

**2018**

CASCO ZONING BOARD OF APPEALS  
SUBMITTAL DEADLINES & MEETING DATES

APPLICATION, MATERIALS

(15 copies) & FEES

January 02, 2018  
February 05, 2018  
February 26, 2018  
April 02, 2018  
April 30, 2018  
May 29, 2018  
June 25, 2018  
July 30, 2018  
August 27, 2018  
September 24, 2018  
October 29, 2018

MEETING DATE

January 22, 2018  
February 26, 2018  
March 19, 2018  
April 23, 2018  
May 21, 2018  
June 18, 2018  
July 16, 2018  
August 20, 2018  
September 17, 2018  
October 15, 2018  
November 19, 2018

**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.