



Non-Residential & Multi-Family Development (Section 6.2) Planning Board Review Process

If desired, the applicant may hold a pre-application meeting with the Town Planner and any peer reviewers (as applicable). This is strongly recommended to answer any questions in advance of submitting an application.

If desired, the applicant may hold a pre-application meeting with the Planning Board. The purpose of this pre-application meeting is to have an informal discussion with the Planning Board related to application process and requirements, including any potential waivers that may be requested. See Sec. 6.2.1.

Note: Should the applicant be in apparent violation of the provisions of a previously approved development plan within the Town of Monmouth, the Board shall inform the applicant that no additional applications shall be considered for approval until the violation is resolved. See Sec. 6.2.1.3.

Application is submitted via email to the Town Planner and applicable fees are paid to the Town Office. See the adopted Fee Schedule.

Town staff includes the Town Planner, Code Enforcement Officer, Director of Public Works, Fire Chief, Police Chief, and, if applicable, any third party peer reviewers hired on behalf of the Planning Board. All parties will provide review and comment, which the Town Planner will disseminate to the applicant in writing, with copy provided to the Planning Board.

Within 10 business days, Town staff will review the application and will provide an initial (non-binding) determination of application completeness in writing.

Applicant works to revise the application per staff comments and resubmits materials via email to the Town Planner

Town staff will send an initial determination letter to the applicant or their representative, including any advisory comments, and will schedule the application on the next Planning Board agenda for a formal review for completeness

Planning Board meeting for formal determination of completeness under Sec. 6.2.2.5 and scheduling of site walk and public hearing

Applicant submits 9 hard copies of final, revised plan sets and all application materials to the Town Office for Planning Board members at least 10 days prior to the Planning Board meeting

Within 7 days of this meeting, Town staff shall notify, by certified mail, all owners of property located within 500 feet of the subject property, and will provide notice of upcoming agenda to the Superintendent of Schools, Director of Public Works, Fire Chief, and Police Chief. Also, if the development will be utilizing the public sewer or water system, the Monmouth Water Association or the Monmouth Sanitary District, as applicable, will be notified. See Sec. 6.2.2.5.

Town staff shall publish notice of the date, time, and place of the hearing at least 2 times in the *Kennebec Journal*, the date of the first publication to be at least 7 days prior to the hearing. See Sec. 6.2.2.5. In addition, Town staff shall publish the agenda for the meeting on the Town's website at least one week in advance of the meeting.

Within 40 days of the closure of the public hearing, the Planning Board shall render a decision on the application in accordance with the review standards outlined in Sec. 6.3.1 and 6.3.2

Within 10 days following the decision, the Town Planner will provide a Notice of Decision signed by the Planning Board Chair to the applicant, including the Planning Board's adopted Findings of Fact and, if approved, any Conditions of Approval.

