



November 14, 2017  
15320

Maureen O'Meara, Town Planner  
Town of Cape Elizabeth  
320 Ocean House Road  
P.O. Box 6260  
Cape Elizabeth, Maine 04107

**SUBJECT: Holt Property Subdivision Amendment**

Dear Maureen:

We have received and reviewed a submission package dated November 1, 2017 for the subject project. The package included a November 1, 2017 cover letter addressed to you and the Planning Board Members from Robert Metcalf of Mitchell & Associates, along with various supporting documentation and reduced size plan entitled Second Amended Subdivision Plan as prepared by Northeast Civil Solutions. Based on our review of submitted material and the project's conformance to the technical requirements of Section 16-2-5, Amendments to Previously Approved Subdivisions Completeness, we offer the following comments:

1. The applicant is proposing to sell 1.09 acres of land to an abutter with no physical improvements to be associated with this amendment. Therefore, the application package has noted that many of the typical submission items are not applicable to this amendment. We concur with that assessment.
2. We understand that the Board will be conducting a completeness review for this project at their upcoming meeting. In our opinion, the submitted materials represent a completed package. It should be noted that any future submitted information may result in corresponding review comments.
3. The Second Amended Subdivision Plan appears to be appropriately completed to convey the proposed transaction. A full size plan with the surveyor's stamp should be submitted to the Town for its records.

We trust that these comments will assist the Board during their deliberations on this project. Should there be any questions or comments regarding our review, please do not hesitate to contact us.

Sincerely,

SEBAGO TECHNICS, INC.

A handwritten signature in black ink, appearing to read "SDH:llg".

Stephen D. Harding, P.E.  
Town Engineer

SDH:llg

cc: Caitlyn Abbott, Sebago Technics, Inc.