at two-foot (2') contours within the right of way and off the right of way if applicable to grading and drainage improvements;
- All horizontal and vertical curve data and road stationing in 50-foot horizontal increments.**
- Location, dimension, and gradients of underground and above ground utilities** including electric, water, sewer, stormwater management facilities, street lights, sidewalks, cable TV, telephone, and natural gas. Utility stubs to individual lots and building should be so identified on the plans and should be extended to the limits of the right of way;
- Invert and rim elevations of all drainage and sewer structures** including drainage catch basins, manholes, culverts, and stormwater detention facilities;



Existing and proposed topography drawn at two-foot (2') contours within the right of way and off the right of way if applicable to grading and drainage improvements;

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- All horizontal and vertical curve data and road stationing in 50-foot horizontal increments;
- Location of proposed fire hydrants;
- Typical Crosssection showing construction specifications og the proposed road;
- Drainage calculations and stormwater management plan designed for a 25-year storm event including strategy to achieve zero peak runoff between pre and post development conditions;
- Street tree planting plan in accordance with Sections 78-1771 of the Zoning Ordinance;
- Soil Erosion Control Plan;
- Detail Sheets showing construction details of all street lighting, manhole, catch basin, utilities, (gas, stormwater, sewer, electric, TV, telephone) sidewalks, driveway structures, fire hydrants, planting details, soil erosion control devices, and all other proposed structures;
- Cost Estimates of Proposed Infrastructure Improvements, including: demoliton, clearing and grubbing, grading and excavation, road base, culverts and stormwater line, sewer lines, catch basins and stormwater manholes, detention facilities, sanitary manholes/structures, utility lines and structures (electrical, gas, cable TV), sidewalk, street tress, loam, seed and landscaping, street lighting, road signage, pavement, erosion control, monumentation, as-built drawings, contingency (see Cost Estimate spreadsheet attached);
- Completed Declaration of Maintenance of Private Way (attached).

Attach a check payable to the Town of Old Orchard Beach for Application fees.

ALL SUBMITTALS MUST BE DELIVERED TO THE PLANNING DEPARTMENT NO LATER THAN 4:00 pm 21 DAYS BEFORE THE NEXT PLANNING BOARD MEETING.

The undersigned hereby makes application to Town of Old Orchard Beach for approval of the attached plans and declares the foregoing to be true and accurate to the best of his/her knowledge:

Owner: (Signature/Print)

Date

Applicant: (Signature/Print)

Date

OOB Planning Department

One Portland Avenue, Old Orchard Beach, ME. 04064 Phone: 207 934 5714 Fax: 207 934 5911

Declaration of Maintenance of Private Way

This Declaration of Maintenance of Private Way (hereinafter called the "Declaration"), made as of the _____ day of _____ by _____ whose mailing address is _____ (hereinafter called the "Declarants");

WITNESSETH:

WHEREAS, the Declarants are the owners of certain real property situated in Old Orchard Beach, County of York and the State of Maine identified on Town Assessor's Maps as Tax Map # _____ Block _____ Lot _____ more particularly being proposed lot(s) # _____ as shown on a certain plan entitled (project name) _____ (address) _____, as prepared by (engineer's name) _____, dated _____, and to be recorded in the York County Registry of Deeds (hereinafter called the "Plan");

WHEREAS, the Declarants are desirous of outlining and declaring the respective duties and obligations of the owners of the lots as shown on the Plan with regard to the maintenance, repair and plowing of the private way shown on the Plan and designated as New Private Way;

Now, therefore, the Declarants herby declare that the respective numbered lots shown on the Plan are and shall be held, transferred, sold or conveyed subject to the following covenants, agreements, liens and charges relating to the maintenance, repair and plowing of the private way shown on the Plan;

1 The owner, or owners, of Lot # _____ as shown on the Plan shall jointly and severally be responsible for _____ of the necessary cost of maintaining, repairing and plowing the private way shown on the Plan;

2 The owner, or owners, of Proposed Lot # _____ as shown on the Plan shall jointly and severally be responsible for _____ of the necessary cost of maintaining, repairing and plowing the private way shown on the Plan;

3 The duties and obligations imposed by this Declaration shall run with the land;

4 The duties and obligations imposed by this Declaration shall be transferred to donee or purchasers of the respective numbered lots shown on the Plan and that upon such transfer, the transferors are no longer bound by these duties and obligations;

5 The Declarants, for themselves, their heirs, successors and assigns, acknowledge, understand and agree that the Town of Old Orchard Beach is not responsible for the maintenance, repair or plowing of the private way shown on the plan.

Date

Witness

Witness

STATE OF MAINE
YORK, SS.

Date

Personally appeared the above named _____ and
acknowledged the foregoing instrument to be their free act and deed.

Before me,

Notary Public

My Commission Expires

Infrastructure Inspection Procedures

Developments receiving Planning Board review and approval and those that submit a cash escrow for infrastructure inspection are required to contact the Town's reviewing engineer for on-site inspection when the following construction activities take place. Failure to arrange for or receive positive inspection review may result in stop work orders and/or the removal of construction material to facilitate inspection as required.

Pre-Construction Meeting: The Town's Inspector shall be contacted, preferably by the Contractor, prior to the beginning of construction. The meeting may be held over the phone or at the project site, depending on the nature of the project.

Clearing/Grubbing: The Inspector shall be contacted while the clearing and grubbing is taking place. The erosion control measures indicated in the erosion control plan shall be in place and ready for inspection.

Site Subgrading: The inspector shall be contacted when the project is being subgraded, prior to the installation of any aggregate base material.

Prior to Aggregate Base Material Installation: Prior to the installation of any aggregate, a sample must be tested to ensure that it meets the gradation specification and the results given to the Inspector.

Stormwater/Wastewater Collection System Installation: Prior to the start of the installation of the stormwater or wastewater collection systems, the Inspector shall be contacted. This will allow for the Inspector to observe the start of the system installation to make sure it is in accordance with the specifications and plans. Also, the Contractor shall notify the Inspector of the schedule for the wastewater collection system testing and provide the results of the testing to the Inspector.

Aggregate Base Material Installation: Prior to the start of the installation of aggregate base, the Inspector shall be contacted. This will allow the Inspector the opportunity to observe the materials installation and compaction to ensure that it is in compliance with the plans and specifications. The Contractor shall provide compaction test results during the materials installation.

Paving: Prior to the project being paved, the Inspector shall be contacted. This will allow the Inspector to ensure that aggregate base is in satisfactory condition for paving. It will also allow the Inspector to observe the pavement laydown, compaction and thickness.

Loam and Seed/Landscaping: The Inspector shall be contacted while the loam and seed is being installed.

Final Inspection: Prior to the release of a letter of credit or any remaining escrow funds or the issuance of a certificate of occupancy, a final inspection letter shall be obtained from the engineering inspector.