

TOWN OF ARUNDEL

Zoning Change Request Application

APPLICATION INSTRUCTIONS

A Zone and Zoning Map Change is a legislative act that requires approval by at the by the Arundel citizens. This community plebiscite occurs at the annual Town Meeting conducted the first Wednesday of June or by special Town meeting as called by the Arundel Board of Selectmen.

Application: An application for zone change and zone map change shall be submitted to the Arundel Town Clerk and shall consist of the following:

1. Ten (10) copies of the following items:
 - a) Completed application form
 - b) Copy of the relevant section of the zoning map demarcating the boundaries of the proposed zone change.
 - c) Deed of the property or properties affected by the proposed zone map change and proof of the applicant's right title and interest.
2. Application fee: \$1,000 map amendment

Review Process and Public Hearing

3. The Town Clerk shall forward the application to the Town Planner for review of application completeness. If the application is not complete, the Town Planner will notify you of the missing information needed to place the application on a Board agenda.
4. If the application is complete the Planner will notify the Town Clerk and schedule a review meeting with the Planning Board.

5. The Planning Board will promptly schedule a public hearing on the proposed zone and map change.
6. Fourteen days (14) prior to the public hearing the Town shall notify all property owners within five hundred (500) feet of the subject property of the date of the Public Hearing and shall also post two public notices in a daily newspaper in the Arundel area fourteen days (14) prior to the public hearing and again seven (7) days prior to the public hearing.
7. Ten days prior to the public hearing, the applicant shall erect a sign of the property within clear view of the passing motorists containing all information prescribed in Section 2.c of the Land Use Ordinance.
8. The Planning Board shall deliberate on the suitability of the proposed zone /zoning map change and shall forward a recommendation for approval or rejection to the Select Board within forty-five days of the public hearing.
9. Upon receipt of the Planning Board recommendation, the Select Board will schedule a public hearing and then pose the proposal to the Town either at Town meeting or by special Town meeting.

Arundel Planning Board

Richard Ganong
Paul Green
Zachary Shapiro
Marty Cain

Susan Roth
Tom McGinn
James Lowery

Excerpted from the Arundel Land Use Ordinance

1.8.2 PROCEDURE ON AMENDMENTS

2. Proposed Amendment by Individuals

Any owner of property, or holder of a valid option or sales contract for purchase of property, may propose the redistricting of that property into another district. In such case the following procedure shall be followed:

- a. The applicant shall file with the Town Clerk an application signed by him which shall give an adequate description of the property for which the redistricting is requested, and shall indicate clearly what redistricting is requested. The applicant shall also furnish the Town Clerk with a plan showing this property in relation to the present district boundaries, with sufficient detail to adequately identify it. The applicant shall also at this time pay to the Town Clerk a fee in an amount specified by Board of Selectmen's Schedule of Fees to cover staff, professional and advertising expenses. If the actual costs exceed this amount then the individuals requesting the amendment shall be responsible for the balance to be paid prior to Town Meeting. *(Amended November 13, 2007) (Amended January 8, 2018)*
- b. Immediately upon receipt of such an application, the Town Clerk shall forward a copy thereof to the Planning Board, which shall promptly schedule a public hearing on the application in accordance with procedures set forth in Subsection 2.A. The Planning Board shall promptly notify the Town Clerk of the date, time, and place of hearing, and the Clerk shall inform the applicant. It shall be the responsibility of the applicant to find out from the Clerk the details of the hearing in order to post the required sign as required by the following section
- c. At least ten (10) days prior to the scheduled hearing, the applicant shall erect at his expense, on the property, in a conspicuous location, a sign containing not less than nine (9) square feet of area, with a white background on which shall be written in letters a least three (3) inches high:

NOTICE TO THE PUBLIC

An application has been filed with the Town Clerk requesting that this property be redistricted from (insert present district name) to (insert proposed district). A public hearing will be held at (insert place) on (date) at (time). All those having an interest in this application should be present.

/s/ _____
Applicant

_____ Address

The applicant shall also be responsible for maintaining this sign continuously in the same location until the date of the hearing. The C.E.O. shall verify the installation of, and monitor the maintenance of the sign.

3. Upon receiving notification from the Planning Board of the details of the hearing, the Town Clerk shall:

- a. At least fourteen (14) days prior to the schedule hearing post notice at the Arundel Town Hall and give written notice, with sufficient information to identify the property, the district change requested, and the applicant to all property owners of record, (as evidenced by the town tax files) within five hundred (500) feet to the subject property. This notice shall be sent by regular U.S. mail, first class, postage prepaid, at least fourteen (14) days prior to the schedule hearing. Failure of any actual property owner to receive such notice, for any reason, shall not invalidate the amendment proceedings.
- b. Publish a copy of such notice, in a newspaper of general circulation in the town, in two issues of such paper, at least fourteen (14) days and seven (7) days prior to the scheduled date of the hearing.

4. The public hearing shall be held by the Planning Board.

5. As soon as possible after such public hearing and in any event within forty-five (45) days, the Planning Board shall make a written recommendation, for or against the proposed changes to the Board of Selectmen. The applicant may be required by the Planning Board to post a performance bond equal to at least 25% of the estimated cost of the development, payable to the Town if the project is not substantially constructed within one year of the effective date of the redistricting.

6. After the Board of Selectmen conduct a public hearing this official map may be amended by either: ballot referendum vote or a vote at the annual or special town meeting.

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Town of Arundel, Maine

Zoning Change Request Application

APPLICANT INFORMATION

1. **Owner Name:** _____
Mail Address: _____
Town, State, ZIP Code _____
Telephone #: _____
Email: _____
2. **Applicant Name** (if different): _____
Mail Address: _____
Town, State, ZIP Code _____
Telephone #: _____
Email: _____
3. **Authorized Agent** (person(s) who will be responsible for all communication with the Planning Board):
Name: _____
Mail Address: _____
Town, State, ZIP Code _____
Telephone #: _____
Email: _____
4. **Lead Consultant** (Architect, Surveyor, Engineer, Attorney)
Name: _____
Mail Address: _____
Town, State, ZIP Code _____
Telephone #: _____
Email: _____

GENERAL INFORMATION

6. **Location of Proposed Zone Map Change:** _____

Street Address _____
Assessor's ID- Map(s) _____ Lot(s) _____
Current Zoning District(s) _____
Proposed New Zone District _____

SITE INFORMATION

7. Please describe the existing use of the property to be developed.

Please describe the proposed use of the property.

10. Total Acreage of Site: _____ Proposed Development Area: _____
Total Impervious Area: _____

11. Proposed Infrastructure Improvements (List Facility Type & Public/Private Ownership)
Sewer: _____ Water: _____
Road: _____ Utilities: _____

12. Application Fee: \$1,000 zoning map amendment

13. Please include a narrative explaining why the zone boundary change or map change is warranted.

To the best of my knowledge, all of the above stated information is true and correct.	
_____ Applicant's Signature	_____ Date