

2017

CASCO PLANNING BOARD

SUBMITTAL DEADLINES & MEETING DATES

APPLICATION, MATERIALS  
& FEES DUE (15 COPIES)

MEETING DATE

December 19, 2016  
January 23, 2017  
February 21, 2017  
March 20, 2017  
April 18, 2017  
May 22, 2017  
June 19, 2017  
July 24, 2017  
August 21, 2017  
September 11, 2017  
October 23, 2017

January 09, 2017  
February 13, 2017  
March 13, 2017  
April 10, 2017  
May 08, 2017  
June 12, 2017  
July 10, 2017  
August 14, 2017  
September 11, 2017  
October 02, 2017  
November 13, 2017

**DECEMBER - - NO MEETING**

**REQUIREMENTS:** APPLICATION, MATERIALS (15 COPIES OF ALL INFORMATION) 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 OF ALL APPLICATIONS AND SUPPORTING DOCUMENTS**

**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.**