

FINAL REVISED
2010
CASCO ZONING BOARD OF APPEALS
SUBMITTAL DEADLINES

| <u>APPLICATION, FEE & MATERIAL (15 COPIES)</u> | | <u>MEETING DATE</u> | |
|----------------------------------------------------|----|---------------------|-------------------|
| December | 29 | January | 19 |
| January | 27 | February | 16 |
| February | 22 | March | 15 |
| March | 29 | April | 20 |
| April | 26 | May | 17 |
| May | 25 | June | 21 |
| June | 28 | July | 19 |
| July | 26 | August | 16 |
| August | 30 | September | 20 |
| September | 27 | October | 18 |
| October | 25 | November | 15 |
| <u>December</u> | | | 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. **Distances to all lot lines must be included.**
- B. 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.**
- C. **Address ALL the hardship criteria.**
- D. Submit photographs if possible.