

**ARTICLE 1**

**General**

**§120-108. Conditional or contract zoning.**

**[Amended 7-8-2014 by Order 14-223]**

**§120-108C Submission requirements.** All applications for conditional or contract zoning shall contain, three (3) copies of the following plans and related information:

**§120-108D Rezoning procedure**

**§120-108D(2)** Planning Board. Applications for conditional or contract zoning shall include all required submission materials and shall be submitted to the Planning Department no later than thirty (30) calendar days prior to the date at which the petitioner/property owner wishes to be heard by the Board. The Planner shall determine completeness as specified in this Article. The application shall not be placed on the Planning Board's agenda until it is found to be complete.

**ARTICLE 8**

**Site Plan Review**

**§120-806. Review procedures for minor developments. [Amended 2-14-2012 by Order 12-016; 7-8-2014 by Order 14-223]**

**§120-806A. Preapplication conference.** Applicants for site plan review of a minor development shall meet with the Planner for a preapplication conference at least seven calendar days (7) prior to the submission of each application. The purpose of this meeting is to familiarize the applicant with the review procedures, submission requirements, and approval criteria, and to familiarize the Planner with the nature of the project. Such review shall not cause the plan to be a pending application or proceeding under 1 M.R.S.A. § 302. No decisions relating to the application may be made at this meeting.

**§120-806B(1). Application procedure.**

All minor site plan applications shall include all required submission materials and shall be submitted to the Planning Department. The application will not be placed on Staff Review Committee agenda until it has been determined to be complete by the Planning Department as specified in this Article.

**§120-807. Review procedures for major developments.**

**[Amended 2-14-2012 by Order 12-016; 7-8-2014 by Order 14-223]**

**§120-807A Preapplication conference.** Applicants for site plan review of a major development shall meet with the Planner for a preapplication conference at least seven (7) calendar days prior to the submission of each application. The purpose of this meeting is to familiarize the applicant with the review procedures, submission requirements, and approval criteria, and to familiarize the Town with the nature of the project. Such

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review shall not cause the plan to be a pending application or proceeding under 1 M.R.S.A. § 302. No decisions relating to the plan may be made at this meeting.

#### **§120-807D(1). Sketch plan review procedures.**

All sketch plan review applications shall include all required submission materials and shall be submitted to the Planning Department. will not be placed on a Planning Board agenda until it has been determined to be complete by the Planning Department as specified in this Article. The Planning Department shall have up to thirty (30) calendar days from the date of submission to determine completeness.

#### **§120-807F Final site plan review procedures.**

##### **§120-807F(3)**

All final site plan review applications shall include all required submission materials and shall be submitted to the Planning Department. Upon receipt of a formal site plan review application, the Planner shall give a dated receipt to the applicant. An application will not be placed on a Planning Board agenda until it has been determined to be complete by the Planning Department as specified in this Article.

## **ARTICLE 9**

### **Subdivision Review**

#### **§120-906 Review procedures for minor subdivisions**

**[Amended 2-14-2012 by Order 12-016; 7-8-2014 by Order 14-223]**

**§120-906A Preapplication conference.** Applicants for minor subdivision review shall meet with the Town development review staff for a preapplication conference at least seven (7) calendar days prior to the submission of each application. The purpose of this meeting is to familiarize the applicant with the review procedures, submission requirements, and approval criteria, and to familiarize Town staff with the nature of the project. Such review shall not cause the plan to be a pending application or proceeding under 1 M.R.S.A. § 302. No decisions relating to the plan may be made at this meeting.

#### **§120-906C Sketch plan review procedures.**

##### **§120-906C(1)**

All sketch plan review applications shall include all required submission materials and shall be submitted to the Planning Department. An application will not be placed on a Planning Board agenda until it has been determined to be complete by the Planning Department as specified in this Article.

#### **§120-906E Final minor subdivision plan review procedures.**

##### **§120-906E(1)**

All final minor subdivision plan review applications shall include all required submission materials and shall be submitted to the Planning Department.. Upon receipt of a formal subdivision review application, the Planner shall give a dated receipt to the applicant and shall notify by first-class mail all property owners within 500 feet of the parcel on which the proposed development is

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located. The notice shall specify the location of the proposed development and provide a general description of the project. An application will not be placed on a Planning Board agenda until it has been determined to be complete by the Planning Department as specified in this Article.

#### **§120-907. Review procedures for major subdivisions.**

**[Amended 2-14-2012 by Order 12-016; 7-8-2014 by Order 14-223]**

##### **§120-907A. Sketch plan**

###### **§120-907A(1). Preapplication conference.**

**§120-907A(1)(a)** Applicants for major subdivision review shall meet with the Town development review staff for a preapplication conference at least seven (7) calendar days prior to the submission of each application. The purpose of this meeting is to familiarize the applicant with the review procedures, submission requirements, and approval criteria, and to familiarize the Town staff with the nature of the project. Such review shall not cause the plan to be a pending application or proceeding under 1 M.R.S.A. § 302. No decisions relating to the plan may be made at this meeting.

###### **§120-907A(2)(b) Review procedures.**

**§120-907A(2)(b)[1]** **Submission deadline.** All sketch plan review applications shall include all required submission materials and shall be submitted to the Planning Department. An application will not be placed on a Planning Board agenda until it has been determined to be complete by the Planning Department as specified in this Article. The Planning Department shall have up to thirty (30) calendar days from the date of submission to determine completeness.

**§120-907A(2)(b)[2]** **Site walk.** The Planning Board may conduct a site walk for major subdivisions in its sole and exclusive discretion, consistent with the provisions of §120-806(C), as amended. The visit to the site is to observe existing conditions, generally confirm the information submitted and assess the development proposal. The site walk shall be scheduled by the Planner prior to the first regular meeting at which the application is reviewed by the Board.

##### **§120-907B Preliminary Plan Review**

###### **§120-907B(4) Review procedures.**

**§120-907B(4)(a)** All preliminary plan review applications shall include all required submission materials and shall be submitted to the Planning Department. . Upon receipt of an application for a preliminary plan review, the Planner shall give the applicant a dated receipt. An application will not be placed on a Planning Board agenda until it has

been determined to be complete by the Planning Department as specified in this Article.

**§120-907C Final plan.**

**§120-907C(4) Review procedures.**

**§120-907C(4)(a)** All final plan review applications shall include all required submission materials and shall be submitted to the Planning Department. copy. An application will not be placed on a Planning Board agenda until it has been determined to be complete by the Planning Department as specified in in this Article.

**§120-913 Revisions to approved plans.**

**§120-913B Procedure**

**§120-913B(1)** All plan revision applications shall include all required submission materials and shall be submitted to the Planning Department. . An application will not be placed on a Planning Board agenda until it has been determined to be complete by the Planning Department as specified in this Article. The Planning Department shall have up to thirty (30) calendar days from the date of submission to determine completeness.

**§120-913B(3) The applicant shall submit the following information:**

**§120-913B(3)(a)** Three (3) copies of the approved plan and the proposed revisions.

**§120-913B(3)(b)** Electronic plans and applications shall be submitted to the Planning Department at the time of application. Submissions must include GIS-formatted or Computer-Aided Design (CAD) files compatible with the Town's GIS requirements.