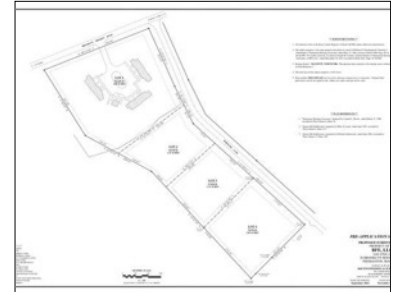


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# Request for Pre- Application Hearing for a Subdivision



## SUBMITTAL INSTRUCTIONS

1. Guidance for this hearing is based on Article 5 of the Subdivision Ordinance for the Town of North Haven, Maine
2. Prior to submitting a formal application, the applicant may schedule a pre-application hearing with the Planning Board. This meeting is informal, informational, and does not result in formal action.
3. For a project under five (5) lots/units there is no fee for a pre-application hearing and it does not cause the plan to be considered as a pending application.
4. The applicant is encouraged to meet informally with the Code Enforcement Officer (CEO) prior to the pre-application hearing.
5. The Planning Board generally meets on the second Wednesday of each month. For a pre-application hearing to be scheduled, please contact the CEO.
6. If you have questions or need more information, let us know.

## PURPOSE OF THE MEETING

1. To allow the Planning Board to understand the nature of the proposed project and the issues involved in the proposal.
2. To identify issues that need to be addressed in future submissions.

# Information Required

<b>DATE OF REQUEST</b>	
<b>NAME OF APPLICANT</b> (APPLICANT MUST OWN THE PROPERTY OR HAVE AN OPTION OR PURCHASE AND SALES AGREEMENT TO PURCHASE THE PROPERTY)	
<b>MAILING ADDRESS OF THE APPLICANT</b>	
<b>APPLICANT'S PHONE NUMBER</b>	
<b>APPLICANT'S EMAIL ADDRESS</b>	
<b>NAME OF PROPERTY OWNER</b> (IF DIFFERENT THAN APPLICANT)	
<b>MAILING ADDRESS OF THE OWNER</b>	
<b>OWNER'S PHONE NUMBER</b>	
<b>OWNER'S EMAIL ADDRESS</b>	
<b>DESIGNATED AGENT</b> (IF APPLICABLE)	

<b>LAND DETAILS</b>
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<b>TAX MAP AND LOT NUMBER</b>	
<b>SITE ADDRESS</b>	
<b>LAND USE DISTRICT</b>	
<b>TOTAL ACREAGE OF THE PARCEL</b>	
<b>ACREAGE TO BE DEVELOPED AND LOTS TO BE CREATED</b>	

**PROPOSED DISCUSSION TOPICS**

There are no formal submission requirements for a Pre-Application Hearing. However, the applicant should be prepared to discuss the following items with the Planning Board.

1. The proposed site: location, size, general characteristics.
2. The natural characteristics of the site that may limit its use and development.
3. The nature of the proposed use and development including a conceptual site plan.
4. Any issues or questions about existing municipal regulations and their applicability to the project.
5. Any requests for waivers from the submission requirements.

Statement by Applicant: I hereby certify that the information presented above and on attached pages is true, accurate and complete to the best of my knowledge.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

**PLEASE DO NOT WRITE BELOW THIS LINE**

For Office Use Only

\_\_\_\_\_  
Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

**Action:** \_\_\_\_\_ Date scheduled for Pre-Application Hearing with the Planning Board:  
\_\_\_\_\_  
Date for Meeting