

PLANNING BOARD APPLICATION

NOTE: Applications are only accepted electronically. We will no longer be accepting physical submissions. Please email your full submission binder to your assigned Planner.

SITE DETAILS

Street Address: _____

[Deed Book and Page:](#) _____

Existing Subdivision Name _____ Not Applicable

Lot within subdivision _____ Not Applicable

[Tax Map & Lot Zoning district](#) _____

Existing land use(s): _____

Total land area of parcel: _____

PROPERTY OWNER INFORMATION

Property Owner Name _____

Mailing Address _____

Phone Number _____

Email _____

APPLICANT INFORMATION (IF DIFFERENT FROM ABOVE)

Applicant Name _____

Mailing Address _____

Phone Number _____

Email _____

CONTACT PERSON / AGENT INFORMATION

Planning Division staff will only contact one designated person regarding the application. Please identify the primary contact:

- Property owner Designated applicant Other (fill out section below):

Applicant Name _____

Mailing Address _____

Phone Number _____

Email _____

PROJECT INFORMATION

Project Description:

Is the project located within any of the following? *(Please select all that apply):*

- [Special Flood Hazard Area](#)
- [Shoreland Zoning Area](#)
- Urban Impaired Stream Watershed
- [Designated Historic Resource](#)

RIGHT, TITLE, AND INTEREST

Please provide the following at the time of your application packet submission:

- Evidence of right, title, or interest (e.g. lease, deed, purchase & sale agreement, or similar) for the subject property.
 - Attach a copy of the current owner's existing deed for the site. Financial information may be deleted.
- Evidence of corporate or partnership status (if applicable).
- List and documents for existing and proposed easements, covenants, or restrictions on the site. Reference each easement to the plan or drawing on which it is shown.
- If a property association will be established, provide draft articles of incorporation, Declaration of Covenants and Responsibilities, and by-laws.

APPLICATION TYPE

Please select ALL that apply:

Zoning Requests

- De Minimis Change, Zoning Approvals
- Minor Amendment, Zoning Approvals
- Site Plan (incl. Amendments)
- Special Exception (incl. Amendments)
- Marijuana Site Plan/Special Exception
- Nonconforming Lot of Record Site Plan
- Shoreland Zoning Approval
- Special Permitted Uses (CS) Standards
- Floodplain Management Approval
- Mobile Home Park Design Approval
- Tree Protection Approval

Subdivision Requests

- Minor Subdivision
- De Minimis Change, Subdivisions
- Preliminary Subdivision (Major)
- Final Subdivision (Major)
- Cluster Subdivision (Preliminary)
- Cluster Subdivision (Final)

Ordinance Changes and Master Planning

- Planning Board Workshop Request
- Zoning Text Amendment
- Zoning Map Amendment
- Contract Zone
- Conditional Zone
- Master Plan/Planned Dev. (incl. Amendments)
- Establishing (TIF) Development Districts

Waivers, Appeals, Variances & Other Requests

- Appeal of Fire Lane Designation
- Admin Appeal of Zoning Design Standards
- Miscellaneous Appeal for Off-Site Parking
- Waiver of Sound Level Limit
- Waiver/Variance to Street Design Standards
- Use of Freshwater Wetland Fund
- Use of Open Space Acquisition Fund
- Sale of City Real Property Interest
- Historic/Archaeological Inventory Listing

SIGNATURES

PROPERTY OWNER'S CONSENT REQUIRED:

I declare under penalty of perjury that I am the owner of said property. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.

Signature of Property Owner

Date

I, _____, authorize the applicant or agent named on
this application to file this application.

**OWNER
INITIAL**

APPLICANT / AGENT CERTIFICATION:

I certify that all of the information provided within this application form and accompanying materials is true and accurate to the best of my knowledge. I understand that any misrepresentation of submitted data may invalidate any approval of this application.

Signature of Applicant

Date

Print Name and Title