



ZONING CHANGE APPLICATION

FEES FOR ZONING CHANGE APPLICATION REVIEW		APPLICATION FEE:		<input type="checkbox"/> \$600.00	AMOUNT PAID:		Office Use: _____ Office Stamp: _____
		REVIEW ESCROW:		<input type="checkbox"/> N/A	DATE: _____		
PROPERTY INFORMATION	Parcel ID	Map(s) #		Lot(s) #		Current Zoning District(s):	
	Property Size SF:					Requested Zoning District(s):	
	Physical Address:					Watershed:	
PROPERTY OWNER'S INFORMATION	Name:					Name of Business:	
	Phone:					Mailing Address:	
	Fax or Cell:						
	Email:						
APPLICANT'S INFORMATION (IF DIFFERENT FROM OWNER)	Name:					Name of Business:	
	Phone:					Mailing Address:	
	Fax or Cell:						
	Email:						
APPLICANT'S AGENT INFORMATION	Name:					Name of Business:	
	Phone:					Mailing Address:	
	Fax or Cell:						
	Email:						
PROJECT INFORMATION	Current Use of the Property <i>(Use extra paper, if necessary):</i>						
	Requested Use of the Property <i>(Use extra paper, if necessary):</i>						

ZONING CHANGE APPLICATION REQUIREMENTS

Section 107 of the Land Use Ordinance

The submission shall contain, five (5) copies of the following information, including full plan sets. Along with one (1) electronic version of the entire submission.

The Zone Change Plan document/map:

- A) Plan size: 24" X 36"
- B) Plan Scale: No greater 1":100'
- C) Title block: Applicant's name and address
 - Name of the preparer of plans with professional information
 - Parcel's tax map identification (map and lot) and street address, if available

- Complete application submission deadline: All required submission material must be submitted to the Town of Windham Planning Department three (3) weeks before the desired Planning Board meeting.
 - Five copies of the application and plans (The submittal must be in a bound report)
 - Application Payment and Review Escrow
- A pre-submission meeting with the Town staff is required.
- The Planning Board will review the application and will make a recommendation to the Town Council.
- Contact information:
 - Windham Planning Department (207) 894-5960, ext. 2
 - Steve Puleo, Town Planner sipuleo@windhammaine.us
 - Amanda Lessard, Planning Director allessard@windhammaine.us

APPLICANT/PLANNER'S CHECKLIST

Submission Requirements:	Applicant	Staff
A. Application form and fee	<input type="checkbox"/>	<input type="checkbox"/>
B. Evidence of right, title, or interest in the property	<input type="checkbox"/>	<input type="checkbox"/>
C. The fee shall be placed in escrow with the Town when the application is filed with the Planning Board	<input type="checkbox"/>	<input type="checkbox"/>
D. An explanation of how rezoning the property in question would support the goals and objectives of the Town of Windham Comprehensive Plan	<input type="checkbox"/>	<input type="checkbox"/>
E. A plan of the lot(s) proposed to be rezoned. This plan may be a Windham Tax Map or Survey conducted by a Maine Licensed Surveyor. At a minimum, the plan must contain the following:		
1. Lot lines of the lot(s) proposed to be rezoned.	<input type="checkbox"/>	<input type="checkbox"/>
2. Approximate location, width, and purpose of easements or restrictions on the property (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
3. Streets on and adjacent to the lot(s).	<input type="checkbox"/>	<input type="checkbox"/>
4. Approximate location of existing buildings, structures, or other improvements to the site (if none, please note).	<input type="checkbox"/>	<input type="checkbox"/>
5. Major natural features of the site, approximated by the applicant, including wetlands, streams, ponds, floodplains, treelines, and other important natural features (if none, please note)	<input type="checkbox"/>	<input type="checkbox"/>

The undersigned hereby makes an application to the Town of Windham for approval of the proposed project and declares the foregoing to be true and accurate to the best of his/her knowledge.

APPLICANT OR AGENT'S SIGNATURE

DATE

PLEASE TYPE OR PRINT THE NAME