



## Community Development Planning Division

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### Submission and Scheduling of an Item for Planning Board Review

1. An application will not be deemed complete until the applicant has submitted the following:
  - a. The signed application form, fees, escrow and supporting documentation.
  - b. Supporting documents includes but is not limited to the following:
    - 1) A copy of the current deed to the property. If the applicant is not the owner; a contract to purchase or lease, or other form of right, title or interest. or agreement to purchase.
    - 2) A completed and signed Agent Authorization form, if the applicant is represented by an agent.
    - 3) Any Easement Deeds, reports, studies, etc. [Only 4 Stormwater Reports]
  - c. Plan Sheets. [Fifteen (15) = eight (8) Full size (36" x 24") and Seven (7) Reduced size (11" x 17") copies] Multiple plan sheets must be individually folded and bound with a rubber band or stapled together and folded. All plans and other oversized material must be folded to 9" x 12", with title displayed. **Rolled plans will not be accepted.**
  - d. Written materials. [Seven (7) paper copies.]
  - e. One (1) electronic copy of the entire submission.
2. The Town Planner will forward the application, plans and supporting documents to the Town's engineer and other peer reviewers, if required by the Planning Board, for review.

Note the following:

  - a. Additional Peer Review funds may be required.
  - b. Unexpended escrow deposits are refundable in accordance with Land Use and Development Code.
3. The Review Staff, which includes the Town Planner, Assessing, Code Division, Recreation, Fire, Police and Public Works Departments as well as the Town's Engineer, Portland Water District and the Town's Attorney, will review all complete applications. The Conservation Commission and Historic Preservation Commission will be consulted on projects that are relevant to their ordinances. The Town Planner will prepare staff notes advising the applicant of any questions, concerns or problems with the application. Revisions to the application must address all questions, concerns or problems raised by the town staff, peer reviewers, and other town committees as required by the Planning Board.
4. Upon completion of staff notes for the next scheduled Planning Board meeting, the Town Planner will email, (as an attachment) the most current staff notes to the applicant or the applicant's agent, if applicable. Hard copies of staff notes will be distributed only upon request.
5. Only applications with sufficient information for review (as set forth in the Land Use and Development Code) will be considered for placement on an upcoming Planning Board Agenda. Please note:
  - a. Space on an agenda may not be reserved by a call, letter, or partial submission.
  - b. Public Hearings are placed at the beginning of the Agenda.
  - c. Items tabled at previous meetings will generally receive scheduling priority over new applications, in order of how long each has been pending.
  - d. New applications will be placed on the Agenda on a first-come, first-served basis. If more items qualify for scheduling that can be considered by the Board at a single meeting because of the number or complexity of previously scheduled items, then excess items will be carried over to the next regular meeting.

- e. Applications or projects of special significance to the Town of Gorham may receive scheduling priority on the Planning Board agenda at the discretion of the Town Council.
- f. Certain business will always be afforded agenda priority over all other business, as follows:
  - 1) Advertised public hearings.
  - 2) Business tabled at the previous meeting because of lateness.
  - 3) Requests for reconsideration of action taken at previous meeting.
- 6. Meeting and Deadline dates for submittals are on the Planning Board Webpage (See Planning Board Meeting Schedule). The Planning Board receives the plans and written materials 1 week prior to their meeting. The Town Planner will not distribute late items to the Board.
- 7. Consent Agenda Items.
  - a. Certain administrative or noncontroversial items of business considered routine may be placed on the Consent Agenda if it is anticipated that there is no need for Board discussion and there will be no public comment on the item.
  - b. Conditions of approval for Consent Agenda items will be available to the Board in advance.
  - c. Any item on the Consent Agenda may be taken off the Consent Agenda and discussed as a regular item at the request of any board member or any member of the public.
  - d. Individual items on the Consent Agenda need to be removed from the Consent Agenda by formal vote. The items on the Consent Agenda should be approved by a single motion and vote.
  - e. Items which have been removed from the Consent Agenda should be discussed immediately following the approval of the Consent Agenda, in the order in which they appeared on the Consent Agenda.
  - f. Examples of possible Consent Agenda items include:
    - 1) Minor amendment to an approved application.
    - 2) Routine re-approval of an approved application.
    - 3) Town discussion/comment on an application under review by the Maine Department of Environmental Protection or other State agency.
    - 4) Routine business relating to Planning Board administration.
    - 5) Site plan review of new non-residential use in a single or multi-unit, non-residential building, if such building has previously been granted site plan review approval by the Board.
    - 6) Final approval of items considered by the Board at the previous meeting if the Board, by affirmative vote at that meeting, rules that the items should be placed on the Consent Agenda for final review of conditions or revised plans.
- 8. The conditions of approval must be added to the Plan for any subdivision, site plan or private way and the Plan shall be recorded at the Cumberland County Registry of Deeds within thirty (30) days of the date of written notice of approval by the Planning Board. A dated copy of the recorded plan shall be returned to the Town Planner prior to scheduling a pre-construction meeting in the case of subdivision or the issuance of a building permit in the case of site plan review.
- 9. The final recording plan for any subdivision, site plan or private way may be signed by the Planning Board at the close of the meeting only if the four (4) paper copies have been filed with the Planning Department by noon on Monday one (1) week prior to a Planning Board meeting. Prior to the signing of the plan by the Planning Board, information in an AutoCAD.dwg or dxf format (preferably .dwg) must be submitted to the Town Planner.

*NOTE: The Planning Board Rules state that no new agenda items may be taken up after 10:00 PM, unless the Board votes to waive the rules. Scheduled items tabled at the meeting because of the hour shall have first priority at the next scheduled meeting of the board.*