

City of Ellsworth

PLAN REVIEW FLOW CHART

May 25, 2007 revision

For Subdivision, Conditional Use, Mobile Home Parks and Campgrounds:

- Step 1: Informational Meeting** (optional)
Schedule an informational meeting with Code Enforcement Office/Planning Department to discuss the nature of project and receive instructions on how to proceed. Bring one copy of your sketch plan and any other information.
- Step 2: Special Technical Review Team (TRT) Meeting** (optional)
For a special Technical Review Team meeting (see TRT Meeting Notice), submit at least three (3) copies of the application and appurtenant documents to the Code Enforcement Office/Planning Department. The City will distribute information to Department Heads for review and comments. More copies may be required, depending on the nature of the proposal.
- Step 3: Planning Board Application** (Pre-application, Preliminary and/or Final)*
See the attached Plan Review Submittal Requirements. The Code Enforcement Officer will make an initial determination of completeness and then forward complete applications to the Planning Board to be placed on the agenda.
- Step 4: Planning Board Public Meeting(s)***
The Planning Board shall determine whether or not the application is complete, and within sixty (60) days, following a public hearing, the Planning Board shall vote to approve, disapprove, or approve with conditions the application.
- Step 5: Notification of the Decision**
Within fourteen (14) days of the Planning Board's final decision, a written notification of the decision will be sent to the applicant.
- Notes:** These steps may be repeated as necessary.

*For a Subdivision, a minimum of two Planning Board meetings (a Pre-application meeting and a Preliminary/Final meeting) are required. Separate meetings for Preliminary and Final Plan reviews are recommended in most cases.

*For a Conditional Use, one Planning Board meeting (Pre-application/Final) is required. Separate meetings for Pre-application and Final Plan reviews are recommended in most cases.

City of Ellsworth
PLAN REVIEW SUBMITTAL REQUIREMENTS

May 25, 2007 revision

Submission requirement for each type of development are described in the General Codes of Ordinances:

- 1 **Subdivision** - Chapter 28, Articles V, VII, VIII and IX of the Subdivision Ordinance.
- 2 **Conditional Uses** - Chapter 19, Article XII of the Land Use Ordinance.
- 3 **Mobile Home Parks and Campgrounds** - Chapter 21, Articles 3 and 4 of the Mobile Home Park & Campground Ordinance.

For a copy of an above-referenced ordinance section, see the city ordinance webpage at: <http://www.cityofellsworthme.org/ordinances.htm> .

Please note that any required variances or zone changes for this project must be approved prior to the review process.

The Application consists of all documents attached to this cover sheet.

In order to be accepted by the Code Enforcement Office for the initial determination of completeness, thirteen copies each of the completed Application form, all plans, reports, recommendations of the department heads, and other required information, must be included. The Code Enforcement Office will forward Applications it deems to be complete to the Technical Review Team for review and to the Planning Board to be put on the next agenda.

The submittal deadline is 20 days prior to the next scheduled meeting. See the TRT Meeting Notice Sheet for a schedule of upcoming meetings.

If you have any questions about these requirements, please do not hesitate to contact:

The Ellsworth Code Enforcement Office
1 City Hall Plaza
Ellsworth, ME 04605
(207) 667-4910 x154
lroberts@cityofellsworthme.org

or

The Ellsworth Planning Department
1 City Hall Plaza
Ellsworth, ME 04605
(207) 667-7469 x139.
planning@cityofellsworthme.org