

JONES & BEACH ENGINEERS INC.

85 Portsmouth Avenue, PO Box 219, Stratham, NH 03885
603.772.4746 - JonesandBeach.com

June 16, 2020

Town of Acton Planning Board
Attn: Joyce Bakshi, Chairperson
PO Box 540
Acton, ME 04001

Re: **Subdivision Preliminary Plan Application**
Martel Estates, LLC
760 Young's Ridge Road, Acton, ME
Tax Map 217, Lots 28, 29 and 30
JBE Project No. 15161

Dear Ms. Bakshi and Members of the Planning Board:

On behalf of our client, Arnie Martel, Jones & Beach Engineers, Inc. would like to formally submit Mr. Martel's subdivision preliminary plan application for an 18-lot conventional Subdivision with two lot line adjustments of two existing road frontage lots.

Pursuant to § 6 of the Town's Subdivision Regulations (the "Subdivision Regs"), enclosed please find nine copies of the sketch plan, together with the following supporting material:

1. Completed Subdivision Preliminary Plan Application.
2. Signed Authorization Letter.
3. Current Deeds.
4. Test Pits Logs by Sebago.
5. Soil Evaluation by Sebago.
6. Traffic Study Letter.
7. Hydrogeologic Assessment Letter.
8. Tax Map.
9. USGS Map.
10. FIRM Map.
11. Abutters List.
12. One (1) Drainage Analysis.
13. Nine (9) Half-Size Plan Set.
14. One (1) PDF Plan Set.
15. One (1) digital file memory stick.

In addition to the foregoing, attached please find the following additional information required under § 6 of the Subdivision Regs:

A copy of the Sebago Technics Soil Survey report covering the proposed subdivision.

The following written project narrative described as follows:

The intent of this project is to create 18 residential lots with two lot line adjustments of two existing road frontage lots which will all be serviced by individual wells and septic systems. All of the lots will have road frontage access on two new private road. All of the power lines and cables will be buried underground to feed each of the lots. The private road will be constructed to town standards and include 1.25" of wearing coarse pavement and 1.75" binder pavement.

Currently the two existing parcels Map 217 Lot 28 and Map 217 Lot 29 are owned by Martel Estates and Barbara Horn and both of the lots are being used for agricultural use. Map 217 Lot 26 and Map 217 Lot 30 are existing residential lots.

All of the buyers who purchases any of the newly created lots will be required to become members of the Martel Estates Homeowners Association. The Homeowner's Association membership will be mandatory and will be governed by By-Laws and Covenants that will be recorded at the Registry of Deeds. Upon transfer of any of the lots, each new deed will specifically mention the recorded homeowner document. The homeowner document will further detail the obligations and responsibilities of each of the homeowner in regards to the common right of way to include the road and all common drainage facilities. Each homeowner will be obligated to pay an annual due that will be used for maintenance of the subdivision infrastructure. The developer will submit a draft copy of the homeowner's documents just prior to town approval so the documents sufficiently covers any concerns or comments made during the planning process.

Please accept the enclosed documents as our formal request, pursuant to Article 6 of the Subdivision Regs, for a sketch plan meeting and site inspection for the 18-lot conventional subdivision with two lot line adjustments of two existing road frontage lots. Given that we have already had a site inspection and that the Board is likely familiar with the site, we leave it within the Board's discretion as to whether another site inspection is necessary in the circumstances.

Can you please place our preliminary plan application on the Board's upcoming agenda for its next scheduled meeting, which we understand is June 18, 2020.

Thank you very much for your consideration of this application. If you should have any questions or need additional information, please call.

Very truly yours,
JONES & BEACH ENGINEERS, INC.

Bradford A. Jones
Vice President

cc: Arnie Martel (application and plans via email)
James N. Katsiaficas Perkins/Thompson

TOWN OF ACTON
Office Building Department
207-636-3497 x410 Email: ceo@actonmaine.org

SUBDIVISION PRELIMINARY PLAN APPLICATION

Property Owner Martel Estates, LLC

Mailing Address 15 Blue Spruce Lane, Tewksbury, MA 01876

Phone 978-560-1979 Email smartel129@yahoo.com

Applicant (if different from Property Owner, a Letter of Authorization is required) _____

Mailing Address _____ Phone _____

Email _____

Engineer Jones & Beach Engineers, Inc., Attn. Bradford Jones

Mailing Address PO Box 219, Stratham, NH 03885

Phone 603-772-4746 Email bjones@jonesandbeach.com

Name of Development/ Project / Business Martel Estates, LLC

Land Use Information

Street Address (of project) 760 - 776 Young's Ridge Road Tax Map 217 Lot 30 Zoning District Rural
Shoreland Overlay District on property Yes No 28
29
Shoreland

Is the property within the Resource Protection Zone? Yes No

Applicant's Legal Interest in the property (Documentation of right, title or interest must accompany the application.)

Ownership Option Purchase and Sale Contract Other _____

Existing Land Use Farm Land

Proposed Land Use Residential Subdivision

Non-Vegetated Area of Lot Existing .11 SF Proposed 4.48 SF

Total Gross Floor Area of All Structures Existing 5,735 SF Proposed 45,600 SF

Certification: To the best of my knowledge, all information submitted on this site plan and application is true and correct.

[Signature]
Signature of Applicant or Authorized Agent

[Date]
Date

Required Submissions (further documentation could be required) – nine (9) copies delivered to Building and Planning Department at least fourteen (14) days prior to scheduled Planning Board Meeting:

- Application Form;
- Location Map drawn at a size adequate to show the relationship of the proposed subdivision to the adjacent properties showing:
 - Existing subdivisions in the proximity of the proposed subdivision;
 - Locations and names of existing and proposed streets;
 - Boundaries and designations of zoning districts;
 - An outline of the proposed subdivision and any remaining portion of the owner's property if the preliminary plan submitted covers only a portion of the owner's entire contiguous holding;
- Preliminary Plan with all dimensions shown in feet or decimals of a foot, drawn to a scale of not more than 100 feet to the inch and including:
 - Proposed name of the subdivision;
 - The name of the municipality in which it is located;
 - Assessor's Map and Lot numbers;
 - Verification of right, title or interest in the property by deed, purchase and sales agreement, option to purchase, or some other proof of interest;
 - A standard boundary survey of the parcel, giving complete descriptive data by bearings and distances, made and certified by a professional land surveyor;
 - The corners of the parcel located on the ground and marked by monuments;
 - The entire parcel or tract shown including all contiguous land in common ownership within the last five years;
 - A copy of the most recently recorded deed for the parcel;
 - A copy of all deed restrictions, easements, rights-of-way, or other encumbrances currently affecting the property;
 - A copy of any deed restrictions intended to cover all or part of the lots or dwellings in the subdivision;
 - Sewerage Disposal - test pit analyses, prepared by a Licensed Site Evaluator or Certified Soil Scientist shall be provided. A map showing the location of all test pits dug on the site;
- An indication of the type of water supply system(s) to be used in the subdivision.
- The date the plan was prepared, north point, and graphic map scale.
- The names and addresses of the record owner, applicant, and individual or company who prepared the plan and adjoining property owners.
- Wetland areas regardless of size.
- The number of acres within the proposed subdivision,
- Location of:
 - Property lines,
 - Existing buildings,
 - Rivers, streams, brooks or great pond within or adjacent to the proposed subdivision,
 - Vegetative cover type,
 - Unusually large specimen trees
 - Other essential existing physical features

- The zoning district and zoning boundaries affecting the subdivision.
- The location and size of (onsite or adjacent to the site):

<input checked="" type="checkbox"/> existing and proposed sewers,	<input checked="" type="checkbox"/> culverts
<input checked="" type="checkbox"/> water mains,	<input checked="" type="checkbox"/> drainage ways.
- The location, names, and present widths of (on site or adjacent to the site):

<input checked="" type="checkbox"/> existing streets,	<input checked="" type="checkbox"/> building lines,
<input checked="" type="checkbox"/> highways,	<input checked="" type="checkbox"/> parks and other open space
<input checked="" type="checkbox"/> easements,	
- The width and location of any streets, public improvements or open space shown within the subdivision.
- The proposed lot lines with approximate dimensions and lot areas.
- All parcels of land proposed to be dedicated to public use and the conditions of such dedication.
- The location of any open space to be preserved or common areas to be created, and a general description of proposed ownership, improvement and management.
- The area on each lot where existing forest cover will be permitted to be removed and converted to lawn, structures or other cover;
- Proposed restrictions to be placed on clearing existing vegetation.
- The boundaries of any flood hazard areas and the 100-year flood elevation, as depicted on the municipality's Flood Insurance Rate Map;
- Areas identified as unique natural area with preservation plan;
- Areas identified or eligible to be identified as historic places;
- Requests to waive required Submissions have been submitted (nine (9) copies):
 - A high-intensity soil survey by a registered soil scientist.
 - Contour lines at the interval specified by the Planning Board, showing elevations in relation to mean sea level.
 - Hydrogeologic assessment.
 - An estimate of the amount and type of vehicular traffic to be generated on a daily basis and at peak hours.
 - Traffic Impact Analysis

TOWN OF ACTON

Building Department
207-636-3497 x410 Email: ceo@actonmaine.org

SUBDIVISION PRELIMINARY PLAN APPLICATION REVIEW

Applicant: Marell Estates, LLC Location: 760-776 Youngs Ridge Road Tax Map 217 Lot 28, 29 & 30

Proposed Use: Residential Subdivision

ARTICLE 6 – PRELIMINARY PLAN APPLICATION

6.1 Procedure

- A. A Preliminary Plan Application showing approximate layout shown on the Sketch Plan plus any recommendations made by the Board submitted within six months of the original site inspection;
- B The nonrefundable application fee, plus a fee per lot or dwelling unit has been collected;
- C. The applicant paid an escrow fee per lot or dwelling unit;
- B. The applicant or applicant's representative has attended every meeting in which the application was discussed;
- D. Within three days of the receipt of the Preliminary Plan application;
 - 1. A dated receipt was issued to the applicant;
 - 2. Abutters have been notified that an application for subdivision approval has been submitted;
 - 3. If any portion of the subdivision abuts or crosses the municipal boundary, the review authority of that municipality has been notified;
- E. The Board determined whether the application is complete and notified the applicant in writing;
 - If the application is not complete, the Board notified the applicant of the specific additional material needed to complete the application;
- F. Notification and a request for comment on the department's existing capital facilities to service the proposed subdivision was sent Road Commissioner, Fire Chief and Superintendent of Schools:
 - the number of dwelling units proposed,
 - the length of roadways,
 - the size and construction characteristics of any multifamily, commercial or industrial buildings,
 - The Board determined whether to hold a public hearing on the preliminary plan application;
- G. If the Board decided to hold a public hearing within thirty (30) days of the receipt of a completed application;
 - Notice of the date, time and place of the hearing was published in a newspaper twice, at least seven days prior to the hearing;

- Notice was posted in at least three prominent places within the municipality at least seven days prior to the hearing;
- A copy of the notice was sent by First Class mail to abutting landowners and to the applicant, at least ten days prior to the hearing;
- H. The Board made findings of fact on the application within sixty (60) days of receipt of a complete application, and approve, approve with conditions, or deny the preliminary plan application.
 - The Board specified in writing its findings of facts and reasons for any conditions or denial.
- I. When approving the preliminary plan, the Board stated the conditions of approval with respect to:
 - The specific changes required in the final plan;
 - The character and extent of the required improvements for which waivers may have been requested;
 - The construction items for which cost estimates and performance guarantees will be required as prerequisite to the approval of the final plan.
- J. The Board conveyed to the applicant that approval of a preliminary plan shall not constitute approval of the final plan or intent to approve the final plan, but rather an expression of approval of the design of the preliminary plan as a guide to the preparation of the final plan.

6.2 Mandatory Submissions for Preliminary Plan - (nine (9) copies) have been submitted (waivers can be granted) at least fourteen (14) days prior to the scheduled meeting including:

- A. Application Form: Two copies of the application form and any accompanying information.
- B. Location Map drawn at a size adequate to show the relationship of the proposed subdivision to the adjacent properties showing:
 - Existing subdivisions in the proximity of the proposed subdivision;
 - Locations and names of existing and proposed streets;
 - Boundaries and designations of zoning districts;
 - An outline of the proposed subdivision and any remaining portion of the owner's property if the preliminary plan submitted covers only a portion of the owner's entire contiguous holding;
- C. Preliminary Plan with all dimensions shown in feet or decimals of a foot drawn to a scale of not more than 100 feet to the inch and including:
 - 1. Proposed name of the subdivision; the name of the municipality in which it is located; assessor's Map and Lot numbers;
 - 2. Verification of right, title or interest in the property by deed, purchase and sales agreement, option to purchase, or some other proof of interest;
 - 3. A standard boundary survey of the parcel, giving complete descriptive data by bearings and distances, made and certified by a professional land surveyor;
 - The corners of the parcel located on the ground and marked by monuments;
 - The entire parcel or tract shown including all contiguous land in common ownership within the last five years;
 - 4. A copy of the most recently recorded deed for the parcel;

- 5. A copy of all deed restrictions, easements, rights-of-way, or other encumbrances currently affecting the property;
 - A copy of any deed restrictions intended to cover all or part of the lots or dwellings in the subdivision;
- 6. Sewerage Disposal - test pit analyses, prepared by a Licensed Site Evaluator or Certified Soil Scientist shall be provided. A map showing the location of all test pits dug on the site;
- 7. An indication of the type of water supply system(s) to be used in the subdivision.
- 8. The date the plan was prepared, north point, and graphic map scale.
- 9. The names and addresses of the record owner, applicant, and individual or company who prepared the plan and adjoining property owners.
- 10. Wetland areas regardless of size.
- 11. The number of acres within the proposed subdivision,
- 12. Location of rivers, streams, brooks or great pond within or adjacent to the proposed subdivision,
- 13. The zoning district and zoning boundaries affecting the subdivision.
- 14. The location and size of (onsite or adjacent to the site) existing and proposed sewers, water mains, culverts, drainage ways.
- 15. The location, names, and present widths of (on site or adjacent to the site) existing streets, highways, easements, building lines, parks and other open space
- 16. Width and location of streets public improvements or open space;
- 17. The proposed lot lines and lot areas;
- 18. Land proposed to be dedicated to public use and conditions;
- 19. Location of open space to be preserved or common space to be created with description of ownership improvement and management
- 20. The area of existing forest permitted to be removed and converted to lawn;
- 21. The boundaries of a flood-prone area, the boundaries of the flood hazard areas and the 100-year flood elevation;
- 22. Areas identified by Mine Department of Inland Fisheries and Wildlife Beginning with Habitat Project or in the Comprehensive Plan indicating appropriate measures for preservation;
- 23. Areas listed or eligible to be listed on the National Register of Historic Places or in the Comprehensive Plan

D. Required Submissions for Which a Waiver May be Granted:

- 1. A high-intensity soil survey by a registered soil scientist.
- 2. Contour lines at the interval specified by the Planning Board, showing elevations in relation to mean sea level.
- 3. Hydrogeologic assessment.

- 4. An estimate of the amount and type of vehicular traffic to be generated on a daily basis and at peak hours.
- 5. Traffic Impact Analysis

Receipt of additional information requested:

- 1. _____
- 2. _____
- 3. _____
- 4. _____