



Town of Windham

Planning Department:
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Windham, Maine 04062
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GENERAL APPLICATION INSTRUCTIONS

To ensure proper handling of your application, the Planning Department recommends following these suggested guidelines. These instructions pertain to sketch plan reviews, minor/major site plan reviews, minor subdivision, major preliminary and final subdivision reviews. Please refer to Windham Land Use Ordinance, Chapter 140, sections 811 and 910, For more information regarding performance standards and submission requirements.

A pre-application conference, with the Town Planner and other relevant town staff, is required before submission of an application to the Planning Department. The applicant should, at a minimum, provide a brief narrative describing the project, the location of the project on a US Geologic Survey (USGS) topographic map, and a copy of the applicable tax map showing the location of the development.

Application Requirements:

- All applications shall be submitted to the Planning Department at least twenty-one (21) days before either a scheduled Planning Board meeting (see the [Windham Planning Board Meeting Schedule](#)) or the desired Staff Review Committee meeting.
 - The original signed copy of this application must be accompanied by the following (Please see the Planning Department's Application & Document Center [webpage](#) download the PDF fillable application for your request):
 - The required application and review escrow fees
 - Five (5) collated application packets, which must include:
 - At least one bound and tabbed copy of the required information found in Sections 811 and 910 of the Land Use Ordinance, and
 - Full-size paper copies of each plan, map, or drawing.
 - The application has attached checklists providing brief descriptions of submission requirements necessary for a complete application. Please use the Ordinance for assembling the submission packets.
 - If the applicant has an agent, please provide a complete Agent Authorization Form attached to the application.
 - If the applicant is requesting waivers, please complete and attach a completed form for each requested waiver. (Additional forms are available on the Planning Department's Application & Document Center [webpage](#)).
 - Electronic submission in PDF format must include:
 - All plans, maps, and drawings.
 - One file of the complete application and exhibits, and one file of the completed collated plan set.

Application Review Procedure:

- The Town Planner shall review the application and determine within thirty (30) working days of receipt whether a submission is complete.
- The Town Planner shall notify the applicant and the Planning Board Chair in writing of the complete application. Completed applications shall be placed on a Planning Board or Staff Review Committee agenda for review. If the Town Planner determines that the application is incomplete, the applicant will be notified in writing of specific additional material required to make the application submission complete.

Maybe here add a: List of the steps in PB/Staff Review application review:

- Sketch Plan - Before placing the application on the Planning Board agenda the applicant shall meet with either the Staff Review Committee or Development Review Team with the applicant. (Language from Complete Sketch Plan)
- Site Walk - After a Planning Board Sketch Plan review, a site walk shall be scheduled by the Town Planner in consultation with the applicant. Site walks are scheduled either Saturday morning or Monday evening before the scheduled final Major Site Plan or Preliminary Plan reviews of the item. (For detail of applicant's required preparation for a site walk see "[Rules of the Windham Planning Board](#)"). (Language from After Planning Board ...)
- Preliminary (for Major Subdivision)
- Final Plan (for Major Site Plan and Major Subdivision).

If you have questions about the submission requirements, please contact:

- Windham Planning Department (207) 894-5960, ext. 2
- Steve Puleo, Town Planner sjpuleo@windhammaine.us
- Amanda Lessard, Planning Director allessard@windhammaine.us