

Winterport Planning Board

Application Procedure

The Planning Board meets on the third Thursday of the month if there are agenda items for consideration. All requests must be submitted to the Town Office 15 days prior to the meeting.

Alternative to Paper Submission

Article IV Section 9(A)3 of the Winterport Land Use Ordinance requires the applicant to submit ten (10) copies of written materials and ten (10) sets of maps for an application to the Planning Board.

Alternatively, the Planning Board will accept one paper copy and one electronic pdf copy of the application, including maps. The pdf of the map will be in two formats: actual size and one of reduced file size printable on legal sized paper. The pdf files will be posted and available on the Town of Winterport website and distributed to the members of the Planning Board and the Code Enforcement Officer. Send an email with attached files to wpb.jgilbert@gmail.com.

Procedure

Applications generally begin with a 1) preliminary review, including sketch plan review when required. The preliminary review may identify areas where additional information is needed.

2) A month later, a public hearing and a completeness review is conducted. The Planning Board may schedule a site visit prior to the completeness review.

3) This is followed, generally a month later, with a substantive review of the final application prior to approval of the plan.

Fees

- Ordinance \$25.00
- Shore Land Zoning Application \$100.00
- Site Plan and/or Subdivision Application \$500.00 plus \$100.00 per lot or unit
- Late Filing Fee \$125.00