

DEVELOPMENT PROCESS FOR REVIEW AND APPROVAL											
APPLICATIONS	REVIEW PROCESSES					PUBLIC HEARING PROCESSES					
	SEE NOTE BELOW	INTER-DEPARTMENTAL REVIEW	CODE ENFORCEMENT REVIEW	PUBLIC WORKS REVIEW	ABUTTER NOTIFICATION	TOWN COUNCIL ORDINANCE COMMITTEE	PLANNING BOARD ORDINANCE COMMITTEE	TOWN COUNCIL	PLANNING BOARD	BOARD OF APPEALS	
ADMINISTRATIVE SITE PLAN REVIEW											
Administrative Site Plan Review		√			√						
Administrative Review Field Inspection			√								
AMENDMENT TO THE ORDINANCE											
Zoning Amendment	4				√	√	√	√	√		
APPEALS											
Administrative Appeal	5		√		√						√
Zoning Variance	5		√		√						√
BUILDING PERMITS											
Building Permit for Single Family Home			√								
Building Permit for Sheds-Decks-Pools-Minor Projects			√								
Building Sewer Connect			√								
Driveway Installation Request			√								
Electrical Permit			√								
DEMOLITION											
Demolition Permit			√								
GRAVEL PITS											
Pre-Application Plan Review Application	1				√				√		
Gravel Pit (New)					√				√		
Gravel Pit Amendment/ Expansion					√				√		
Request for Waiver	4								√		
Performance Guarantee	2										
JUNK YARDS											
Junk Yard Registration/Re-Registration			√								
PRIVATE WAYS											
Private Way					√				√		
Private Way Amendment					√				√		
Request for Waiver	4								√		
Street Naming Application		√									
Performance Guarantee	2										
SIGNS											
Sign Permit	3	√	√								
Sign Permit, Portable/Temporary			√								
Master Sign Plan	4				√				√		

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Applications for various development processes are sorted by categories (below). The Town Planner will assist you, during the Sketch Plan Review Process, with determining which of the applications you will need to complete. Applications are available on-line and in the Planning and Code Enforcement offices.											
SITE PLAN											
	Pre-Application Plan Review Application	1				√				√	
	Site Plan (also used for Site Plan Amendment)					√				√	
	Request for Waiver	4								√	
	Parking Reduction					√				√	
	Contract Zoning	4					√	√	√	√	
	Shoreland Zoning Permit	4		√		√				√	
	Master Sign Plan	4								√	
	Performance Guarantee	2									
SPECIAL EXCEPTION											
	Special Exception					√				√	
	Request for Waiver	4								√	
	Performance Guarantee	2									
STREETS											
	Street Acceptance				√				√		
	Street Naming Application		√								
	Street Opening Permit (Call Public Works)				√						
	Posted Road Haul Permit (Call Public Works)				√						
SUBDIVISION											
	Pre-Application Plan Review Application	1				√				√	
	Subdivision, Preliminary					√				√	
	Subdivision, Final					√				√	
	Subdivision Amendment					√				√	
	Clustered Residential Development	4								√	
	Development Transfer Overlay	4								√	
	Request for Waiver	4								√	
	Contract Zoning	4					√	√	√	√	
	Shoreland Zoning Permit	4		√		√				√	
	Performance Guarantee	2									
USE PERMIT											
	Use Permit			√							
WIRELESS TELECOMMUNICATIONS											
	Sketch Plan (Pre-application)	1				√				√	
	Wireless Telecommunication Towers	6				√				√	
	Performance Guarantee	6		√							

1) Sketch Plan Review (pre-application review) is highly recommended. The \$300 review fee for Sketch Plan will be credited towards subsequent application for the same proposed project.
2) Site work is not permitted on projects that receive Planning Board approval until all performance guarantees are completed to the satisfaction of the Planning Board and the Town Administration.
3) Allowance to additional free standing signs for lot corners and allowance of additional wall signs and wall sign area may be permitted by both the Code Enforcement Officer and the Town Planner; however staff may refer such sign applications to the Planning Board.
4) This may be required as part of another review process.
5) This process is available when the applicant chooses to question a decision of the Code Enforcement Officer.
6) See Chapter IV – Wireless Telecommunications Facilities, Subsection 3.1, paragraphs A through H – Exemptions for a list of facilities that are exempt from certain Ordinance requirements.