

**Town of Cushing
Planning Board**

APPLICATION PACKET CONTENTS

The Subdivision Regulations and Shoreland Zoning Ordinance are available at the Town Office. This packet contains forms and references needed by applicants.

I. The forms starting on page 2 provide a framework for information for the Board, and for its procedures and deliberations. They are usually used in the sequence shown. Most are used for each application. Those requiring the applicant's attention are starred***.

<u>Packet page</u>		<u>last revised</u>
P1	Subdivision Application Packet Contents***	1.5.11
P1a-1c	Erosion and Sediment Control overview***	11.26.07
P2-4	Application for Preliminary Subdivision Plan Approval***	1.5.11
P5	Schedule of Fees and Escrow Deposits***	1.5.11
P6	Receipt of Preliminary Plan Application & Notice Requirement	11.26.07
P7	Notice To Property Owners***	1.5.11
P8-9	Preliminary Plan Completeness Checklist	1.5.11
P10	Notice of Incomplete Application	11.26.07
P11	Notice of Complete Application	11.26.07
P12-16	Preliminary Plan Compliance Checklist	1.5.11
P17	Agreement to Extend Review***	11.26.07
P18	Approval of Waiver	11.26.07
P19-21	Preliminary Plan Decision Notice	11.26.07
P22	Final Plan Application***	1.5.11
P23	Final Plan Completeness Checklist	1.5.11
P24-25	Final Plan Compliance Checklist	1.5.11
P26-28	Final Plan Decision Notice	11.26.07
P29	Release of Conditional Agreement	1.5.11
P30	Town Procedures for Forms	1.5.11
P31	Letter of Credit	9.15.09

II. Sources referenced in the Subdivision Regulation are available at the Town Office:

- Maine Erosion and Sediment Control Best Management Practices manual
- Coastal Landslide Hazards map
- Emery & Garrett map (areas likely to experience salt water intrusion)
- USGS topographic maps
- Shoreland Zoning Map (Resource Protection Districts and Land Use Districts)
- Assessors maps (abutters and near properties)
- FEMA flood insurance rate maps

III. Town office354-2375 (Code Enforcement Officer, Fire Chief, Addressing Officer, Road Commissioner, Rescue Squad Director)

EROSION & SEDIMENT CONTROL an overview

Excerpts from *Maine Erosion & Sediment Control Best Management Practices*

1. KEY ACTIONS
2. PLANNING FOR EROSION CONTROL
3. WHAT IS EROSION?
4. THE IMPACT OF EROSION
5. HOW EROSION OCCURS
6. FACTORS LINKED TO EROSION

KEY ACTIONS

The ten actions below will prevent most erosion problems on your construction site.

- Mark soil disturbance limits on your site.
- Install sediment barriers before you disturb soils.
- Limit the amount of soil disturbed at one time.
- Mulch disturbed soils quickly.
- Protect steep slopes quickly.
- Protect ditches quickly.
- Inspect & repair erosion controls & sediment trapping measures before & after all storms.
- Stabilize all disturbed soils before winter.
- Limit earthwork in winter.
- Divert & disperse water runoff & direct it to areas of undisturbed forest wherever possible.

PLANNING FOR EROSION CONTROL

The following considerations must be addressed in any effective erosion control plan.

Plan the development to fit the site.

After a site has been inventoried and its strengths and weaknesses have been identified, tailor the layout of the buildings, roads and utilities to the topography:

- Restrict construction activities to the least critical areas.
- Protect and maximize existing native vegetation and natural forest floor, reducing impervious area.
- Diffuse stormwater rather than concentrating it in channels.
- Align roadways following natural contours, rather than up and down steep slopes.
- Cluster buildings to minimize the amount of earth movement needed.
- Divert clean water away from the immediate construction area to reduce the threat of erosion and improve building conditions.

Minimize the area of soil exposed at one time.

The less soil that is bare and exposed to rainfall and spring snowmelt, the less erosion will occur.

- Plan to build large development projects in phases.
- Preserve natural vegetation by flagging it in the field.
- Protect buffer strips of undisturbed vegetation between construction areas and watercourses or wetlands.
- Lay down temporary mulch on any exposed soil until final grade is reached.
- Immediately seed and mulch areas ready for re-vegetation.

All seeding requires mulch and some method of anchoring the mulch until vegetation has good root and leaf growth. Otherwise, enormous amounts of soil can wash away.

Provide channel stability in both natural and man-made waterways.

One of the first orders of business on a development site is to build roads with ditches to drain them. Because the roadway no longer allows water to seep into the ground, a greater volume of water is being diverted into these channels rather than slowly flowing across the road surface as sheet flow. The resulting combination contains all the elements of an erosion problem: a greater volume of water traveling at a faster velocity in a smaller, more concentrated area.

Stabilize cut and fill slopes caused by construction activities.

In terms of erosion control, slopes are very vulnerable areas. Damage usually occurs when runoff is allowed to flow unchecked down the cut/fill face of the slope.

Three water control measures can be used on a slope:

- Divert or disperse water away from the slope and to a stable area where infiltration can occur, such as undisturbed forest floor.
- Convey the water down in a reinforced channel or chute.
- Collect the water in a catch basin and pipe it to a stable outlet at the base of the slope.

For slope surface cover, various combinations of vegetation and structural materials can be used.

- On slopes 2:1 or flatter, vegetation alone may be used with special anchoring or netting to hold mulch on newly seeded areas.
- Steeper slopes usually need special structural materials such as riprap, gabions, revetments or retaining walls.

Install additional erosion control measures when working adjacent to environmentally sensitive areas.

In these areas, back-up protection for a primary erosion control measure should be provided. Three following site and/or construction characteristics would require two levels of protection and a special upgraded erosion control plan:

- Construction or soil disturbance within the watershed of a pond or lake which is vulnerable to the addition of phosphorus. (Contact DEP for a list of ponds and lakes.)
- Construction or soil disturbance within 250 feet of a lake, pond, river, brook or perennial stream.
- Construction or soil disturbance within 100 feet of an intermittent stream.
- Construction or soil disturbance within 100 feet of a wetland.
- Construction which requires crossing a stream with a culvert, bridge, etc.
- Construction of detention ponds or phosphorus ponds.
- Construction adjacent for crossing intermittent or perennial channels.
- Channel or slope construction on slopes greater than 8%.
- Channel or slope construction from September 15 to April 15, when no vegetation can grow.
- Moderate to highly erodible soils that will be exposed for longer than a month. (Information about the erodibility of soils is available from the USDA Soil Conservation Service or local Soil and Water Conservation District.)

WHAT IS EROSION?

Soil erosion is the detachment of soil particles and loss of soil from an area by the action of water, ice, gravity or wind. While natural erosion has been occurring constantly at a slow rate since the earth was formed, accelerated erosion occurs because of disturbances by people.

THE IMPACT OF EROSION

Water-generated erosion causes the most severe damage to a site undergoing development. The serious consequence of erosion is **sedimentation** – the deposition of eroded soil particles that have been transported by water.

Large development has a significant potential to impact Maine's water primarily because of the amount of land exposed to erosive forces. Residential development also impacts water quality with increased volumes of runoff and changed quality of runoff.

Although many construction sites may be rapidly stabilized after the completion of construction, the permanent drainage systems and large amounts of impervious area cause long-term impacts because of the increased storm runoff and its potential to erode downstream areas. Often the environmental impact of erosion is irreparable.

Human, animal and plant life also suffer adverse effects from erosion. As topsoil is lost, the land becomes less able to support vegetation.

As Maine's forested land is converted to commercial, industrial and residential land uses, both the volume and quality of surface runoff change. This presents a potential threat to water resources. Our drinking water supplies become polluted because of erosion. Contaminants such as heavy metals or nutrients such as phosphorus attach to soil particles and contribute to the so-called 'non-point source pollution' of all surface waters.

Sediments suspend in water and cover stream bottoms. These suspended solids screen out sunlight and act as abrasives on fish gills and scales. When a blanket of sediment forms on a naturally porous stream bottom, it becomes clogged, smothering organisms, destroying spawning areas and blocking fish passage.

Finally – sedimentation can cause decreased channel capacity of waterways posing flooding problems and ultimately, the added cost of removing the sediment.

HOW EROSION OCCURS

It is important to understand the four sequential processes involved: **raindrop impact, sheet flow, rill/gully formation and stream flow**. Because the problems caused by erosion increase sequentially, it is vital to control erosion at its initial stages.

- **Raindrop** erosion occurs when their impact dislodges soil particles and splashes them into the air. The dislodged particles can then be easily transported great distances by the flow of surface runoff.
- **Sheet** erosion occurs when the action of raindrop splash and runoff remove a layer of exposed surface soil. The water moves as broad sheets and is not confined to small depressions.
- **Rill and gully** erosion occurs as runoff flows and concentrates in rivulets cutting several inches deep into the soil surface. These grooves are called rills and when not repaired, gullies may develop.
- If rills and gullies are not controlled, stream and channel erosion result as the increase in volume and velocity of runoff erode the banks and bottoms of streams or channels.

FACTORS LINKED TO EROSION

Erosion by rainfall and runoff is related closely to a soil's capacity to transfer water through its ground surface, and to how particles in the soil cohere. **Soils** containing high proportions of silt and very fine sand are more erodible than soils with a higher percentage of clay or organic matter. Well-drained and well-graded gravels and gravel-sand mixtures with little or no silt are the least erodible soils.

Vegetative cover shields the soil surface from the impact of falling rain and slows the velocity of the runoff. By aerating and absorbing water from the soil, plants maintain its capacity to retain water. Plant root systems help hold soil particles in place.

Topography and climate also affect erosion. The size and shape of a watershed affects the amount and rate of runoff. Slope length and gradient determine the velocity and volume of runoff. The orientation of a slope may affect the vegetative cover. For example, because south-facing slopes tend to be dry, they have less vegetation and hence less erosion protection.

The frequency, intensity and duration of **rainfall** have an effect on soil loss. As both the volume and velocity of rainfall increase, the capacity of runoff to detach and transport soil increases. The seasonal fluctuation of temperature tends to loosen the soil. When precipitation falls as snow no erosion takes place. In Spring, the melting snow adds to the runoff and erosion hazards will be high.

**Town of Cushing
Planning Board**

APPLICATION FOR PRELIMINARY SUBDIVISION PLAN APPROVAL

Subdivision name _____

APPLICANT INFORMATION

Name of property owner: _____

Mail address: _____

Telephone: _____

Name of applicant: _____

Mail address: _____

Telephone: _____

If the applicant is a corporation, check if licensed in Maine ___ Yes ___ No and attach a copy of the State Registration.

Applicant's authorized agent: _____

Mail address: _____

Telephone: _____

What legal interest does the applicant, surveyor or engineer have in the property to be developed (ownership, option, purchase and sale agreement, etc.)? _____

What interest does the applicant, surveyor or engineer have in any abutting property? _____

Describe any interest the applicant has in the business of a professional involved in the preparation of submittals _____

Surveyor & Registration #: _____

Address: _____

Telephone: _____

Engineer & Registration #: _____

Address: _____

Telephone: _____

other _____

LAND INFORMATION

Location of property: Road location _____
County Registry of Deeds Book _____ and Page _____
Town of Cushing Assessor's Map _____ and Lot(s) _____

Is any portion of the property within 250 feet of the Shoreland Zone on the Official Shoreland Zoning Map?
Yes ___ No ___

Total acreage of parcel: _____
Acreage to be disturbed: _____

Has this land been part of a previously approved subdivision? Yes ___ No ___
Or other divisions within the past five years? Yes ___ No ___

Identify existing use of the land (farmland, woods, etc.) _____

Does the property include or adjoin any water bodies? Yes ___ No ___
Does the property include or adjoin any wetlands? Yes ___ No ___

Is any portion of the property within a special flood hazard area as identified by the Federal Emergency
Management Agency? Yes ___ No ___

List the names and addresses of abutters and owners of property within 500 feet of the property:

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

GENERAL INFORMATION

Number of lots: _____

Number of dwelling units: _____

Gross square footage of commercial area: _____

Estimated date construction will begin: _____

Estimated date of completion: _____

Estimated cost of construction of required improvements: _____

Method of water supply: Individual wells _____ Common well _____

Method of sewage disposal: Individual systems _____ Common system(s) _____

Method of fire protection: Stored water _____ Sprinklers _____

Reasons supporting a request for waiver of any submittal requirement: _____

Reasons supporting a request for waiver of any performance standard: _____

I have received a Subdivision Application Packet. To the best of my knowledge, all the information stated in this application is true and correct.

(Applicant)

(date)

**Town of Cushing
Planning Board**

Schedule of Fees and Escrow Deposits

Processing fees

A processing fee payable to the Town of Cushing shall be submitted to the Town Clerk not less than 15 days before the meeting at which the item appears on the agenda.

Petition for a land use change	\$1,000
Use or building permit	\$50
Subdivision pre-application meeting	\$200
Subdivision application review	\$200/meeting
Subdivision plan amendment	\$200/meeting

Escrow deposits

A deposit payable to the Town of Cushing shall accompany an application for Board review. Funds shall be held in a separate escrow account used only to defray the cost of reasonable and necessary independent consultant services. Funds shall be deposited with the Town Clerk and administered by the Town Treasurer.

If it becomes apparent that consultant billings will exceed 75% of the deposit, the Planning Board Chair shall request the Town Clerk to notify the applicant of the amount of additional funds the applicant must add to cover the cost of remaining services and to restore the amount of the initial deposit.

The initial deposit shall be:

Subdivision review	\$1,000
Use or building permit	at the discretion of the Board, not to exceed \$1,000
Other	at the discretion of the Board, not to exceed \$1,000

Late fees and deposits

If required fees or escrow deposits are not received prior to a meeting at which the application is listed on the agenda, the application shall be tabled.

Reimbursements

Unused escrow funds shall be returned to the applicant within 30 days after approval or denial of an application, provided current obligations for which they are provided have been satisfied.

Town of Cushing
Planning Board

RECEIPT OF APPLICATION
FOR PRELIMINARY PLAN APPROVAL
&
NOTICE REQUIREMENT

To [Applicant] _____,

Your application for [project name] _____ has been
received by the Planning Board.

You are required to send a copy of the *Town of Cushing Planning Board Notice to Property Owners*, return-receipt-requested, to the owners of properties abutting and within 500 feet of the subject property.

The receipts and a copy of the list of owners must be delivered to the Town Clerk.

Planning Board Chair

Date

c/Code Enforcement Officer

**Town of Cushing
Planning Board**

NOTICE TO PROPERTY OWNERS

Date: _____

To: _____

Title 30-A M.R.S.A. §4403 requires the Planning Board to notify owners of abutting property that the Planning Board has received an application for a [subdivision, building permit, use permit, subdivision plan amendment, change of land use] at [address] _____ for [] [lots or one- and two-family homes, multifamily dwellings, commercial building(s), recreational use, etc.].

In addition, the Town of Cushing Subdivision Regulations require notice be provided to all owners of property within 500 feet.

The application may be viewed at the Town Office.

The Planning Board will begin review of the application when it is determined to be complete at a regularly scheduled Planning Board meeting. The Planning Board meets the first Wednesday of each month.

Planning Board Chair

c/ Code Enforcement Officer

**Town of Cushing
Planning Board**

PRELIMINARY PLAN COMPLETENESS CHECKLIST

The items below are required so a reviewer can determine whether an application addresses criteria and standards. Subdivision Regulation sections giving rise to these requirements are noted with each item. If you believe an item does not apply to your project, place 'na' in the left hand column to request the reviewer to make that finding. If you believe an item is not warranted by your project, place 'W' in the left hand column to request the Board to waive the requirement. The column on the right is for the Board's use in determining completeness of the application. Eight copies of each item are required

Submitted (S)
Waiver request (W)
Not applicable (N)

Received (R)
Not received (O)
Not Applicable (N)

- | | | |
|-------|--|-------|
| _____ | Shoreland Zone petition for a change of land use (SZO) | _____ |
| _____ | Notice mailings receipts [not an initial submittal requirement] (IV.A.2) | _____ |
| _____ | Meeting fee and escrow deposit (IV.B.1.a) | _____ |
| _____ | Shoreland zone permit application (SZO) | _____ |
| _____ | Owner, contract purchaser, applicant, plan preparer data (IV.B.1.b.1) | _____ |
| _____ | Corporate principals and officers; general and limited partners | _____ |
| _____ | Interest of the above in abutting property | _____ |
| _____ | Documentation of financial capacity (VII.A) | _____ |
| _____ | Documentation of technical capacity (VII.A) | _____ |
| _____ | List of property owners to be notified (IV.B.1.b.2) | _____ |
| _____ | Waiver request and justification (IV.B.1.b.3) | _____ |
| _____ | Location map (extent, road data, land use districts, site outlined) (IV.B.2) | _____ |
| _____ | Plan date. North. Scale (IV.B.3.a) | _____ |
| _____ | Subdivision name. Map and lot number(s) (IV.B.3.b) | _____ |
| _____ | Survey data. Monument type and placement (IV.B.3.c) | _____ |
| _____ | Deed(s). Deed covenants and restrictions (IV.B.3.d) | _____ |
| _____ | Proposed lot owner covenants, conditions and restrictions (IV.B.3.d) | _____ |
| _____ | Acreage. Proposed use(s) (IV.B.3.e) | _____ |
| _____ | Land use boundaries and acreage (IV.B.3.e) | _____ |
| _____ | Shoreland Zone data. Retained land. (IV.B.3.e) | _____ |
| _____ | Identification of site conditions (IV.B.3.f) | _____ |
| _____ | Wetland delineation, acreage, setback. Defined drainage (IV.B.3.g) | _____ |
| _____ | 100 year flood elevation contour. Plan note (IV.B.3.h) | _____ |
| _____ | Existing contours. Limits of disturbance (IV.B.3.i) | _____ |
| _____ | Report & Identification of archaeological features (IV.B.3.j) | _____ |
| _____ | Report & Identification of significant wildlife habitat (IV.B.3.j) | _____ |
| _____ | Report & Identification of protected natural areas (IV.B.3.j) | _____ |
| _____ | Existing and proposed drainage features (IV.B.3.k) | _____ |
| _____ | Road data. Names. Access permit. (IV.B.3.l) | _____ |
| _____ | Common areas labeled. (VI.C.2). Easements (IV.B.3.l) | _____ |
| _____ | Dwellings. Lot and suitable land data (IV.B.3.m) | _____ |
| _____ | Commercial or multifamily building square footages (IV.B.3.m) | _____ |
| _____ | Water supply information (IV.B.3.n) | _____ |
| _____ | Sewage disposal information (IV.B.3.o) | _____ |
| _____ | Storm water management plan (IV.B.3.p) | _____ |

- _____ Erosion and sediment control plan. Barriers (IV.B.3.q) _____
- _____ Fire protection plan (IV.B.3.r) _____
- _____ Open space data (IV.B.3.s) _____
- _____ Preliminary landscape plan (IV.B.3.t) _____
- _____ State/Federal permits required (IV.B.3.u) _____
- _____ Cluster development data (IV.B.3.v) _____
- _____ Commercial subdivision data (IV.B.3.w) _____
- _____ Report on Appendix B soils (IV.B.3.x) _____

**Town of Cushing
Planning Board**

NOTICE OF INCOMPLETE APPLICATION

Date: _____

Application: _____

_____ [Applicant/Correspondent]

Dear _____

On _____ [date], the Planning Board determined your application to be incomplete.
The following materials are needed to complete it:

Planning Board Chair

Date

**Town of Cushing
Planning Board**

NOTICE OF COMPLETE APPLICATION

Date: _____

Application: _____

_____ [Applicant/Correspondent]

Dear _____

On _____ the Planning Board determined your application to be complete.

A public hearing to review the application has been placed on the Planning Board agenda for

Planning Board Chair

c/ Code Enforcement Officer

**Town of Cushing
Subdivision Review Checklist**

PRELIMINARY PLAN COMPLIANCE CHECKLIST

STATE & FEDERAL PERMITS REQUIRED (IV.B.3.u)

Site Location of Development _____
 Natural Resources Protection Act _____
 Stormwater Management Law _____
 Manufactured Housing Board _____
 Department of Human Services _____

STANDARDS REVIEW (Section VI)

Yes No Cond

A. Required improvements.	_____	_____	_____
Satisfactory deed covenants (A.2)	_____	_____	_____
Satisfactory deed covenants (A.3)	_____	_____	_____
 B. Conformity. Code Enforcement Officer report (B)	_____	_____	_____
 C. Natural, cultural & aesthetic values.	_____	_____	_____
Adaptation of layout and roads to topography (C.1.a).....	_____	_____	_____
Canopy retention (B.3.f, C.1.b).....	_____	_____	_____
Topsoil removal (C.1.c).....	_____	_____	_____
Protective measures for significant wildlife habitat (C.1.d).....	_____	_____	_____
Protective measures for protected natural area (C.1.e).....	_____	_____	_____
Protective measures for historic/prehistoric resource (C.1.f).....	_____	_____	_____
 D. Land suitable for development.	_____	_____	_____
Flood plain exclusion (D.1.a)	_____	_____	_____
Resource Protection District use compliance (D.1.b).....	_____	_____	_____
Other protected areas (D.1.c).....	_____	_____	_____
Wetland or protected waters. NRPA permit. (D.1.d, e)	_____	_____	_____
Coastal Hazard soils identified, evaluated (D.2)	_____	_____	_____
 E. Lots.	_____	_____	_____
Dimensional requirements. Net areas. (E.1, 2, 3.a-3.d).....	_____	_____	_____
Back lot limit (E.3.e)	_____	_____	_____
Retained land noted (E.4).....	_____	_____	_____
 F. Cluster development.	_____	_____	_____
Use and suitable area compliance (F.2.a, b).....	_____	_____	_____
Dimensional & area reduction requirements. Common area & ownership (F.2.d, f, h).....	_____	_____	_____
Building height & separations (F.2.e).....	_____	_____	_____
Traditional building appearance (F.2.f).....	_____	_____	_____
Registered landscape architect direction of site design (F.2.g).....	_____	_____	_____
 G. Ground water.	_____	_____	_____
Deed covenant note requirement (VI.G.1, 2).....	_____	_____	_____
Hydrogeological assessment required? [conditional on Report (VI.G)].....	_____	_____	_____

**Town of Cushing
Subdivision Review Checklist**

	<u>Yes</u>	<u>No</u>	<u>Cond</u>
H. Stormwater management	_____	_____	_____
Professional design (H.2).....	_____	_____	_____
General provisions (H.1).....	_____	_____	_____
Structures and easements (H.3).....	_____	_____	_____
I. Erosion and sediment control	_____	_____	_____
General provision (H.1.b).....	_____	_____	_____
Barriers. Other measures (I.2).....	_____	_____	_____
J. Roads	_____	_____	_____
General requirements (J.1.a-g).....	_____	_____	_____
Design standards (J.2.a-e).....	_____	_____	_____
Construction standards (J.3.a-c).....	_____	_____	_____
Names, signs, lighting (J.5).....	_____	_____	_____
Ditches & culverts (J.6).....	_____	_____	_____
K. Fire protection	_____	_____	_____
General requirements (K.1).....	_____	_____	_____
Site-based system, access, ponds, hydrants (K.2-5).....	_____	_____	_____
Waivers, conditions, reasons (K.6).....	_____	_____	_____
L. Utilities	_____	_____	_____
Easements (L.2)	_____	_____	_____
M. Monuments	_____	_____	_____
Tract corner monuments in place (IV.B.3.c, M.1)	_____	_____	_____
N. Buildings containing multiple dwellings	_____	_____	_____
Building and parking requirements (N.1-3)	_____	_____	_____
Landscape plan requirements (N.4) (Q).....	_____	_____	_____
O. Commercial subdivision	_____	_____	_____
Building and parking requirements (O.1-3)	_____	_____	_____
Landscape plan requirements (O.4) (Q)	_____	_____	_____
P. Off-street parking	_____	_____	_____
Requirements (P.1-3).....	_____	_____	_____
Q. Buffers	_____	_____	_____
Requirements Q1-3.....	_____	_____	_____

CRITERIA REVIEW

1. Pollution. Will not result in undue water or air pollution. In making this determination, the Board shall at least consider the elevation of the land above sea level and its relation to the flood plains; the nature of soils and subsoils and their ability to adequately support waste disposal; the slope of the land and its effect on effluents; the availability of streams for the disposal of effluents and the applicable state and local health and waste resource regulations.

[when criteria 4, 6, 12 & 13 have been reviewed]

**Town of Cushing
Subdivision Review Checklist**

	<u>Yes</u>	<u>No</u>	<u>Cond</u>
2. Sufficient water. Has sufficient water available for the reasonably foreseeable needs of the subdivision. [conditional on DHS permit if required (IV.B.3.u)]			
N/A	_____	_____	_____
Standard of completeness addressed (IV.B.3.n).....	_____	_____	_____
3. Municipal water supply. Will not cause an unreasonable burden on an existing water supply, if one is to be utilized.			
N/A.....	_____	_____	_____
4. Erosion. Will not cause unreasonable soil erosion or reduction in the capacity of the land to hold water so that a dangerous or unhealthy condition may result.....	_____	_____	_____
Standards addressed (IV.B.3.x)(V.B.8)(VI.C.1.a) (VI.D.2) (VI.H.1.b) (VI.I) [conditional on compliance of final plan details with preliminary approval (V.B.2.i)]	_____	_____	_____
5. Traffic. Will not cause unreasonable highway or public road congestion or unsafe conditions with respect to use of highways or public roads existing or proposed....	_____	_____	_____
Standards addressed (VI.J.1.a & J.1.g).			
6. Sewage disposal. Will provide for adequate solid and sewage waste disposal	_____	_____	_____
Standard of completeness addressed (IV.B.3.o)			
[conditional on DHS permit if required (IV.B.3.u)]			
Solid waste disposal N/A.....	_____	_____	_____
7. Municipal solid waste disposal. Will not cause an unreasonable burden on the ability of a municipality to dispose of solid waste and sewage if municipal services are to be utilized.			
N/A.....	_____	_____	_____
8. Aesthetic, cultural and natural values. Will not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Department of Inland Fisheries and Wildlife, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline.....	_____	_____	_____
Standards addressed (VI.D.1.f)(VI.C)			
9. Conformity with local ordinances and plans. Complies with a duly adopted Subdivision Regulation or Ordinance, Comprehensive Plan, Development Plan or Land Use Plan, if any. In making this determination, the Planning Board may interpret these ordinances and plans.....	_____	_____	_____
Standards addressed (VI.B)			
10. Financial and technical capacity. The applicant has adequate financial and technical capacity to meet the standards of this regulation.			
Satisfactory evidence (VII.A, B) (V.B.5).....	_____	_____	_____
11. Surface waters. Whenever situated, in whole or in part, within the watershed of any pond or lake or within 250 feet of any wetland, great pond, river or tidal waters, will not adversely affect the quality of that body of water or unreasonably affect the shoreline of that body of water.....	_____	_____	_____
Stormwater general provisions (VI.H).....	_____	_____	_____
Protection (VI.I).....	_____	_____	_____

**Town of Cushing
Subdivision Review Checklist**

Yes No Cond

12. Ground water. The proposed subdivision will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water..... _____

13. Flood areas. Based on the Federal Emergency Management Agency's Flood Boundary and Floodway Maps and Flood Insurance Rate Maps, and information presented by the applicant, whether the subdivision is in a flood-prone area. If the subdivision, or any part of it, is in such an area the applicant shall determine the 100-year flood elevation and flood hazard boundaries within the subdivision. The proposed subdivision plan must include a condition of plan approval requiring that principal structures in the subdivision will be constructed with their lowest floor, including the basement, at least one foot above the 100-year flood elevation..... _____
Standard addressed (IV.B.3.h)(VI.D.1.a)..... _____

14. Freshwater wetlands. All freshwater wetlands within the proposed subdivision have been identified on any maps submitted as part of the application, regardless of the size of these wetlands. Any mapping of freshwater wetlands may be done with the help of the local soil and water conservation district..... _____
Standards addressed (IV.B.3.g)..... _____

15. River, stream or brook. Any river, stream or brook within or abutting the proposed subdivision has been identified on any maps submitted as part of the application. For purposes of this section, "river, stream or brook" has the same meaning as in 38 M.R.S.A. § 480(B)(9)..... _____
Standards addressed (IV.B.3.f, g)..... _____

16. Storm water. The proposed subdivision will provide for adequate storm water management..... _____
Standards addressed (IV.B.3.k, p, q) _____
[conditional on compliance of final plans (V.B.1)] _____

17. Spaghetti lots prohibited. If any lots in the proposed subdivision have shore frontage on a river, stream, brook, great pond or coastal wetland as these features are defined in 38 M.R.S.A § 480(B), none of the lots created within the subdivision have a lot depth to shore frontage ratio greater than 5 to 1 _____
Standard addressed (VI.E.3.d)..... _____

18. Lake phosphorus concentration. The long-term cumulative effects of the proposed subdivision will not unreasonably increase a great pond's phosphorus concentration during the construction phase and life of the proposed subdivision. Standards addressed: Stormwater Management (VI.H) _____
[conditional on compliance of final plans (V.B.1)] _____

**Town of Cushing
Subdivision Review Checklist**

Yes No Cond

19. Impact on adjoining municipality. For any proposed subdivision that crosses municipal boundaries, the proposed subdivision will not cause unreasonable traffic congestion or unsafe conditions with respect to the use of existing public ways in an adjoining municipality in which part of the subdivision is located.....

Procedure addressed (IV.A.2.c)
[conditional on satisfactory traffic study if required for final plan approval (VI.J.1.a)]
.....

20. Land subject to liquidation harvesting. Timber on the parcel being subdivided has not been harvested in violation of rules adopted pursuant to Title 12 M.R.S.A. 8869, § 14.....

**Town of Cushing
Planning Board**

AGREEMENT TO EXTEND REVIEW

- Whereas A complete application for _____ has been received; and
- Whereas State Subdivision Law, Title 30-A M.R.S.A. section 4403 requires the municipal reviewing agency to approve, approve with conditions or deny an application for subdivision review within 60 days of determining an application to be complete, or within 30 days of a public hearing if one is held; and
- Whereas The complete subdivision application submitted by the undersigned applicant can not be adequately reviewed in the specified time period, and would therefore have to be denied and resubmitted; and
- Whereas It would be mutually advantageous to the undersigned parties to extend the review period; and
- Whereas Title 30-A M.R.S.A. section 4403 stipulates that the time period within which a subdivision application must be reviewed may be extended by mutual agreement:

Now therefore the undersigned parties mutually agree that:

1. The subdivision review period shall be extended to _____.
2. The decision on the subdivision shall be rendered by that date, unless the review period is again extended by mutual agreement.

Planning Board Chair

Date

Applicant

Date

c/ Code Enforcement Officer

**Town of Cushing
Planning Board**

APPROVAL OF WAIVER

I, _____, the duly qualified Secretary of the Planning Board, hereby certify that on the _____ day of _____, 20____, the following waiver was granted pursuant to the Town of Cushing Subdivision Regulations:

1. Property owner: _____

2. Property: _____ County Registry book: _____ page: _____

3. Facts supporting the waiver _____

4. Waiver and conditions of waiver: _____

Secretary

date

Then personally appeared the above-named _____ and acknowledged the above certificate to be his/her free act in his/her capacity as Secretary of the Planning Board.

Notary public

date

c/ Code Enforcement Officer

If this certificate is not recorded in the Knox County Registry of Deeds within 90 days of the final approval of the subdivision, the waiver is null and void.

Town of Cushing
Planning Board

Notice of Decision on Preliminary Plan of Subdivision

Date: _____

To: _____

Dear _____

This letter is to inform you that the Planning Board has acted on your application for a preliminary subdivision plan approval as follows:

Findings of Fact

1. The owner of the property is _____
2. The property is located at _____, with _____
(no, Shoreland) zoning, identified as Assessor's Map _____ Lot _____, and contains _____
(acres, sq. ft.).
3. The applicant is _____, who has demonstrated legal interest in the property by providing a copy of a _____
(deed, option, purchase and sales agreement).
4. The applicant proposes to establish a _____ [lot] [square foot] subdivision on the subject property. The _____ [lots] [buildings] range in size from _____
(acres, sq. ft.) to _____ (acres, sq. ft.).
5. The preliminary plan application was determined to be complete on _____
(date).
6. A public hearing was held on _____ (date).
7. Water is to be supplied by _____ (private wells, other).
8. Sewage is to be disposed of by _____ (individual subsurface disposal systems, other). Site evaluations for each lot, meeting the requirements of the Maine Plumbing Rules were completed by _____, Licensed Site Evaluator, on _____
(date).
9. Preliminary plans for [roads, storm water, fire protection and erosion and sediment control] have been prepared by _____, P.E.

**Town of Cushing
Planning Board**

10. The applicant proposes to construct a road of approximately _____ feet in length, which is proposed to *(be dedicated as a public road, remain a private road)*.

11. The applicant has *(agreed to provide the required performance guarantee to cover the costs of all required improvements) or (agreed to complete all required improvements prior to the sale of any lots, according to the terms of Section VII.E)*.

12.

13.

14.

Conclusions

1. The criteria of Title 30-A M.R.S.A. §4404 have been met. **(or)** The following criteria of Title 30-A M.R.S.A. §4404 have not been met: _____

2. The requirements and standards of the Town of Cushing Subdivision Regulations for preliminary plan approval have been met, except for the following which have been waived by the Planning Board [for the reasons and with (conditions), (requirements) stated].

(or) The following standards of the Town of Cushing Subdivision Regulations have not been met _____

3.

4.

Decision

Based on the above facts and conclusions, on _____ [date], the Planning Board voted to *(approve, deny)* your application for preliminary subdivision approval.

(If approved:)

Conditions of approval

In order to promote the purposes of the State Subdivision Law and the Town of Cushing Subdivision Regulations, [and Shoreland Zoning Ordinance], the Planning Board has voted to impose the following conditions on approval of the preliminary plan for this subdivision:

**Town of Cushing
Planning Board**

1. The applicant shall submit a final subdivision plan compliant in all respects with this approval and its conditions within nine months.
2. Clearing and construction on the site and the sale of any proposed lots, dwellings or buildings prior to approval of the final plan is prohibited.
- 3.
- 4.

(If denied, or if conditions imposed on approval)

In accordance with Section IX of the Town of Cushing Subdivision Regulations, you have the right to appeal this decision to the Knox County Superior Court within thirty days of the date of this decision.

Sincerely,

Chair of the Planning Board

c/ Code Enforcement Officer
Municipal Officers

**Town of Cushing
Planning Board**

APPLICATION FOR FINAL SUBDIVISION PLAN APPROVAL

APPLICANT INFORMATION

Name of property owner: _____
Mail address: _____
Telephone: _____

Name of applicant: _____
Mail address: _____
Telephone: _____

SUBMITTAL REQUIREMENTS

Submittal requirements as set forth in Subdivision Regulation Section V, and:

1. A written description of any final plan features that differ from the approved preliminary plan (attach).
2. Any changes in the information provided in the written application for preliminary plan approval. Attach a preliminary plan application form, noting which submittals have been revised.

To the best of my knowledge, all the information contained and attached to this application for is true and correct.

(Applicant)

(date)

**Town of Cushing
Planning Board**

FINAL PLAN COMPLETENESS CHECKLIST

The items below are required so the Planning Board can determine whether an application for final plan approval complies with approval criteria and standards. Subdivision Regulation sections giving rise to these requirements are noted with each item. If the Board has determined that an item does not apply to your project, place 'N' in the left hand column. If the Board has waived an item, place 'W' in the left hand column. The column on the right is for the Board's use
Eight copies of each item are required.

	Received (R) Not received (N) <u>Not Applicable (na)</u>
_____ Notice mailings receipts [if a new hearing is required] (V.A.2.c)	_____
_____ Meeting fee and escrow deposit (IV.B.1.a)	_____
_____ Shoreland zone permit application (SZO)	_____
_____ Owner, contract purchaser, applicant, plan preparer data (IV.B.1.b.1)	_____
_____ Corporate principals and officers; general and limited partners	_____
_____ Interest of the above in abutting property	_____
_____ Professional data and seals (IV.B.3) (V.B.2 & 3)	_____
_____ List of property owners to be notified, if required (IV.B.1.b.2)	_____
_____ Approved preliminary plan items (V.B.1)	_____
_____ Written description of differences from approved plans (V.B)	_____
_____ Itemized list of differences in Plat from preliminary plan (V.B.3)	_____
_____ Construction drawings for roads and stormwater managment (V.B.2)	_____
_____ MDHS application and permit (V.B.6)	_____
_____ Erosion and sediment control plan details (V.B.2)	_____
_____ Construction drawings for fire protection improvements (V.B.2)	_____
_____ Offer of cession (V.B.4)	_____
_____ Construction cost estimate & performance bond (V.B.5, VII.B)	_____
_____ Compliance agreement (VII.C)	_____
_____ State & Federal permit / permit application copies (V.B.7)	_____
_____ Site suitability report (V.B.8)	_____

**Town of Cushing
Subdivision Review Checklist**

FINAL PLAN COMPLIANCE CHECKLIST

	<u>Yes</u>	<u>No</u>	<u>Con</u>
Site Location of Development permit copy received	___	___	___
Natural Resources Protection Act permit copy received	___	___	___
Stormwater Management Law permit copy received	___	___	___
Manufactured Housing Board permit copy received	___	___	___

STANDARDS REVIEW

H. Stormwater management.	___	___	___
Construction drawings (VI.H, V.B.2)	___	___	___
I. Erosion and sediment control.	___	___	___
Construction drawings (VI.I, V.B.2)	___	___	___
J. Roads.	___	___	___
Construction drawings (IV.J.3, 5, 6, V.B.2.)	___	___	___
K. Fire protection.	___	___	___
Construction drawings (IV.K, V.B.2).....	___	___	___

CRITERIA REVIEW

1. Pollution. Will not result in undue water or air pollution. In making this determination, the Board shall at least consider the elevation of the land above sea level and its relation to the flood plains; the nature of soils and subsoils and their ability to adequately support waste disposal; the slope of the land and its effect on effluents; the availability of streams for the disposal of effluents and the applicable state and local health and waste resource regulations.

[when criteria 4, 6, 12 & 13 have been reviewed]

4. Erosion. Will not cause unreasonable soil erosion or reduction in the capacity of the land to hold water so that a dangerous or unhealthy condition may result

Standards addressed (VI.C.1.a) (VI.D.2) (VI.H.1.b) (VI.I)
Compliance of details with preliminary plan approval (5.B.4.i).....

6. Sewage disposal. Will provide for adequate solid and sewage waste disposal

Standard of completeness addressed (IV.B.3.o)
DHS permit if required (IV.B.3.u)].....

16. Storm water. The proposed subdivision will provide for adequate storm water management.....

Standards addressed (IV.B.3.k, p)
Compliance of final plans with preliminary plan approval (V.B.1, 2).....

**Town of Cushing
Subdivision Review Checklist**

18. Lake phosphorus concentration. The long-term cumulative effects of the proposed subdivision will not unreasonably increase a great pond's phosphorus concentration during the construction phase and life of the proposed subdivision.

Standards addressed: Stormwater Management (VI.H) ___ ___ ___
Compliance of final plans with preliminary plan approval (V.B.1, 2)..... ___ ___ ___

19. Impact on adjoining municipality. For any proposed subdivision that crosses municipal boundaries, the proposed subdivision will not cause unreasonable traffic congestion or unsafe conditions with respect to the use of existing public ways in an adjoining municipality in which part of the subdivision is located.....

Procedure addressed (IV.A.2.c) ___ ___ ___
Traffic study satisfactory (VI.J.1.a) ___ ___ ___

Town of Cushing
Planning Board

Notice of Decision on Final Plan of Subdivision

Date: _____

To: _____

Dear _____

This letter is to inform you that the Planning Board has acted on your application for final subdivision plan approval as follows:

Findings of Fact

1. The final plan of subdivision has been determined to comply with the approved preliminary plan of subdivision in all substantial respects on _____ [date].

(or) The final plan of subdivision has been determined to be not compliant with the approved preliminary plan of subdivision as follows: _____

2. Construction plans for [roads, storm water, fire protection and erosion and sediment control] have been prepared by _____, P.E.

3. The applicant has *(submitted a [certified check, certificate of deposit, performance bond, letter of credit] adequate to cover the costs of all required improvements) or (agreed to complete all required improvements prior to the sale of any lots).*

4.

5.

Conclusions

1. The criteria of Title 30-A M.R.S.A. §4404 have been met. (or) The following criteria of Title 30-A M.R.S.A. §4404 have not been met: _____

**Town of Cushing
Planning Board**

2. The requirements and standards of the Town of Cushing Subdivision Regulations for final plan approval have been met [except for the following which have been waived by the Planning Board] _____

(or) The following standards of the Town of Cushing Subdivision Regulations have not been met _____

3.

4.

Decision

Based on the above facts and conclusions, on _____ [date], the Planning Board voted to (*approve, deny*) your application for final subdivision approval.

(*If approved:*)

Conditions of approval

In order to promote the purposes of the State Subdivision Law, the Town of Cushing Subdivision Regulations, [Shoreland Zoning Ordinance], the Planning Board has voted to impose the following conditions on approval of the final plan for this subdivision:

1.

2.

3.

In addition, the Board wants to make sure you are aware of the following requirements from its Regulations:

1. Any subdivision not recorded at the Knox County Registry of Deeds within ninety days of the date on which the plan is approved and signed by the Board shall become null and void, unless an extension is granted by the Board in writing.

2. No changes, erasures, modifications or revisions shall be made in any final plan after approval has been given, unless the revised plan is first submitted to the Board and the Board approves any modifications.

3. Failure to commence substantial construction of the subdivision within two years of the date of approval and signing of the plan shall render the plan null and void.

4. At least five days before starting construction of any improvements, the subdivider shall notify the Code Enforcement Officer in writing of the time when he proposes to start construction so that inspections can be made.

**Town of Cushing
Planning Board**

5. While construction progresses, the Town shall have the site inspected by a qualified inspector, who shall report to the Board by November 1 concerning the adequacy of storm water and erosion control measures, both temporary and permanent, and any problems, with recommendations.

6. 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.

7. [Upon completion of construction of a road proposed to be accepted as a public road, and prior to a vote by the Municipal Officers to submit the proposal to town meeting, a written certification signed by a Professional Engineer shall be submitted to the town certifying that the proposed town road meets or exceeds the design and construction requirements of the Regulations and the Road Ordinance. If there are any underground utilities, the servicing utility shall certify in writing that they have been installed in a manner acceptable to the utility.]

(If denied, or if conditions imposed on approval:)

In accordance with Section IX of the Town of Cushing Subdivision Regulations, you have the right to appeal this decision to the Knox County Superior Court within thirty days of the date of this decision.

Sincerely,

Chair of the Planning Board

c/ Code Enforcement Officer
Municipal Officers

Town of Cushing
Planning Board

RELEASE OF COMPLIANCE AGREEMENT

1. The completion of all required improvements has been certified to the Planning Board as set forth in Section VII.D of the Subdivision Regulations

by _____ on [date] _____

for _____ [and]

by _____ on [date] _____

for _____

2. All professional fees associated with certification were reimbursed by the applicant on

[date] _____

3. The Board has received a statement by [surveyor] _____

on [date] _____ that all required monuments have been installed.

Therefore, [applicant] _____, has satisfied all conditions prohibiting conveyance of properties in [subdivision name] _____

Planning Board Chair

date

Unless this release is recorded within 90 days, it is null and void

**Town of Cushing
Planning Board**

Procedures for documents

Procedures for Ordinances & Regulations

1. Documents are in Arial font, 11.5 point.
2. Documents use a .3" Tab (not standard .5")

Procedures for forms

1. The digital file for each form is to be retained by the Town Clerk.
2. Any change to a form shall be approved in writing and re-dated by the Planning Board (PB) Chair. The new form date and packet date shall be recorded on the Subdivision Application Packet by the Town Clerk.
3. A file of at least six hard copies of each form shall be stored in the Planning Office (PO) or Town Office (TO) as shown in the table below.
4. The packet is initiated by the CEO to assure the applicant is briefed and counseled.
5. Planning Office storage is required to assure that forms will be available to the CEO on Saturday and during Planning Board meetings.

Form	Initiated by	Storage
P1 Subdivision Application Packet Introduction	CEO/TO	TO
P2-4 Application for Preliminary Subdivision Plan Approval	TO	TO
P5 Schedule of Fees and Escrow Deposits	TO	TO
P6 Receipt of Preliminary Plan Application & Notice Requirement	TO	TO
P7 Notice To Property Owners	TO	TO
P8-9 Preliminary Plan Completeness Checklist	PB	PO
P10 Notice of Incomplete Application	PB	PO
P11 Notice of Complete Application	PB	PO
P12-16 Preliminary Plan Compliance Checklist	PB	PO
P17 Agreement to Extend Review	PB	PO
P18 Approval of Waiver	PB	PO
P19-21 Preliminary Plan Decision Notice	PB	PO
P22 Final Plan Application	packet	
P23 Final Plan Completeness Checklist	PB	PO
P24-25 Final Plan Compliance Checklist	PB	PO
P26-28 Final Plan Decision Notice	PB	PO
P29 Release of Conditional Agreement	PB	PO

[Print on Bank Letterhead]

IRREVOCABLE LETTER OF CREDIT

[insert date]

Letter of Credit No. [insert number]

Cushing Select Board
39 Cross Road
Cushing, ME 04563

Dear Select Board Members:

We, [insert name of Bank] (the "Bank"), hereby open our Irrevocable Letter of Credit in favor of the Town of Cushing (the "Town") in the original amount of \$[insert amount] (herein called the "Stated Amount") for the account of [insert name of Developer] ("Developer").

We hereby irrevocably authorize you to draw on us in accordance with the terms and conditions hereinafter set forth by a sight draft in the aggregate amount not exceeding the Stated Amount. Partial drawings under the Letter of Credit are permitted.

Subject to the foregoing and the further provisions of this Letter of Credit, a demand for payment may be made by you upon presentation of your sight draft accompanied by your certificate in the form of Annex A hereto to the effect that Developer has failed to complete the required improvements for [insert name of project], approved by the Cushing Planning Board on [insert approval date], prior to [insert date for completion, which must be at least 30 days prior to expiration of letter of credit].

A sight draft under this Letter of Credit must bear on its face the clause:

"Drawn under Letter of Credit Number [insert number]"

The demand for payment hereunder shall not exceed the Stated Amount.

Demand for payment under this Letter of Credit may be made prior to expiration at any time during the Bank's business hours at its office at [insert Bank address] on a day on which the Town and the Bank's office are open for the purpose of conducting commercial banking business (a "Business Day"). Any demand for payment and all other communications to the Bank relating to this Letter of Credit shall be in writing and addressed and presented to [insert name of Bank Officer] at its office at [insert Bank

address] and shall make specific reference to this Letter of Credit by number. If demand for payment is made by you hereunder before 4:00 P.M., prevailing time, on a Business Day, and provided that such demand for payment conforms to the terms and conditions hereof, payment shall be made to you of the amount demanded in immediately available funds not later than 10:00 A.M., prevailing time, on the next succeeding Business Day.

This Letter of Credit, including the attached Annex A, sets forth in full the terms of our undertaking, and this undertaking shall not in any way be amended or amplified by reference to any document, instrument, or agreement referred to herein or to which this Letter of Credit relates and, in any such reference, shall not be deemed to incorporate herein by reference any document, instrument or agreement.

This Letter of Credit is not transferable.

This Letter of Credit shall expire on the Bank's close of business at its office at [insert Bank address] on the earlier to occur of:

- (a) 4:00 P.M., prevailing time, on [insert date at least 30 days after deadline for completion of improvements] or, if that date is not a Business Day, on the first Business Day after that date; or
- (b) the date on which we receive a certificate from the Town that no amounts are due.

Very truly yours,

[insert name of Bank]

By: _____

[insert name of Bank Officer signing letter]

Title: [insert Bank Officer's title]

ANNEX A

(To Letter of Credit Number [insert number])

Certificate of the Town of Cushing

[insert name of Bank]

[insert Bank address]

Attention: [insert name of Bank Officer]

Re: Irrevocable Letter of Credit Number [insert number]

Dear _____:

The undersigned, being a duly authorized officer of the Town of Cushing, hereby certifies to [insert name of Bank] as follows:

- A. The amount of \$ [insert total amount due] is due and payable to the Town because Developer has failed to complete the required improvements for [insert name of project], approved by Town Planning Board on [insert date of approval], prior to [insert date for completion, which must be at least 30 days prior to expiration of letter of credit].
- B. The undersigned is making demand for payment under the Letter of Credit identified above in the amount of \$ [insert total amount due].

IN WITNESS WHEREOF, the undersigned, a duly authorized officer of the Town, has executed and delivered this Certificate this _____ day of _____ 200__.

Town of Cushing

By: _____
[insert name of Town official signing certificate]
Title: Select Board Chair
Duly Authorized