



Planning Board Subdivision Review Process

This includes the Town Planner, Code Enforcement Officer, Director of Public Works, Fire Chief, Police Chief, and, if applicable, any third party peer reviewers hired or retained on behalf of the Planning Board (including the Cobbossee Watershed District). 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.

If desired, the applicant may hold a pre-application meeting with Town staff and peer reviewers (including, at minimum, the Town Planner and Cobbossee Watershed District Executive Director). 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.

Within 30 days after receipt, Town staff and peer reviewers will review the application and will provide an initial (non-binding) determination of application completeness in writing.

If complete...

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

-If deemed incomplete...

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

Town staff will coordinate noticing to abutting property owners within 500' of the proposed subdivision, to the Monmouth Water Association (if on public water), the Monmouth Sanitary District (if on sewer), and to the Superintendent of Schools (if a residential subdivision) notifying them that an application has been received and its initial review date with the Planning Board.

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

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

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 and state statute, Title 30-A, §4403(4). 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 30 days of the closure of the public hearing (per state law), the Planning Board shall render a decision on the application in accordance with the review standards outlined in Sec. 6.3.1 and Title 30-A, §4404

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.

Condition Compliance / Post Approval

If approved...

Applicant records final plan, with any adopted conditions of approval noted on plan, as well as the adopted Findings of Fact on the Registry of Deeds **within 30 days of the Planning Board's signature on the approved plan**

Applicant fulfills conditions of approval required prior to the scheduling a pre-construction meeting, as noted in adopted Conditions (including the posting of required performance guarantees, see Sec. 6.5)

Pre-construction meeting is held with relevant Town staff (at minimum, Planner, CEO, & Public Works Director)

At least 5 days prior to the start of construction, the developer shall notify the Code Enforcement Officer in writing of the time when he/she proposes to commence construction of such improvements so that inspections of the subdivision can be made.

At the close of each summer construction season the Town shall, at the expense of the developer, have the site inspected by a qualified third-party. By December 1 of each year during which construction was done on the site, the inspector shall submit a report to the Town Planner and Code Enforcement Officer based on that inspection, addressing whether stormwater and erosion control measures (both temporary and permanent) are in place, are properly installed, and appear adequate. The report shall also include a discussion and recommendations on any problems which were encountered and how they were remedied.

Prior to the release of any part of the submitted performance guarantee, the Planning Board shall determine to its satisfaction, in part based upon the inspection report of the third-party inspector, Code Enforcement Officer, and other parties which may be involved, that the proposed improvements meet or exceed the design and construction requirements for that portion of the improvements for which the release was requested.

Note: all other relevant permits are required for each building within the proposed subdivision.