

# Town of Arundel, Maine

## PRIVATE WAY APPLICATION

### APPLICANT INFORMATION

1. **Project Name:** \_\_\_\_\_
2. **Owner Name:** \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
Town, State, ZIP Code \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email: \_\_\_\_\_
3. **Applicant Name** (if different): \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
Town, State, ZIP Code \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email: \_\_\_\_\_
4. **Authorized Agent** (person(s) who will be responsible for all communication with the Staff Review Committee):  
Name: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
Town, State, ZIP Code \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email: \_\_\_\_\_
5. **Design Consultants** (Surveyor/ Engineer)  
Name: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
Telephone # \_\_\_\_\_ Email \_\_\_\_\_  
  
Name: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
Telephone # \_\_\_\_\_ Email \_\_\_\_\_

### GENERAL INFORMATION

6. **Project Location** \_\_\_\_\_ Arundel Tax Map \_\_\_\_ Lot \_\_\_\_
7. Private Way proposed to serve \_\_\_\_ lots and \_\_\_\_ dwelling or commercial units.

**SITE INFORMATION**

9. Please describe the existing use of the property to be developed and neighboring properties.

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

Please describe the proposed use of the property.

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

10. Total Acreage of Site: \_\_\_\_\_ Proposed Development Area: \_\_\_\_\_  
Proposed Road/driveway Length: \_\_\_\_\_

11. Proposed Infrastructure Improvements (List Facility Type & Public/Private Ownership)

Sewer: \_\_\_\_\_ Water: \_\_\_\_\_  
Road: \_\_\_\_\_ Utilities: \_\_\_\_\_

12. Application Fee:

- Pre-Application: \$25
- \$250 for new applications and revisions

*Application fee is doubled if work has started prior to application*

13. Waiver Requests? (Submit in writing) Yes  No

14. Please complete the attached Private Way Checklist to assure your application and site plan are complete.

**To the best of my knowledge, all of the above stated information is true and correct.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## Town of Arundel Private Way Application Checklist

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

This checklist has been prepared to assist applicants develop their applications. It should be used as a guide. The checklist does not substitute for following the requirements of section 2.0 of the *Street Design and Construction Ordinance*. The Committee will also be using the checklist to make sure your application is complete. Indicate in the first and third columns if the information has been submitted or if you request it to be waived. If you feel the information is not applicable to your project please indicate so in the second column.

Private Way Plan Requirements	Submitted by Applicant	Does Not Apply	Applicant Requests to be Waived	Received by Town Planner	Comments
1. Perimeter survey prepared and sealed by a Land Surveyor licensed to practice in the state of Maine showing the dedicated right of-way for the proposed Private way and any abutting properties to the proposed private way.					
2. Plan view prepared and sealed by a Land Surveyor or civil engineer licensed to practice in the State of Maine, showing horizontal layout of the proposed right of way and travelway including relevant horizontal curve data, and may contain the following information:					
<ul style="list-style-type: none"> <li>• Existing and proposed topographic contours</li> </ul>					
<ul style="list-style-type: none"> <li>• Existing and proposed drainage facilities and discharge areas for drainage facilities</li> </ul>					
<ul style="list-style-type: none"> <li>• Invert elevations for all existing and proposed curbing, culverts, catch basins and other drainage structures</li> </ul>					
<ul style="list-style-type: none"> <li>• Location of all natural features including but not limited to wetlands, streams, rock outcrops, well as built structures including fences, signs, lighting, walls, and buildings;</li> </ul>					
<ul style="list-style-type: none"> <li>• Location and identification of all existing and proposed utilities including water, sewer, electric service, gas lines, telephone, and cable TV, street lighting,</li> </ul>					
<ul style="list-style-type: none"> <li>• Sight distances of all intersections of the private way with own streets and other private ways shall also be provided</li> </ul>					
<ul style="list-style-type: none"> <li>• Title Block containing applicant and surveyor/engineer information, scale and north arrow</li> </ul>					
<ul style="list-style-type: none"> <li>• Staff Review Committee signature block;</li> </ul>					
<ul style="list-style-type: none"> <li>• Site Data summary including length of roadway, road width, construction specifications, and number of lots / units served;</li> </ul>					
<ul style="list-style-type: none"> <li>• Typical road construction crosssection</li> </ul>					
<ul style="list-style-type: none"> <li>• Location and identification of test pits used for soil investigation or confirmation of installed materials in existing roads</li> </ul>					
<ul style="list-style-type: none"> <li>• Location of sedimentation and soil erosion control devices;</li> </ul>					
3. If required by the Staff Review Committee, profile of the proposed roadway drawn at a scale not less than 1" =40 feet horizontal and a vertical scale of 1" = 4 feet vertical, stationed in 50 foot horizontal increments, showing					

centerline and left and right side profiles of the road, vertical curves, culverts, underground utilities, and stream beds					
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4. Detail sheet containing detail drawings of drainage and utility structures, soil erosion control devices, schedule of soil erosion control practices on the site; planting schedules and specifications.					
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<b>WRITTEN SUBMISSION REQUIREMENTS</b>					
1. Complete Application Form					
2. Name, mailing addresses, and Map/Lot number of all abutters within 200 feet of the subject property printed on Avery 5160 labels.					
3. Evidence of applicant's right, title or interest (deed, lease agreement, purchase & sale, or letter of authorization) in the property and any deed restrictions or easements on the property					
4. If required by the Staff Review Committee, drainage calculations for 5, 10, and 25-year frequency storm prepared and sealed by a civil engineer licensed to practice in the State of Maine					
5. Private Way Maintenance Agreement					
6. Copies of proposed temporary and or permanent easements including utility, construction, access, and drainage easements;					
7. Written copies of all required state and federal approvals. Relevant state and federal laws include, but are not limited to Stormwater, Site Location, Natural Resources Protection Act, and Sec. 404 Clean Water Act (federal), and all Maine Department of Transportation permits.					

**For Staff Review Committee Review:** Submit five (5) copies of this application and supporting documentation showing or accompanied by the information required by Section 2.0 of the *Street Design & Construction Ordinance* (2019).

Applications will not be placed upon a Staff Review Committee agenda until the Town Planner receives all the plans, fees, written submissions or waiver requests to be considered complete. After receipt of all the necessary information, the Town Planner shall place the application on the next available agenda.