

## Newcastle Planning Board

### Application Procedures

April 2010

#### **Introduction and Meeting Schedule**

The Newcastle Planning Board holds regularly scheduled meetings from 7:00 to 9:00 P.M. on the third Thursday of each month. All meetings are open to the public. Each meeting's agenda and location will be posted at the Town Office, on the Planning Board website and at the Skidompha Library

The Planning Board reviews all submitted projects following the requirements of the "Newcastle Land Use Ordinance," enacted March 27, 2001 with revisions. Copies of this ordinance are available at the Town Office and on the town website:

[www.newcastlemaine.us](http://www.newcastlemaine.us). Persons submitting an application to the Planning Board are expected to be familiar with those portions of the Land Use Ordinance relevant to their proposed project.

#### **Application Procedures**

##### Step 1- Confirm Planning Board Jurisdiction and Application Requirements:

Prior to filling out an application, it is **strongly recommended** that anyone wishing to meet with the Planning Board first discuss the proposed project with the Newcastle Codes Enforcement Officer (CEO). The purpose of this discussion is to determine whether the project does indeed fall within the jurisdiction of the Board, and if so, to confirm the application form, fee, and backup documentation that is required to be submitted for Board review.

The Newcastle Codes Enforcement Officer (CEO) is Mr. Stan Waltz. He can be reached on his cell phone at 380-9873. Regular CEO office hours are Tuesday and Thursday 9-10 a.m. at the Town Office.

Projects which fall under the review of the Planning Board shall be submitted to the Board following the application procedures outlined in the Land Use Ordinance. The proper Application Form may be obtained from the CEO or at the Town Office. Backup documentation accompanying the Application Form shall be as defined in the Land Use Ordinance for the applicable project type.

##### Step 2- Submit Application at the Town Office:

The CEO must review all applications and will check to see whether the submitted documentation appears to be a complete application. In order to be considered complete all applications must be accompanied by the applicable fee and with the required number of copies of the appropriate backup documentation. The completed application and fee

payment may be submitted to the CEO at any time but in no case later than 4:00 p.m. on the day two weeks proceeding the scheduled Planning Board meeting.

It is the policy of the Planning Board that the general public, specifically including abutters adjacent to the subject property, be informed as to the nature and extent of projects submitted for review. To support this policy and upon receipt of the application, the CEO will provide the applicant with a copy of the Newcastle Planning Board "Notice Policy". Project applications will not be reviewed by the Planning Board until the procedures outlined therein, including the requirement for Project Notice to abutters and the mailing of said notice, have been completed.

**All Applications must be date and time stamped when received at the Town Office.**

Applications are reviewed at the public meeting on a first come first served basis.

**A total of six (6) copies of the completed application and backup documentation shall be submitted by the applicant.** This will allow the individual Planning Board members the opportunity to review the documents prior to the public meeting.

Step 3- Planning Board Review at Public Meeting:

Projects are reviewed at the Planning Board public meeting **in the order of the date/time stamped receipt** of all submitted applications. It is the intent of the Board to review as many of the completed applications as possible during the two hour regular meeting. The Board requires that the applicant or an approved representative of the applicant be present at the public meeting in order to present the project to the Board.

As the first step in the review of a project, the Board will determine whether the application is complete. This involves a public reading of the submitted application form, a confirmation of receipt of the applicable fee, and the review of the content of the submitted documents. For a complete list of the required application contents, please refer to the Land Use Ordinance. Questions as to content requirements should be addressed to the CEO. If at the time of the public reading an application is deemed incomplete, the Board may stop further review of the project and the applicant will be asked to provide the missing information and thus a complete application for review at the next meeting of the Board.

Depending on the complexity or the profile of the project under consideration, the Planning Board may determine that additional meetings are required, possibly to include a site visit or public hearing.

Step 4- Planning Board Action:

Final action by the Board shall be communicated to the applicant at the completion of deliberations held during one or more public meeting(s).

## **Informal “Sketch Plan” Review**

It is the policy of the Board to provide, when requested, an informal Sketch Plan Review of a preliminary nature. The purpose of this review is to allow the applicant an opportunity to informally present a proposed project to the Board in order to obtain a better understanding of the Land Use Ordinance criteria applicable to the project. It is assumed that from this preliminary review a more complete formal application will result.

Anyone wishing to obtain a Sketch Plan Review shall first discuss the proposed project with the CEO. Please refer to Step 1 above.

**A Sketch Plan Review Application** is available at the Town Office. The completed application may be submitted to the Town Office at any time but in no case later than 4:00 p.m. on the day two weeks preceding the scheduled Planning Board meeting. **All completed Applications must be date and time stamped when received at the Town Office.** Sketch Plan Reviews are scheduled on a first come first served basis.

Sketch Plans shall be reviewed by the Planning Board at the public meeting only after all projects submitted under fully completed applications have been reviewed.

The completed application will serve notice of the applicant’s request for Sketch Plan Review. Support documentation defining the proposed project need not be submitted with the application, however it is expected that the applicant will bring to the public meeting appropriate documentation in detail adequate to communicate to the Planning Board the overall project parameters. The ability of the Board to provide information to the applicant is directly related to the quantity and quality of the documentation submitted by the applicant at the time of the Sketch Plan Review.

At the completion of the Sketch Plan Review it is assumed that the applicant will be better prepared to submit a complete formal project application to the Planning Board.

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