

Procedures

Town of Pownal Planning Board

Fee Schedule and Submission Deadlines can be found on the Town of Pownal website under Planning Board.

- 1) Pay Applicable Fee
- 2) Sketch Plan/Pre-Application Meeting
 - Contact Town Planner to schedule a pre-application meeting.
 - Town Planner will send notification to the Planning Board of this meeting via email and request addition to agenda if appropriate.
- 3) Conceptual Plan Meeting (Conservation Subdivision only)
 - Applicant prepares the following and submits to Town Planner:
 - Site Context Map
 - Existing Features Map
 - Lot Density Map
 - Town Planner will review and request Planning Board to add project to agenda.
- 4) Application
 - Applicant completes application to Town Planner
 - Reviews appropriate checklist
 - Gathers necessary documentation
 - Applicant submits application with appropriate fee if not already done so in step 1
- 5) Town Planner review
 - Town Planner reviews all documentation presented including the application for errors and omissions with applicant and check list.
 - Town Planner will contact the Planning Board Secretary when application is ready to be heard before the planning board
- 6) Planning Board Agenda
 - Planning Board Secretary will inform all parties when they have been scheduled to be on the planning board agenda.

Contact Information:

- ❖ Town Planner Tom Ursia
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Email: planner@pownalmaine.org

❖ Planning Board Secretary:

Email: PlanningBoard@pownalmaine.org