



Town of Cumberland

Subdivision & Land Development Review and Development Plan Review Processes

Days: Calendar Days

Administrative Subdivision: Yielding no new lots or streets

Minor Subdivision/Land Development Project (LDP): A plan consisting of five or fewer residential lots and no waivers

Major Subdivision/Land Development Project: Any subdivision or LDP not classified as administrative or minor

Development Plan Review: Process for new or substantially altered commercial development

Conservation Development: Required for major subdivision/LDPs

Max Dwellings Units = (Developable Land Area × .8) / Minimum lot size for zoning district

PB: Planning Board

TRC: Technical Review Committee. Opportunity to receive technical comments from Town staff

	Administrative	Minor	Minor with Street Creation or Extension	Major
Pre-Application Meeting	Recommended	Recommended. Required for Conservation Developments. Applicant submits items on Pre-Application Checklist.	Required within 60 days of applicant's submission of Pre-Application Checklist materials.	Required within 60 days of applicant's submission of Pre-Application Checklist materials.
Master Plan Submittal Deadline	n/a	n/a	n/a	Complete application with Major Subdivision Checklist items 30 days prior to PB meeting.
Comment Solicitation	n/a	n/a	n/a	Staff coordinates review and solicits comments from local, state, and federal agencies and adjacent communities.
Certificate of Completeness	n/a	n/a	n/a	Staff must certify complete/incomplete within 25 days of receiving Major Subdivision Master Plan Checklist items.
Certificate of Completeness: Corrected Application	n/a	n/a	n/a	Staff must certify complete /incomplete not less than 10 days of resubmission.
Public Informational Meeting	n/a	n/a	n/a	Required: 7-day notice in newspaper and to abutters
Decision: Master Plan	n/a	n/a	n/a	PB must approve, approve with conditions, or deny within 90 days of certificate of completeness. Approval valid for 2 years.
Preliminary Plan Submittal Deadline	n/a	Complete application with Minor Subdivision Checklist items 30 days prior to PB hearing to be on agenda.	Complete application with Minor Subdivision Checklist items 30 days prior to PB hearing to be on agenda.	Complete application with Major Subdivision Checklist items 30 days prior to PB hearing to be on agenda.
Comment Solicitation	n/a	n/a	n/a	Staff solicits comments from local agencies

Certificate of Completeness: Preliminary Plan	Staff must certify complete/incomplete within 15 days of receiving Administrative Subdivision Checklist items	Staff must certify complete/incomplete within 15 days of receiving Minor Subdivision Checklist items.	Staff must certify complete/incomplete within 25 days of receiving Minor Subdivision Checklist items.	Staff must certify complete/incomplete within 25 days of getting Major Subdivision Preliminary Review Checklist items.
Certificate of Completeness: Corrected Preliminary Plan	n/a	Staff must certify complete/incomplete not less than 14 days of resubmission.	Staff must certify complete/incomplete not less than 14 days of resubmission.	Staff must certify complete/incomplete not less than 14 days of resubmission.
TRC Meeting	n/a	Recommended	Recommended	Required
Public Hearing	n/a	n/a	Required. 14-day notice in newspaper 10-day notice to abutters	Required. 14-day notice in newspaper 10-day notice to abutters
Decision: Preliminary Plan	n/a	PB must approve, approve with conditions, or deny within 65 days of certificate of completeness.	PB must approve, approve with conditions, or deny within 95 days of certificate of completeness.	PB must approve, approve with conditions, or deny within 90 days of certificate of completeness. Approval valid for 1 year.
Submittal Deadline: Final Plan	n/a	Complete application with Minor Subdivision Checklist items 30 days prior to PB hearing to be on agenda.	Complete application with Minor Subdivision Checklist items 30 days prior to PB hearing to be on agenda.	Complete application with Major Subdivision Final Plan Checklist items and items required by PB as conditions of Preliminary Plan approval 30 days prior to PB hearing to be on agenda.
Certificate of Completeness: Final Plan	n/a	n/a	n/a	Staff must certify complete/incomplete within 25 days of getting Major Subdivision Final Plan Checklist items if plan doesn't differ from Preliminary Plan, or 45 days if the Final Plan differs from the Preliminary Plan.
Certificate of Completeness: Corrected Final Plan	n/a	n/a	n/a	Staff must certify complete/incomplete not less than 14 days of resubmission.
Decision: Final Plan	Staff must approve, deny, or refer to PB within 15 days of certificate of completeness. If referred to PB, must be approved, approved with conditions, or denied within 65 days of certificate of completeness.			PB must approve, approve with conditions, or deny within 45 days of certificate of completeness.
Expiration of Approval	90 days from approval if plat is not recorded.	90 days from approval if plat is not recorded.	90 days from approval if plat is not recorded.	1 year from approval if plat is not recorded.