

# Town of Skowhegan

## Site Plan Review Procedure

### General information:

Skowhegan currently only has a few ways to regulate development in town.

Residential development is not reviewed in any way and only requires permits from the Code Enforcement Officer for construction.

The only things that the town regulates (through Planning Board Review) are the following:

- 1.) Subdivisions – Where existing lots are split into three or more new lots within any 5-year period or three or more dwellings are created in a one structure or on the same lot.
- 2.) Development in the Shoreland Zone – This must meet mandatory State requirements.
- 3.) Development in the Floodplain - This must meet mandatory State requirements.
- 4.) **Site Plan Review – For Non-Residential Development over 5000 square feet, either new development or by change of use.**

**The Town of Skowhegan has no general zoning regulations that might determine what types of development can go where (outside of the Shoreland Zone). The Planning Board cannot approve or deny any application for development based on its location in town, regardless of existing land uses.**

The Planning Board's function is to make sure that any proposed development meets the standards of the ordinance in place. The Ordinance details these standards:

<https://www.skowhegan.org/DocumentCenter/View/334>

Any application goes through the following procedure:

- 1.) Applicants must first have a Preapplication conference with Planner and Code Enforcement Officer.

### **Threshold Determination: Is this a Major or Minor Development?**

***CEO in consultation with the Planner has 10 working days to classify and inform applicant/planning board***

MINOR – 5,000-10,000 s.f. General Floor Area or 10,000 s.f. impervious surface or conversion of existing areas or sign. *Go to Part A.*

MAJOR – More than 10,000 s.f. GFA or require Traffic Movement Permit  
*Go to Part B.*

## **Part A: Review of Minor Developments:**

- 1.) Site visit with Staff Review Committee (planner's option)
- 2.) Application Received and Fees Paid
- 3.) *Within 5 working days*, determination of completeness, act on waiver requests, written determination to applicant and PB Chair, include date, time, and place of Staff Review Committee meeting.
- 4.) Notify abutters (500 feet of property boundaries) by first-class mail
- 5.) *Within 15 working days of completeness*, Staff Review Committee meets (notice of meeting is posted) and makes decision.
- 6.) The Findings of fact and Conclusions of law are written, signed by Planner.
- 7.) Written notice of decision sent to applicant, planning board, and interested parties.
- 8.) *Within 10 days of decision*, applicant may make written request for review by the planning board – considered at next regular meeting (notice required).

## **Part B: Review of Major Developments**

### **B-1: Site Inventory and Analysis – Used for information gathering / PB Questions**

- 1.) Site Inventory and fees submitted
- 2.) *Within 10 days*, determination of completeness, planner notifies applicant, places item on PB agenda, provides material to Staff Review Committee.
- 3.) Notify applicant and abutters (500 feet) of date and place of PB review.
- 4.) *Within 45 days of completeness*, PB will review site inventory – informational; review only, **no decision**.
- 5.) PB action on waiver requests at site inventory stage.
- 6.) PB site inspection (as needed) – this is by definition a public meeting of the board.

### **B-2: Application Review**

- 1.) *Within 60 days of the PB review of site inventory*, formal application and fees submitted to planning office.
- 2.) *Within 10 days of application*, planning determination of completeness. Written notification of applicant.
- 3.) Place item on PB agenda at next available meeting, forward to Staff Review Committee.

- 4.) *Before PB meeting*, Staff Review Committee meets (meeting has general notifications), makes recommendations to Planning Board.
- 5.) *At least 10 days before PB meeting*, written notice to applicant and abutters (500 feet), 7 days prior published notice in newspaper and generally posted.
- 6.) **Public Hearing occurs – opportunity for public comment. (Any member of the Public, not just abutters)**
- 7.) *Within 30 days of the public hearing*, PB meeting to make decision. Public are not allowed to speak at Planning Board meetings unless explicitly invited by the Board Chair.
- 8.) Findings of Fact and Conclusions of Law are written, signed by PB Chair.
- 9.) *Within 30 days of final decision*, signed copy of site plan filed with planning.

### **Part C: Post-Decision**

#### **APPEAL:**

- 1.) *Within 30 days of permit decision*, aggrieved party may appeal to Board of Appeals. Appeals will be either claim administrative error or request the same application to be heard again by the Appeals Board.
- 2.) Appeals Board meeting is scheduled (notice posted).
- 3.) Appeals board meets, makes decision.
- 4.) *Within 30 days of Board of Appeals decision*, aggrieved party may appeal to superior court.

#### **CHANGES:**

- 1.) Any changes to the approved Site Plan must be requested by the applicant. Minor changes may be granted by the CEO. Major changes will be reviewed by the PB and decision made based only on the element that is being amended.

#### **ENFORCEMENT:**

- 1.) *Within 12 months of decision*, substantial start. Up to two 6-month extensions may be granted by PB.
- 2.) *If project is more than 20,000 s.f. GFA or 50,000 s.f. impervious surface*, as-built plans submitted to CEO within 30 days of certificate of occupancy.