

Town of Boothbay Harbor Site Plan Review Process

Applicant may proceed with Building or Land Use Permits through the CEO

Initial Discussion
with CEO to
determine if
Planning Board
review is required

*Applicants should expect a minimum of 5 weeks for the Site Plan review process, from initial application submittal until the Planning Board public hearing and decision. The optional pre-application conference may add up to 4 additional weeks to that timeframe.

Board holds public

hearing and makes

a decision

following the meeting)

Condition Compliance Processing

Planner issues Notice of Decision and signed Findings of Fact to the applicant

> Applicant submits require Performance Guarantees (if applicable)

Applicant begins fulfilling Conditions of Approval needed prior to Certificate of Occupancy

> Certificate of Occupancy is issued

Applicant holds Pre-Construction Meeting with Planner, CEO, and relevant staff (if applicable)

Applicant begins fulfilling Conditions of Approval needed prior to building permit submittal

Applicant may apply for building permits through CEO

Applicant coordinates with Planner for release of the Performance Guarantees (if applicable) Applicant works to develop application, submits to Town w/ fees

Pre-Application Conference with Planning Board (if desired)

CEO, on behalf of the PB, notifies the applicant if the plans and data submitted do or do not meet the general objectives of the Site Plan Review criteria and what steps the applicant may take to rectify the Board's initial concerns

Applicant works
to revise
application,
submit any
additional info
to CEO

Applicant works to revise application and submits additional info to satisfy completeness comments

application to CEO

(see left)

Within 10 days, the

CEO will review the

application for

completeness and

notify the applicant

of any and all

deficiencies

If complete...

Application is scheduled for Planning Board review (within 30 days of completeness determination)

Town publishes notice in local newspaper; mails notice to abutters within 250' (must occur at least 14 days in advance of the hearing)

Applicant may
move into
Condition
Compliance

Planner emails Notice of
Decision and Findings of
Fact to the applicant
(usually within 2 days)