

**TOWN OF BRIDGTON**  
**Three Chase Street, Suite 1, Bridgton, Maine 04009**  
**207-647-8786**

**SUBDIVISION APPLICATION - REVISION/AMENDMENT**  
**GENERAL INFORMATION**

The purpose of this guide is to inform developers of the procedure and rules for applying to the Bridgton Planning Board for approval of a subdivision. The Planning Board has State, Local and Board Regulations which must be followed in considering subdivisions.

No public utility shall serve any lot in an unapproved subdivision. Utility permits are obtained from Central Maine Power Company and must be signed by the Code Enforcement Officer.

Eight (8) copies of the application and accompanying plans, tests, etc., must be submitted to the Secretary of the Planning Board 12 days prior to the next scheduled Planning Board Meeting.

Supplemental information must be submitted to the Planning Board at least twelve (12) days prior to the proposed meeting or Public Hearing.

The application fee is \$100.00/per lot or unit in addition to an Escrow Deposit of \$150.00 per lot or unit for expenses incurred i.e.; advertising, street sign(s). Unused funds will be returned to the applicant upon conclusion of the review process.

The developer or authorized agent for the developer shall notify owners of all properties within five hundred (500) feet of the proposed development by certified mail return receipt requested not less than twelve (12) days prior to the meeting. The developer or authorized agent for the developer shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt requested. The notification to the property owners and the Town Manager shall include the time, place and date of the Planning Board Meeting and a sketch of the proposed project. The Planning Board may hold a public hearing within 30 days of the determination of application completeness. The developer or authorized agent for the developer shall notify owners of all properties within five hundred (500) feet of the proposed development by certified mail return receipt requested no less than twelve (12) days prior to the hearing. The developer or authorized agent for the developer shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt requested. The notification to the property owners and the Town Manager shall include the time, place and date of the hearing and a sketch of the proposed project. For the purpose of this section, the owners of property shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically. Copies of the letter, sketch and verification of the certified mailing from the USPS, or equivalent carrier,

shall be made a part of the application. Notice shall be published in a newspaper of general circulation in the Town of Bridgton at least two times. Related advertising fees will be deducted from the Escrow. Failure to receive notice shall not invalidate the public hearing. The hearing may be continued from one meeting to a later meeting or meetings as the Board

determines to be necessary. Although an application has been deemed complete by the Board, if the Board subsequently determines as a result of new information that further data is required, the Board may continue the hearing and require the developer to submit such further information as the Board deems necessary.

The approved plan shall be filed by the applicant with the Cumberland County Registry of Deeds within ninety (90) days of the date of approval. Any subdivision plan not so filed or recorded within ninety days of the date upon which such plan is approved, shall become null and void, unless the Board finds that there is good cause for an extension which shall not exceed one hundred and twenty (120) days. The applicant shall provide the Secretary of the Planning Board with a receipt from the Registry of Deeds stating book and page and date of filing.

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SUBDIVISION APPLICATION  
REVISION/AMENDMENT

Fee: \$100.00/per lot or unit in addition to an escrow deposit of \$150.00 per lot or unit

The applicant shall submit 8 copies of the completed application along with all required documentation to the Town at least 12 days prior to the meeting of the Planning Board at which the Applicant wants to be heard.

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

Location of Property: Map \_\_\_\_\_ Lot \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_

Street Location: \_\_\_\_\_

Please describe revision/amendment \_\_\_\_\_

\_\_\_\_\_

APPLICATION INFORMATION:

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

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

Telephone: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

3. If Applicant is a corporation, licensed in Maine? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Attach a copy of State's Registration

4. Name of Applicant's Authorized Agent: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

5. Name of Land Surveyor, Engineer, Architect or other preparing plan:

\_\_\_\_\_

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

Telephone: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Registration: \_\_\_\_\_

6. What legal interest does the applicant have in the property to be developed (Ownership, option, purchase and sale contract, etc.)

\_\_\_\_\_

7. What interest does the applicant have in any abutting properties?

\_\_\_\_\_

8. Current zoning of property: \_\_\_\_\_

9. Is any portion of the property within 250 feet of the high water mark of a pond, river or water body? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, name of waterbody \_\_\_\_\_

(If yes, provisions of the Town of Bridgton Shoreland Zoning Ordinance will also apply to this application, therefore, please provide documentation that the project is in compliance with the Town of Bridgton Shoreland Zoning Ordinance).

10. Are there deed restrictions/covenants? \_\_\_\_\_ Yes \_\_\_\_\_ No (Must be submitted to the Planning Board prior to final approval. Must be noted on the mylar prior to Planning Board signature).

11. Road Association/Owner's Association By-Laws must be submitted to the Plannin Board prior to final approval (Maine State Statute Title 23 ss3101-3105).

12. The developer or authorized agent for the developer shall notify owners of all properties within five hundred (500) feet of the proposed development by certified mail return receipt requested not less than twelve (12) days prior to the meeting. The developer or authorized agent for the developer shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt requested. The notification to the property owners and the Town Manager shall include the time, place and date of the Planning Board Meeting and a sketch of the proposed project. For the purpose of this section, the owners of property

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The Planning Board may hold a public hearing within 30 days of the determination of application completeness. The developer or authorized agent for the developer shall notify owners of all properties within five hundred (500) feet of the proposed development by certified mail return receipt requested no less than twelve (12) days prior to the hearing. The developer or authorized agent for the developer shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt requested. The notification to the property owners and the Town Manager shall include the time, place and date of the hearing and a sketch of the proposed project. For the purpose of this section, the owners of property shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically. Copies of the letter, sketch and verification of the certified mailing from the USPS, or equivalent carrier, shall be made a part of the application. Notice shall be published in a newspaper of general circulation in the Town of Bridgton at least two times. Related advertising fees will be deducted from the Escrow. Failure to receive notice shall not invalidate the public hearing. The hearing may be continued from one meeting to a later meeting or meetings as the Board determines to be necessary. Although an application has been deemed complete by the Board, if the Board subsequently determines as a result of new information that further data is required, the Board may continue the hearing and require the developer to submit such further information as the Board deems necessary.

13. Please provide a cover letter describing the revision/amendment.

All applications shall be reviewed by the Planning Board of the Town of Bridgton in accordance with the procedure, standards and submission requirements set forth in the Bridgton Subdivision Regulations.

*IF APPLICABLE:*

14. Does this revision/amendment require an extension of Public Infrastructure?  Yes  No

Roads  Sidewalks  Sewer Lines  Storm Drainage  
 Water Lines  Fire Protection Equipment  Other

15. Identify Method of Water Supply:

Individual Wells

Central Well with Distribution Lines

Connection to Public Water System

Other (Please state alternative method)

16. Identify Method of Sewage Disposal:

Individual Septic Tanks

Central on site disposal with distribution lines

Connection to public sewer system

Other (Please state alternative method)

17. Identify Method of Fire Protection

Hydrants connected to the public water system

Dry hydrants located on an existing pond or water body

Existing fire pond

Other (Please state alternative method)

18. Proposed street name(s). (Must be approved by designated individual. See attached form).

19. Does the applicant intend to request waivers of any of the subdivision requirements?  Yes  No

If yes, please list them. State section and reason for request.

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20. Is there a reaction trail, i.e.; hiking, snowmobile, etc. on the property?  Yes  No

21. Phosphorous Study (See Subdivision Regulations for further information).



**sample Letter  
Abutter Notification**

Date:

Subject Property Location:

Map: \_\_\_\_\_

Lot: \_\_\_\_\_

To:

This is to inform you that I am submitting an application to the Bridgton Planning Board for a \_\_\_\_\_.

The Bridgton Planning Board will begin review of the application on Tuesday, \_\_\_\_\_ at 7:00p.m. The meeting will be held at the Bridgton Town Office, Three Chase Street, Suite One, Bridgton, Maine. Enclosed please find a sketch of the proposed project and location.

An application is also on file at the Bridgton Town Office for further review. If you have any questions, please feel free to contact me at \_\_\_\_\_. You may also contact Robert Baker, Code Enforcement Officer or Georgiann Fleck, Secretary, at the Bridgton Town Office, 207-647-8786.

Sincerely,

\_\_\_\_\_



TOWN OF BRIDGTON  
THREE CHASE STREET, SUITE 1  
BRIDGTON, MAINE 04009  
207-647-8786

The following is a list of permits/licenses that may be applicable to the project you are proposing. It is strongly recommended that the applicant(s) contact the State of Maine Agencies directly concerning their licenses/permits.

**Town of Bridgton - Code Enforcement Office**

- \_\_\_\_\_ Plans showing development or renovations
- \_\_\_\_\_ Building/Razing Permit
- \_\_\_\_\_ Plumbing Permit (Interior/Exterior)
- \_\_\_\_\_ Site Plan Review (Minor/Major)
- \_\_\_\_\_ Business Information Form
- \_\_\_\_\_ Occupancy Permit
- \_\_\_\_\_ Sign Permit
- \_\_\_\_\_ Road Entrance Permit
- \_\_\_\_\_ Sewer Allocation Request
- \_\_\_\_\_ Shoreland Zoning Ordinance
- \_\_\_\_\_ Floodplain Ordinance
- \_\_\_\_\_ Subdivision Regulations
- \_\_\_\_\_ Meet with Economic Development Director

**Town of Bridgton - Town Clerk**

- \_\_\_\_\_ Victualer's License - Fast Food
- \_\_\_\_\_ Victualer's License - Restaurant (Under 50 seating capacity)
- \_\_\_\_\_ Victualer's License - Restaurant - Over 50 seating capacity)
- \_\_\_\_\_ Bed and Breakfast
- \_\_\_\_\_ Innkeeper
- \_\_\_\_\_ Liquor License
- \_\_\_\_\_ Hawker & Peddler
- \_\_\_\_\_ Outdoor Entertainment
- \_\_\_\_\_ Special Amusement Permit
- \_\_\_\_\_ Pinball Machine License
- \_\_\_\_\_ Junkyard
- \_\_\_\_\_ Pool Room License

**State of Maine - State Fire Marshal's Office 207-626-3880**

- \_\_\_\_\_ Construction Permit
- \_\_\_\_\_ Barrier Free Permit
- \_\_\_\_\_ Spinkler Permit
- \_\_\_\_\_ Dance License

**Miscellaneous**

- \_\_\_\_\_ Department of Economic & Community Development 800-872-3838
- \_\_\_\_\_ Department of Human Services 207-287-5671
- \_\_\_\_\_ Department of Agriculture 207-287-3841
- \_\_\_\_\_ Department of Environmental Protection (DEP) 207-822-6300
- \_\_\_\_\_ Department of Drinking Water Program 207-287-2070
- \_\_\_\_\_ Dig Safe 800-225-4977
- \_\_\_\_\_ Utility Connection Permits (Elec./Tele.)(contact appropriate utility)
- \_\_\_\_\_ Bridgton Water District 207-647-2881