

## Chapter 120

### LAND USE

#### 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, at minimum, 20 copies of the following plans and related information:

#### §120-108D Rezoning procedure

§120-108D(2) Planning Board. All required submission material shall be submitted to the Windham Planning Board at least 21 days prior to the date at which the petitioner/property owner wishes to be heard by the Board. The Planner, within 14 days, shall determine if the application is complete. An 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 are encouraged to schedule a preapplication conference with the Planner. The purpose of this meeting is to familiarize the applicant with the review procedures and submission requirements, and approval criteria, and to familiarize the Planner with the nature of the project.

§120-806B(1). **Application procedure.** All minor site plan submission requirements shall be submitted to the Planning Department at least 21 days prior to the meeting at which the applicant wishes to be heard by the Staff Review Committee to be complete.

#### §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 are required to schedule a preapplication conference. The purpose of this meeting is to familiarize the applicant with the review procedures and submission requirements, and approval criteria, and to familiarize the Town 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 relative to the plan may be made at this meeting. §120-807D(1). **Sketch plan review procedures.** All sketch plan submission requirements shall be submitted to the Planning Department at least 21 days prior to the meeting at which the applicant wishes to be heard by the Board. to be complete

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

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#### [§120-807F\(3\)](#)

All final plan submission requirements shall be submitted to the Planning Department at least 21 days prior to the meeting at which the applicant wishes to be heard by the Board to be . Upon receipt of a formal site plan review application, the Planner shall give a dated receipt to the applicant.

### [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 a minor subdivision are encouraged to schedule a preapplication conference with the Town development review staff. The purpose of this meeting is to familiarize the applicant with the review procedures and submission requirements, and approval criteria, and to familiarize Town staff with the nature of the project.

##### [§120-906C](#)

#### **Sketch plan review procedures.**

##### [§120-906C\(1\)](#)

All sketch plan submission requirements shall be submitted to the Planning Department at least 21 days prior to the meeting at which the applicant wishes to be heard by the Planning Board.

##### [§120-906E](#)

#### **Final minor subdivision plan review procedures.**

##### [§120-906E\(1\)](#)

All final minor subdivision plan submission requirements shall be submitted to the Planning Department at least 21 days prior to the meeting at which the applicant wishes to be heard by the Board. 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 located. The notice shall specify the location of the proposed development and provide a general description of the project.

#### [§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 a major subdivision are required to schedule a preapplication conference with the Town development review staff. The purpose of this meeting is to familiarize the applicant with the review procedures and 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 relative to the plan may be made at this meeting.

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[§120-907A\(1\)\(b\)](#) Review procedures.

[§120-907A\(1\)\(b\)\[1\]](#) **Submission deadline.** All sketch plan submission requirements shall be submitted to the Planning Department at least 21 days prior to the meeting at which the applicant wishes to be heard by the Board at 21 days prior to the meeting at which the applicant wishes to be heard by the Board.

[§120-907A\(2\)\(b\)\[2\]](#) **Site walk.** The Planning Board shall visit to the site 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 submission requirements shall be submitted to the Planning Department at least 21 days prior to the meeting at which the applicant wishes to be heard by the Board. Upon receipt of a preliminary plan, the Planner shall give a dated receipt to the applicant.

[§120-907C](#) **Final plan.**

[§120-907C\(4\)](#) **Review procedures.**

[§120-907C\(4\)\(a\)](#) All required final plan submission requirements shall be submitted to the Planning Department. at least 21 days prior to the meeting at which the applicant wishes to be heard by the Board. Within three days of the receipt of the final plan application, the Planner shall issue a dated receipt to the applicant.

[§120-913](#) **Revisions to approved plans.**

[§120-913B](#) **Procedure**

[§120-913B\(1\)](#) An applicant for a revision to a previously approved plan shall, at least 21 days prior to a scheduled meeting of the Board, request to be placed on the Board's agenda.

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

[§120-913B\(3\)\(a\)](#) Ten copies of the approved plan.

[§120-913B\(3\)\(b\)](#) Ten copies of the proposed revisions.