

2020

CASCO PLANNING BOARD

SUBMITTAL DEADLINES & MEETING DATES

APPLICATION, MATERIALS  
& FEES DUE (15 COPIES)

MEETING DATE

December 23, 2019  
January 17, 2020  
February 14, 2020  
March 23, 2020  
April 17, 2020  
May 18, 2020  
June 22, 2020  
July 20, 2020  
August 24, 2020  
September 14, 2020  
October 19, 2020

January 13, 2020  
February 10, 2020  
March 09, 2020  
April 13, 2020  
May 11, 2020  
June 08, 2020  
July 13, 2020  
August 10, 2020  
September 14, 2020  
October 05, 2020  
November 09, 2020

**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.**