

CARMEL PLANNING BOARD

TOWN OF CARMEL, MAINE

PO Box 114

Carmel, Maine 04419

207-848-3361

DEVELOPER INFORMATION

The following information is provided to assist the DEVELOPER in preparing a SUBDIVISION APPLICATION for Planning Board review. The following documents are included:

- 1) ZONING ORDINANCE FOR THE TOWN OF CARMEL, ME
- 2) SUBDIVISION REGULATIONS FOR THE TOWN OF CARMEL, ME
- 3) SUBDIVISION APPLICATION FORM
- 4) TITLE 30-A, SECTION 4404
- 5) APPLICATION CHECKLIST

APPLICATION PROCEDURE

- 1) Prior to formal submission of a Subdivision Application, the applicant is required to appear at a regular meeting of the Board to informally discuss the proposed subdivision. The applicant is encouraged at this time to present to the Board a "Pre-application Sketch Plan" of the proposed subdivision.
- 2) Next, the applicant shall submit to the Board, for preliminary review, seven copies of the "Subdivision Application", each copy to include: a properly completed subdivision application form, copies of the "Preliminary Plan" maps,

and other additional data as applicable and necessary to demonstrate compliance with the criteria in Title 30-A, section 4404. The Subdivision Application must be placed in a fixed ring binder, with sections indexed and tabbed, and identified on the front cover with the name of the subdivision and the date of submission to the Board.

When the Application is received, the Board shall give a dated receipt to the applicant and shall notify by mail all abutting property owners of the proposed subdivision, and the clerk and the reviewing authority of municipalities that abut or include any portion of the subdivision, specifying the location of the proposed subdivision and including a general description of the project.

Within 30 days from the receipt of the Subdivision Application, the Board shall notify the applicant in writing either that the Application is complete, or if it is incomplete, what specific additional information is necessary to complete the Application.

3) The applicant must submit to the Board any required studies or any other data requested within six months of notification, unless extended by the Board. Failure to submit a complete Application within the designated time period shall require the submission of a new Subdivision Application. The Subdivision Application shall not be considered complete until the appropriate application fees have been paid in full.

4) After the Board has determined that a complete Application has been filed, it shall notify the applicant in writing and begin its full evaluation of the Subdivision Application (Final Plan Review).

If the Board decides to hold a public hearing on the Application for subdivision approval, it shall hold the hearing within 30 days after determining it has received a complete Application.

5) The Board shall, within 30 days of the public hearing or, if no hearing is held, within 60 days of determining it has received a complete Application or within any other time limit that is otherwise mutually agreed to, issue an order:

- a) Denying approval of the proposed subdivision;
- b) Granting approval of the proposed subdivision: or

c) Granting approval upon any terms and conditions that it considers it advisable to:

- 1) Satisfy the criteria of Title 30-A, section 4404;
- 2) Satisfy any other regulations adopted by the Board; and
- 3) Protect and preserve the public's health, safety and general welfare.

6) IN ALL INSTANCES, THE BURDEN OF PROOF IS UPON THE PERSON PORPOSING THE SUBDIVISION. IN ISSUING ITS DECISION, THE BOARD SHALL MAKE FINDINGS OF FACT ESTABLISHING THAT THE PROPOSED SUBDIVISION DOES OR DOES NOT MEET THE CRITERIA DESCRIBED IN (5) ABOVE.