

**REVISED**  
**2010**  
**CASCO PLANNING BOARD**  
**SUBMITTAL DEADLINES & MEETING DATES**

<u>APPLICATION, MATERIALS, &amp; FEE</u>		<u>MEETING DATE</u>	
December	16	January	13
January	20	February	10
February	17	March	08
March	15	April	12
April	19	May	10
May	24	June	14
June	21	July	12
July	19	August	09
August	16	September	13
September	20	October	13
October	18	November	08

**DECEMBER - - NO MEETING**

**REQUIREMENTS:** APPLICATION, MATERIALS AND FEES MUST BE RECEIVED BY **NOON** ON THE SCHEDULED DATE TO BE PLACED ON THE AGENDA.

**ESCROW:** The Town of Casco shall provide the applicant with an account of how the funds are spent. Those monies deposited by the applicant and not spent by the Town in the course of the Town's review shall be returned to the applicant within 45 days after the decision on the application is final. If the escrow account established for Planning Board review drops below 50% of the amount deposited, the Board shall not take action including any meetings on the project until the account has been brought back up to the original balance. The applicant shall pay any amount outstanding within 45 days of the billing date by the Town.

**ABUTTER NOTIFICATION**

- A. The **secretary** will prepare the list of landowners within 500' of the property.
- B. The **applicant** will notify all landowners within 500' of the property by **Certified Mail** with **Return Receipt** requested. ***Landowners must be notified at least 10 calendar days prior to the scheduled meeting.***
- C. **White slips** need to be turned into the secretary ten (10) days prior to the meeting. **Green cards (returned receipts)**, any returned envelopes and feedback need to be turned into the secretary the Thursday before the meeting to ensure the Board that the landowners have been notified.
- D. If another Town is involved, the Casco Planning Board secretary will notify landowners, Town Clerk, and Planning Board Chairman of that Specific Town.

**SUBMITTALS**

- **15 COPIES - FOR SITE PLAN REVIEW & SUBDIVISIONS**  
All materials to be considered by the Planning Board must be received no later than NOON on the due date for the specific Planning Board meeting. Any material or information received thereafter will not be heard by the Planning Board until a later meeting.