

LAND USE PERMIT PROCESS

[Based upon ZONING ORDINANCE FOR PALMYRA, MAINE – Section 3-7]

[This document is provided to assist the applicant and the Planning Board and if there are any variances with the zoning ordinance, the ordinance shall prevail]

1. Applicant will submit two (2) copies of the completed TOWN OF PALMYRA LAND USE PERMIT APPLICATION to the Town Office and pay the required application fee. *[Note that the Section states that the application may be submitted to the Code Enforcement Officer or to the Planning Board at its regular meeting. This was modified as stated above 12/11/2020 in the application.]*
 - a. *[To allow processing time by the Town Office],* if the next Planning Board meeting is within seven (7) calendar days of the completed application with fee paid, the application will be placed on the agenda of that meeting. *[If the completed application is sooner than the seven (7) calendar days, the application will be reviewed in the following Planning Board meeting.]*
 - b. *[The applicant also has the option of meeting with the Code Enforcement Officer, if he is available, to assist in the completion of the application.]*
 - c. *[Note that Section 3-7 states] “The Code Enforcement Officer/Planning Board shall notify the applicant in writing when he/she may submit verbal testimony, written information, or other pertinent information before the full Planning Board.]*
2. *[The Town Office will send the completed application to members of the Planning Board and place the application on the agenda.]*
3. The Planning Board must first determine if the applicant “has adequate right, and interest to the property”.
4. The Planning Board will then determine if the application is complete.
5. The Planning Board will then determine if the “proposal meets all standards and criteria required by this ordinance.”
6. The Planning Board must make its written decision, after the application is complete, within thirty (30) days but under no circumstances shall the decision be rendered in more than six months after the application has been received.