



TOWN OF ELIOT MAINE

PLANNING OFFICE

1333 State Road

Eliot ME, 03903

From: Planning Office
Re: Plan Review Process
Date: April 2018

To ensure a fair and consistent plan review process for each submitted application, the Planner will take the following steps to review every received application for ordinance and procedural requirements.

- Step 1: Land Use Assistant will label the file and add the address, file number and general information as required to the Planning Board spreadsheet.
- Step 2: Planner will print this plan review document, then begin by looking at the file information submitted to the office.
- Step 3: Planner will pull both the Planning Board and Code Enforcement files to review the history of the property and to ensure there are no outstanding concerns about the property. If there are outstanding concerns, the Planner will note these concerns on the review memo to the Planning Board (step 6).
- Step 4: Planner will review Eliot's Town Ordinances against the type of application (subdivision, shoreland zoning, site plan review) submitted. Please note that while the applications generally pertain to specific ordinance provisions, there may be other sections of the ordinances for which the Planning Board may review compliance.
- Step 5: Planner will review need for any outside approval or review, relative to review or notification to adjoining municipalities, the DEP, Army Corps of Engineers, DOT, etc. If review by an outside agency is required, the Planner will notify the applicant with this information in a timely manner.
- Step 6: Planner will prepare a memo addressed to the Planning Board to be added to the upcoming agenda along with the application, noting specific ordinance provisions or concerns of the application. The applicant will receive a copy of this memo via email, sent by either the Planner or the Land Use Assistant. This review memo will generally be available to the applicant a week before the meeting, but not later than the Friday before the Tuesday meeting. The Planner may write additional memos to the Planning Board based on revised material, reviewer comments, or the like.

In most cases, the Planner meets with the applicants ahead of application submission. However, this is not always the case. The purpose of this plan review process document is to ensure that applicants receive as much information as possible before attending the Board meeting.

If this process is revised in any way, the Planner will prepare an updated document noting the revision.