

2016

CASCO ZONING BOARD OF APPEALS
SUBMITTAL DEADLINES & MEETING DATES

APPLICATION, MATERIALS

(15 copies) & FEES

January 04, 2016
February 01, 2016
February 29, 2016
April 04, 2016
April 25, 2016
May 27, 2016
June 27, 2016
July 25, 2016
August 29, 2016
September 26, 2016
October 31, 2016

MEETING DATE

January 25, 2016
February 22, 2016
March 21, 2016
April 25, 2016
May 16, 2016
June 20, 2016
July 18, 2016
August 15, 2016
September 19, 2016
October 17, 2016
November 21, 2016

DECEMBER - NO MEETING

REQUIREMENTS: 15 COPIES OF THE APPLICATION AND MATERIAL - ALONG WITH THE FEE OF \$300 (which is the application fee of \$100 and escrow fee of \$200.) MUST BE RECEIVED BY NOON ON THE SCHEDULED DATE TO BE PLACED ON THE AGENDA. The Town of Casco shall provide the applicant with an account of how the escrow 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 the Appeals 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.
- C. ***Landowners must be notified at least 10 calendar days prior to scheduled meeting.***
- D. **White slips** need to be turned into the secretary ten (10) days prior to the meeting. **Green cards** and any feedback need to be turned into the secretary the Thursday before the meeting to ensure the board that the landowners have signed for these notices.

SUBMITTALS:

- A. Use a plot plan (**map with scaled plot plan**) to demonstrate the existing area and to include a floor plan of the current structure
 - B. **Distances to all lot lines must be included.**
 - C. Use of the plot plan to demonstrate the whole request. This will include the current floor plan and location accurately measured of the proposed request. **Distance to all lot lines must be included.**
- Address ALL the hardship criteria.**
- D. Submit photographs if possible.