

2021

CASCO ZONING BOARD OF APPEALS  
SUBMITTAL DEADLINES & MEETING DATES

APPLICATION, MATERIALS

(12 COPIES)

January 04, 2020  
February 01, 2021  
February 22, 2021  
March 29, 2021  
April 15, 2021  
May 26, 2021  
June 21, 2021  
July 26, 2021  
August 30, 2021  
September 27, 2021  
October 25, 2021

MEETING DATE

January 25, 2021  
February 22, 2021  
March 15, 2021  
April 19, 2021  
May 17, 2021  
June 21, 2021  
July 19, 2021  
August 16, 2021  
September 20, 2021  
October 25, 2021  
November 22, 2021

**DECEMBER - - NO MEETING**

**REQUIREMENTS:** APPLICATION, MATERIALS (12 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**

**12 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.**