

4 Blanchard Road, P.O. Box 85A Cumberland, ME 04021 Tel: 207.829.5016 • Fax: 207.829.5692 info@smemaine.com smemaine.com

December 27, 2023

Caroline Pelletier, Town Planner Town of Freeport 30 Main Street Freeport, ME 04032

Subject: Cedar Haven Family Campground Expansion

Concept Plan Application for Project Review Board

Dear Caroline,

On behalf of Cedar Haven Family Campground, Sevee & Maher Engineers, Inc. (SME) is pleased to submit the attached Town of Freeport (Town) Planning Department application and supporting documents for the proposed campground expansion located off Baker Road in Freeport, Maine.

The Cedar Haven Family Campground expansion will include approximately 25 new campsites, 550 feet of additional access drive, and a 1,300-square-foot bath house. The new sites will be served by a private well, an engineered septic system, and underground utilities including water service, sewer hookups, and electrical service. Grassed underdrained soil filters are planned for stormwater management. Proposed site improvements are outlined on the attached Concept Plan included with this submission.

In accordance with submission requirements, we have enclosed twelve (12) copies of the signed application form and recorded deeds for the property, as well as ten (10) 11" by 17" copies and two (2) 24" by 36" copies of the concept plan. A check for the application and abutter fees is also included with the submission documents. An electronic copy of the application materials will be forwarded to you via email this afternoon.

We look forward to reviewing the Cedar Haven Campground Expansion Project in more detail with the Project Review Board January 17, 2024, and appreciate your consideration of this application. Please feel free to contact me at 207.829.5016 or <a href="mailto:itr@smemaine.com">itr@smemaine.com</a> if you have any questions or need additional information.

Very truly yours,

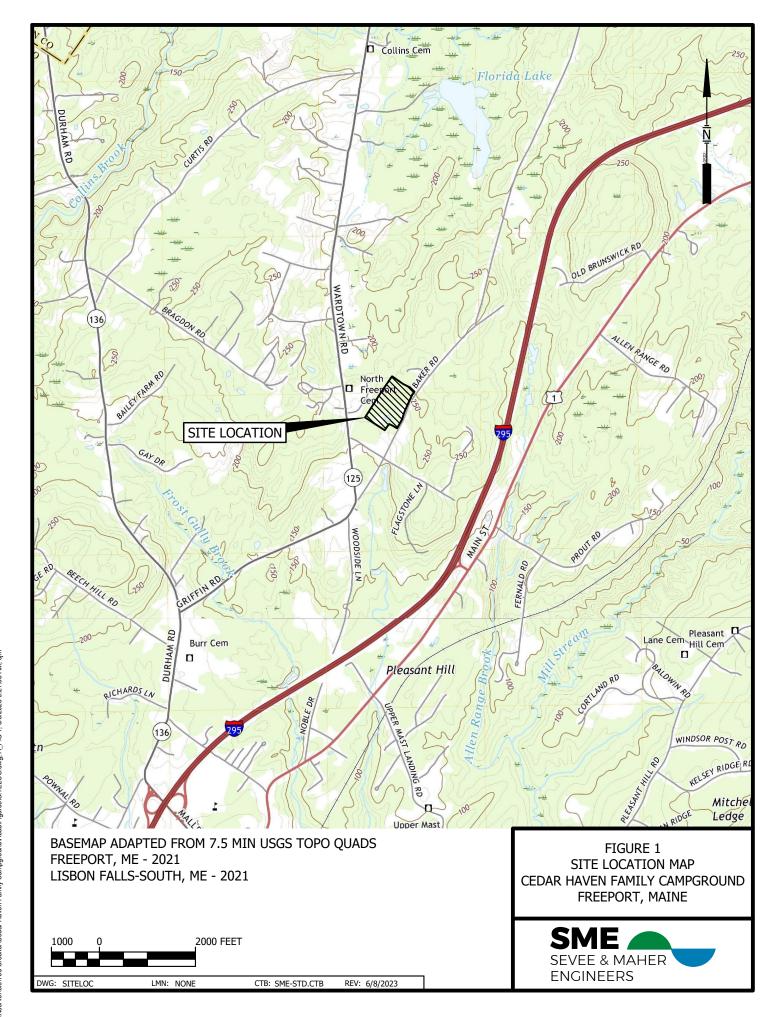
SEVEE & MAHER ENGINEERS, INC.

Jeffrey T. Read P.E. Senior Civil Engineer

Attachments: Figure 1 – Site Location Map

Attachment 1 Planning Department Application for Review

Attachment 2 Recorded Deeds Attachment 3 Concept Plan



#### **ATTACHMENT 1**

# PLANNING DEPARTMENT APPLICATION FOR REVIEW





# Town of Freeport Planning Department 30 Main Street Freeport, ME 04032 (207) 865-4743 ext. 107

#### 1. SUBMISSIONS

- Twelve (12) copies each of the completed application form and a copy of the recorded deed(s) for the property. If the applicant is not the property owner, a purchase and sale agreement or a lease agreement shall also be submitted to show that the applicant has a serious interest in the project and sufficient title, right, and/or interest to complete the project. The amount being paid for the property may be blacked out.
- For applications to the Project Review Board, you must also submit twelve (12) copies of all other supplemental materials collated into individual packets which will fit into a large manila envelope. Please clip materials together; do not use special binding or binders. If copies of plans are being submitted, please include 2 full size sets (24" x 36") and 10 copies reduced to 11" x 17". The scale of any site plans shall be sufficient to allow review under the Criteria and Standards of Section 602.G of the Freeport Zoning Ordinance, but at not more than 50 feet to the inch for that portion of the total tract of land being proposed for development. All plan sheets must also be submitted electronically in a pdf format. For a complete list of detailed submission requirements, please refer to the applicable ordinance(s) which may include the Design Review Ordinance, the Subdivision Ordinance or the Zoning Ordinance (Section 602 Site Plan Review).

<u>For applications to the Planning Board</u>, you must also submit eight (8) copies of all other supplemental materials.

- Payment of application fee and abutter fee (if applicable)
- This application form, along with the required accompanying materials, must be submitted to the Town Planner at least <u>21 days prior</u> to the meeting at which it is to be considered.
- The applicant or an agent needs to be present at the meeting to present the application to the Board. If the applicant is going to be represented by someone other than themselves, they must submit a signed letter of authorization.

#### 2. ABUTTERS

Abutters will be notified as required by State and Town regulations. Abutters will be determined by the Freeport Planning Department using most recent Assessing Records. If there are other people that you would like notified of the meeting, their contact information (either mailing address or email address) must be submitted with the application form. A fee of \$2.50 per abutter will be charged.

#### 3. **FEES**

Refer to current fee schedule.

# Town of Freeport Planning Department

# **Application for Review**

Project Type: (check all applicable)
X Site Plan Review Design Review Certificate Subdivision
Zoning Ordinance Amendment Other (please explain)
Name of Project: Cedar Haven Family Campground Expansion
Proposed Use of Property: Campground - 25 new campsites
1) Applicant Information:
Name: Cedar Haven Family Campground c/o Ted Crooker Tel: 207-865-6254
(If a Company, provide name of person also)  Address: 44 Storer Road, Brunswick, ME 04011
Email: ted@crookers.me
2) <u>Interest in Property</u> : Please attach a copy of the recorded deed for the property. If the applicant is not the property owner, a purchase and sale agreement or a lease agreement shall also be submitted to show that the applicant has a serious interest in the project and sufficient title, right, and/or interest to complete the project. The amount being paid for the property may be blacked out. <u>This application will not be processed without this information</u> .
3) Do you own any abutting property? Yes No
If yes, please explain:
4) Property Information:
Present Use of Property Campground
Location: Street Address 45 and 51 Baker Street
Assessor's Office Map: Lot: Lot:
Size of Parcel (acres): 13.79 Zoning District (s): Rural Residential One (RR1)
5) <u>Design Review Information</u> (please circle one from each category)
Design Review District:  One  Two  Not in the Design Review District
Building Class, as designated on the Design Review District Map(s): A B C
Is this building in the Color Overly District:  Yes
Campground expansion will include 25 campsites, bath house, and a 550 liner feet access road. Each Please describe the proposed changes:
campsite will have a sewer, water, and electric hookups. Additional site improvements will include underground utilities, engineered septic system and well.

02/18

6) Other Information:			
Proposed # of Buildings: 1	_ Gross Square Foota	ge of Non-Resident	tial Buildings: 1,400 SF
Is Zoning Board of Appeals Approval F	Required? Yes	No	
If YES, provide reason			- The second
7) Subdivision Approval or a Subdivision	on Amendment: (if a	oplicable)	
Proposed Number of Lots	_		
Does the applicant intend to request	any waivers of Subdi	vision or Site Revie	w provisions?
NO YES	-		
If YES, list and give reasons why	***************************************	·	
	<b>//</b>	M*************************************	
8) Applicant's Engineer, Land Surveyor Name: Sevee & Maher Engine	•	-	<sub>Tel:</sub> 207-829-5016
Address: 4 Blanchard Road			
Email: jtr@smemaine.com			
9) Billing Contact (If different than app			
Name:	·		Tel:
Address:			
Application Fee: \$330.00	Abutter Fee: \$60		
<b>Submission</b> : This application form, alorat least 21 days prior to the meeting at	- '		s, must be submitted to the Town Planner
application is true and correct to the be	st of his/her knowled	ge and hereby does	tative, states that all information in this s submit the information for review by the ations of the Town, State and Federa
governments.	/	)///	
17/21/23	Alex	deep	Spelle
DATE	SIGN	ATURE OF APPLICA	NT/OWNER/REPRESENTATIVE

Re.

Pay To Town of Freeport

Check No. 1475

Invoice No.

Invoice Date

Invoice Amount

**Amount Due** 

Discount

Apply

Balance

2023.12.20

12/20/2023

390.00

390.00

0.00

390.00

0.00

14751

Security features. Details on back.

0

Sevee & Maher Engineers, Inc. P.O. Box 85A 4 Blanchard Rd. Cumberland, ME 04021 207-829-5016

Norway Savings Bank

52-7451/2112

SECURED BY EZSHIELD

12/20/2023 DATE

390.00

**AMOUNT** 

PAY TO THE ORDER Three Hundred Ninety and 00/100 Dollars

Town of Freeport 30 Main Street

Freeport, ME 04032

"O14751" #211274515# BO1 O176130"

Sevee & Maher Engineers-Norway Savings Bank

Pay To Town of Freeport

14751 Check No. 1475

Invoice No. 2023.12.20

Invoice Date 12/20/2023

390.00

**Invoice Amount** 

**Amount Due** 

390.00

Discount

PRINTED IN U.S.A

0.00

Apply 390.00 Balance

0.00

# **ATTACHMENT 2**

# **RECORDED DEEDS**



#### **QUITCLAIM DEED WITH COVENANTS**

(Maine Statutory Short Form)

KNOW ALL MEN BY THESE PRESENTS, that the NORTHERN NEW ENGLAND CONFERENCE OF SEVENTH-DAY ADVENTISTS, INC., a Maine non-profit corporation with a mailing address of 479 Main Street, Westbrook, ME 04092, grants to CEDAR HAVEN FAMILY CAMPGROUND, LLC, a Maine limited liability company with a mailing address of 26 Union Park, Topsham, ME 04086, with QUITCLAIM COVENANTS, a certain lot or parcel of land with any buildings thereon, situated in the town of Freeport, County of Cumberland, and State of Maine, more fully described in Exhibit A attached hereto and made a part hereof.

WITNESS its hand and seal this 15th day of April, 2016.

Witness

The Northern New England Conference of

Seventh-Day Adventists, Inc. By: Daniel Battin, Treasurer

STATE of MAINE

CUMBERLAND, ss.

April 15, 2016

Then personally appeared the above-named Daniel Battin, as Treasurer of The Northern New England Conference of Seventh-Day Adventists, Inc., and acknowledged the foregoing instrument to be his free act and deed in his said capacity.

Before me,

Notary Public/Attorney at Law

JOHN T. VOORHEES, JR. Attorney-at-Law/Notary Public My Commission does not expire.

#### EXHIBIT A

# 18887

Five certain lots or parcels of land situated on the northwesterly side of the Old County Road leading from Freeport Corner to Brunswick, commonly known as the Baker Road, in the Town of Freeport, County of Cumberland and State of Maine, bounded and described as follows:

Parcel One: Beginning at a marked spruce tree and an iron pipe set in the ground at a point on the northwesterly side of said road, which point is two hundred and ten (210) feet northeasterly from the southerly corner of land now or formerly of Ernest F. Marstaller, as described in warranty deed from Austin E. Cotton to Ernest F. Marstaller dated January 16, 1945, and recorded in Cumberland County Registry of Deeds, Book 1767, Page 342; thence in a general southwesterly direction along the northwesterly side of said road a distance of twenty (20) feet to the northeasterly corner of other land now or formerly of Norman and Lorette Baker, as described in quit claim deed from Ernest F. Marstaller to Norman Baker, et al, dated October 9, 1954, and recorded in said Registry; thence at an approximate right angle and running northwesterly along the northeasterly boundary line of other land now or formerly of Norman and Lorette Baker a distance of two hundred eighty-four (284) feet to a point; thence at an approximate right angle and running southwesterly and parallel with said road along the northwesterly boundary line of other land now or formerly of Norman and Lorette Baker a distance of one hundred and ninety (190) feet to a point marking the westerly corner of other land now or formerly of Norman and Lorette Baker; thence at an approximate right angle and running northwesterly along the line of other land now or formerly of Ernest F. Marstaller to a point at the westerly corner thereof: thence at an approximate right angle and running in a general northeasterly direction along the line of other land now or formerly of Marstaller a distance of three hundred seventy-five (375) feet to a point; thence at an approximate right angle and running in a general southeasterly direction along the line of other land now or formerly of Marstaller a distance of four hundred (400) feet, more or less, to the northerly corner of land conveyed by Marstaller to Liston Eastman and Janet Eastman; thence at an approximate right angle and running in a general southwesterly direction along said Eastman land one hundred sixty-five (165) feet to the westerly corner of said Eastman land; thence at an approximate right angle and running in a general southeasterly direction along the southwesterly line of said Eastman land two hundred sixty-four (264) feet to the Old County Road and the point of beginning.

<u>Parcel Two:</u> Beginning on the northwesterly side of Old County Road at the southerly corner of land now or formerly of Ernest F. Marstaller as described in warranty deed from Austin E. Cotton to Ernest F. Marstaller dated January 6, 1945, and recorded in Cumberland County Registry of Deeds, Book 1767, Page 342; thence northwesterly along the southwesterly boundary line of Marstaller's land two hundred and eighty-four (284) feet to a point; thence at an approximate right angle and running northeasterly and parallel with said road one hundred and

ninety (190) feet to a point; thence at an approximate right angle and running southeasterly parallel with the first bound two hundred and eighty-four (284) feet to said County Road; thence in a general southwesterly direction along said road one hundred and ninety (190) feet to the point of beginning; said parcel of land being a portion of that described in the aforementioned deed.

<u>Parcel Three:</u> Beginning at the land now or formerly of Norman Baker, et al, at the northeasterly corner and land formerly of Hires; thence about northeast along land now or formerly of Hires one hundred and ninety (190) feet to land now or formerly of Ernest F. Marstaller, thence southeast and parallel with the Baker line two hundred thirty (230) feet to a point; thence southwest and parallel with the land now or formerly of Hires' line one hundred and ninety (190) feet to the land of Norman Baker, et al; thence about northwest two hundred thirty (230) feet to the point of beginning.

Parcel Four: Beginning off the westerly side of the Old Brunswick Road, also known as the Baker Road, at the northwesterly corner of land now or formerly of Leavitt and Ruth Baker; thence northwesterly along the line of land now or formerly of Norman and Lorette Baker approximately five hundred (500) feet to the land now or formerly of Ellen Webber, at al; thence southwesterly one hundred fifty (150) feet along the Webber line to an iron stake; thence southwesterly approximately five hundred (500) feet parallel with the first mentioned bound to the southwesterly corner of land now or formerly of Leavitt and Ruth Baker; thence northeasterly one hundred fifty (150) feet along the line of Leavitt and Ruth Baker to the point of beginning.

Parcel Five: Beginning on the northwesterly side of the Baker Road, so called, formerly the County Road leading from Freeport Village to the Prout Road in Freeport County of Cumberland and State of Maine, at the northeasterly corner of land now or formerly of Norman Baker, at al, and the line of land now or formerly of Harry Powers; thence about northeasterly one hundred sixty (160) feet to a point; thence about southeasterly and parallel to the line of land now or formerly of Norman Baker three hundred ten (310) feet to a point; thence about southwesterly one hundred sixty (160) feet to land now or formerly of Norman Baker; Thence about northwesterly along land now or formerly of Baker three hundred ten (310) feet to the point of beginning.

Meaning and intending to describe premises conveyed in the Quitclaim Deed without Covenant of People's United Bank dba Maine Bank & Trust to Northern New England Conference of Seventh-Day Adventists, Inc., dated June 1, 2010 and recorded in the Cumberland County Registry of Deeds in Book 27824, Page 15.

Received Recorded Resister of Deeds Apr 29,2016 11:39:35A Cumberland County Nancy A. Lane

#### **QUITCLAIM DEED WITH COVENANTS**

(Maine Statutory Short Form)

KNOW ALL MEN BY THESE PRESENTS, that **TIMOTHY STEEVES**, of Freeport, County of Cumberland and State of Maine, grants to **CEDAR HAVEN FAMILY CAMPGROUND**, **LLC**, a Maine limited liability company with a mailing address of 26 Union Park, Topsham, ME 04086, with QUITCLAIM COVENANTS, a certain lot or parcel of land with any buildings thereon, situated in the Town of Freeport, County of Cumberland and State of Maine, more fully described in Exhibit A attached hereto and made a part hereof.

WITNESS its hand and seal this 6th day of May, 2016.

Witness

STATE of MAINE CUMBERLAND, ss. THIOTHI STEEVES

May 6, 2016

Then personally appeared the above-named **Timothy Steeves**, and acknowledged the foregoing instrument to be his free act and deed.

Before me,

Notary Public/Attorney at Law

JOHN T. VOORHEES, JR. Attorney-at-Law/Notary Public My Commission does not expire.

#### **EXHIBIT A**

# 18894

A CERTAIN LOT OR PARCEL OF LAND together with the buildings thereon located at 43 Baker Road, in the Town of Freeport, County of Cumberland and State of Maine, further bounded and described as follows:

Beginning at a point at a spruce tree, marked, and an iron driven in the ground, which point is two hundred ten (210) feet northeast from the southwest corner of land described in deed from Austin E. Cotton to Ernest F. Marstaller, dated January 6, 1945, and recorded in the Cumberland County Registry of Deeds, Book 1767, Page 342, at the corner of a stone wall on the northwest side of the Old County Road;

Thence northeast along the northwest side of said Old County Road one hundred sixty-five (165) feet to an iron pipe driven in the ground;

Thence at right angles northwesterly two hundred sixty-four (264) feet to a point; and thence at right angles southwesterly one hundred sixty-five (165) feet to a point;

Thence at right angles southeasterly two hundred sixty-four (264) feet to the first mentioned marked spruce tree and iron driven in the ground and the point of beginning; containing one (1) acre.

Meaning and intending to describe the premises conveyed by Quitclaim Deed of Maxine L. Steeves to Timothy Steeves, dated March 19, 2003, and recorded in the Cumberland County Registry of Deeds at Book 19073, Page 207.

Received Recorded Resister of Deeds May 10,2016 11:50:01A Cumberland County Nancy A. Lane

> The Street S Street Street

DLN# 1002140170555

#### DEED OF SALE BY PERSONAL REPRESENTATIVE

Maine Statutory Short Form

### Know all Persons by these Present,

That Wc, CAROLE HARLOW MENDONCA, of La Quinta, County of Riverside and State of California, and WAYNE S. HARLOW, of Berthoud, County of Larimer, State of Colorado, duly appointed and acting co-personal representatives of the Estate of Robert P. Harlow, deceased (testate), as shown by the probate records of Cumberland County, Maine, by the power conferred by the Probate Code, and every other power, for consideration paid, grant to:

#### THEODORE CROOKER

having a mailing address of 44 Storer Road, Brunswick, Maine 04011, the real property, together with the improvements thereon, situated in the Town of Freeport, County of Cumberland and State of Maine, described in the Exhibit A attached hereto and made a part hereof.

Witness our hands and seals this 5th day of November, 2021.

Signed, Sealed and Delivered in the presence of

Eumon Mindence

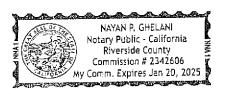
Carole Harlow Mendonca, Co-Personal Representative

of the Estate of Robert P. Harlow

STATE OF CALIFORNIA
County of PIVCESIDE

November <u>05</u>, 2021

Then personally appeared before me the above named Carole Harlow Mendonca, in her said capacity, and acknowledged the foregoing instrument to be her free act and deed.



Notary Public, Printed Name: NAYAN P. GHELANT

DOC:80462 BK:38872 PG:200

	Wayne S. Harlow, Co-Personal Representative of the Estate of Robert P. Harlow
STATE OF COLORADO County of Lawlence	November, 2021
Then personally appeared before me the and acknowledged the foregoing instrument to	e above named Wayne S. Harlow, in his said capacity, be his free act and deed
Thomas Paul Restelli III  Notary Public  State of Colorado  Notary ID 20214039785  My Cultimission Expires 10/07/2025	Notary Public, Printed Name: 1 Mount Paul Partell; III

DOC:80462 BK:38872 PG:201

RECEIVED - RECORDED, CUMBERLAND COUNTY REGISTER OF DEEDS 11/09/2021, 02:15:06P

Register of Deeds Jessica M. Spaulding E-RECORDED

#### EXHIBIT A

A certain lot or parcel of land situated on the northwesterly side of the Baker Road, so called, formerly Old County Road, bounded and described as follows:

Beginning at the southerly corner of the land of Robert P. and Alberta L. Harlow;

Thence southwesterly along the Baker Road two hundred twenty-five (225) feet more or less to the land now or formerly of Steeves, formerly of Eastman;

Thence northwest by the land now or formerly of Steeves and the land now or formerly of Baker to a large pine tree;

Thence northeasterly by the land now or formerly of Baker to an iron pin;

Thence northwesterly by the land now or formerly of Baker to an iron pin;

Thence northeasterly by the land of said Baker one hundred ninety (190) feet to an iron pin;

Thence northwesterly by the land of said Baker two hundred thirty (230) feet to an iron pin and the land now or formerly of Powers;

Thence northeasterly by land now or formerly of Powers one hundred forty (140) feet to an iron pin;

Thence southeasterly in a straight line two hundred eighty-five (285) feet more or less to the northeast corner of the land now or formerly of Robert P and Alberta L. Harlow;

Thence southwesterly, southerly, and southeasterly along the land now or formerly of Harlow to the Baker Road and the point of beginning, containing two and one half (2 ½) acres more or less.

Being the same premises conveyed to Robert P. Harlow by Deed of Distribution from Carole Harlow Mendonca and Wayne S. Harlow, as Co-Personal Representatives of the Estate of Alberta Louise Harlow, dated May 16, 2019, and recorded in the Cumberland County Registry of Deeds in Book 35672, Page 143. Robert P. Harlow died (testate) on January 21, 2021.

DOC:89412 BK:39012 PG:132

DLN: 1002140176304

#### DEED OF SALE BY PERSONAL REPRESENTATIVE

**Maine Statutory Short Form** 

#### **Know** all Persons by these Present,

That We, CAROLE HARLOW MENDONCA, of La Quinta, County of Riverside and State of California, and WAYNE S. HARLOW, of Berthoud, County of Larimer, State of Colorado, duly appointed and acting co-personal representatives of the Estate of Robert P. Harlow, deceased (testate), as shown by the probate records of Cumberland County, Maine, by the power conferred by the Probate Code, and every other power, for consideration paid, grant to:

#### THEODORE CROOKER

having a mailing address of 44 Storer Road, Brunswick, Maine 04011, the real property, together with the improvements thereon, situated in the Town of Freeport, County of Cumberland and State of Maine, described in the Exhibit A attached hereto and made a part hereof.

Witness our hands and seals this 15	day of December, 2021.
Signed, Sealed and Delivered in the presence of	
	Carole Harlow Mendonca, Co-Personal Representative of the Estate of Robert P. Harlow
STATE OF CALIFORNIA  County of	December <u>1344</u> , 2021

Then personally appeared before me the above named Carole Harlow Mendonca, in her said capacity, and acknowledged the foregoing instrument to be her free act and deed.



Notary Public, Printed Name: ANDA OLVENS

DOC:89412 BK:39012 PG:133

	Marine S. Harland	
	Wayne S. Harlow, Co-Personal Representative of the Estate of Robert P. Harlow	

STATE OF COLORADO
County of Chryse

Then personally appeared before me the above named Wayne S. Harlow, in his said capacity, and acknowledged the foregoing instrument to be his free act and deed.

Noter Public, Printed Name: Tiffanie Ornelas

TIFFANIE ORNELAS
NOTARY PUBLIC
STATE OF COLORADO
MOTARY ID 20214945415
EY COMMENCE EXPERS 1111/2025

DOC:89412 BK:39012 PG:134

RECEIVED - RECORDED, CUMBERLAND COUNTY REGISTER OF DEEDS

12/20/2021, 01:09:15P

Register of Deeds Jessica M. Spaulding E-RECORDED

#### EXHIBIT A

A certain lot or parcel of land situated on the northwesterly side of the Old County Road, now known as the Baker Road, so called, in the Town of Freeport, County of Cumberland, State of Maine and bounded and described as follows:

Beginning at a point in the northwesterly boundary line of said Road two hundred thirty-one (231) feet northeasterly from a parcel of land described in a deed from Ernest F. Marstaller to Liston Eastman;

Thence at an approximate right angle with said Road and running northwesterly one hundred eighty-seven (187) feet to a point;

Thence at an approximate right angle and running approximately northeasterly and parallel with said Road one hundred eighty-seven (187) feet to a point;

Thence at an approximate right angle and running southeasterly and parallel with the first mentioned boundary one hundred eighty-seven (187) feet to the boundary line of said Road at the end of a stone wall;

Thence approximately southwesterly along the boundary line of said Road one hundred eighty-seven (187) feet to the point of beginning.

Reference is made to the following deeds:

- 1) Deed conveyed by Ernest F. Marstaller to Robert P. Harlow and Alberta L. Harlow, as joint tenants, dated November 12, 1968, and recorded in the Cumberland County Registry of Deeds in Book 3071, Page 452;
- 2) Deed conveyed by Ernest F. Marstaller to Robert P. Harlow and Alberta L. Harlow, as joint tenants, dated June 16, 1970, and recorded in the Cumberland County Registry of Deeds in Book 3135, Page 40; and
- 3) Deed conveyed by Ernest F. Marstaller to Robert P. Harlow and Alberta L. Harlow, as joint tenants, dated January 1, 1979, and recorded in the Cumberland County Registry of Deeds in Book 4373, Page 349.

Alberta L. Harlow died July 21, 2018 leaving Robert P. Harlow as sole surviving joint tenant.

# **ATTACHMENT 3**

# **CONCEPT PLAN**



