

## Application Review Process

1. Pre-application meeting with staff (optional)
2. Application submitted
3. Application checked for completeness
4. Once the application is complete, staff reviews it thoroughly. Staff may contact the applicant/agent to request additional information.
5. Staff drafts a memorandum to the Planning Board regarding the application and draft findings of fact and conclusions of law. These are distributed to the applicant, agent, property owner, and Planning Board members (typically one week prior to the meeting).
6. Planning Board meeting
7. Final findings of fact and conclusions of law signed by the Planning Board Chair. This is distributed to the applicant, agent, and property owner (typically the same week as the meeting).

**Development Services**  
City of Augusta  
16 Cony St.  
Augusta, ME 04330-5298

## City of Augusta Maine

### A guide to the Planning Board Application Review Process



Development Services  
City of Augusta  
16 Cony St.  
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Phone: 207-626-2365  
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Hours: Monday - Friday 7:45-4:30 p.m.

Staff:  
Matt Nazar, Deputy Director of Development Services  
Betsy Poulin, Assistant Planner

## Overview

1. **Application types:** The Planning Board reviews the following types of applications:
  - Conditional use
  - Minor development
  - Major development
  - Minor subdivision
  - Major subdivision
  - Rezoning
2. **Planning Board Meeting Schedule:** Planning Board meetings are typically held on the second and fourth Tuesdays of each month. Meetings are held in the Council Chambers located on the second floor of City Center. Public hearings for new applications are held at the first meeting of the month. The second meeting of the month is typically reserved for workshops and to complete previously introduced business.
3. **Application Filing Deadlines:** There is a schedule of filing deadlines for applications reviewed by the Planning Board. The filing deadline for conditional use applications is approximately 3 weeks prior to the Planning Board meeting. The filing deadline for all other types of applications is approximately 4 weeks prior to the Planning Board meeting. An application must be complete by the filing deadline in order for it to be scheduled for the Planning Board meeting.
4. **Public Notice:** The City of Augusta notifies all property owners within 500 or 1000 feet (distance depends upon zoning) of a proposal that a public hearing is scheduled. The City of Augusta also places one or two legal advertisements in the Kennebec Journal regarding items on its meeting agenda.

## Conditional Use Review

Conditional uses are listed in in Table of Land Uses in the Base Zoning Districts in the Land Use Ordinance.

## Minor Development Review

Minor developments include any multi-family or non-residential development project that:

- a. creates between 5,000 and 20,000 square feet of new floor area in the CD and IA zones; or
- b. creates between 1,000 and 10,000 square feet of new floor area in zones not listed in a. above; or
- c. that disturbs between 10,000 and 43,560 square feet of land; or
- d. creates between 10,000 and 43,560 square feet of new impervious surface; or
- e. creates four (4) or more residential units in a pre-existing single family, duplex, or multi-family structure; or
- f. new construction that generates between 35 and 99 trips in all zoning districts except CD and IA, in the peak hour for the proposed use; or
- g. any change of use where the proposed use requires 25% more on-site parking, as calculated using the parking requirements in the Land Use Ordinance, than the applicant proposes to make available on site; or
- h. proposes collocation of a wireless communication facility on an existing tower that will require construction of a new equipment shed.
- i. all uses proposing to construct a drive-through service or vehicle re-fueling pumps that do not otherwise qualify for major or minor development review.

## Major Development Review

Major developments include any multi-family or non-residential development project that:

- a. creates more than 20,000 square feet of new floor space in the CD or IA zones; or
- b. creates more than 10,000 square feet of new floor area in zones not listed in a. above; or
- c. that disturbs more than 43,560 square feet (1 acre) of land; or
- d. creates more than 43,560 square feet (1 acre) of new impervious surface; or

- e. new construction that generates more than 100 trips in the peak hour for the proposed use; or
- f. proposes a new wireless communication facility that will require construction of a new tower.

## Minor Subdivision Review

Minor subdivisions include any subdivision not involving the development of a street and involving the creation of fewer than six (6) lots or units.

## Major Subdivision Review

Major subdivisions include any subdivision involving the development of a street. A major subdivision also includes those developments which create six (6) or more lots or units.

## Rezoning Review

Rezoning review includes the following types:

- a. **General Rezoning:** Requests to reclassify a parcel from one zoning district classification to another; no specific use is proposed. All uses listed in the requested zoning district would be allowed upon Planning Board review and City Council Approval.
- b. **Contract Rezoning:** Requests to reclassify a parcel from one zoning district classification to another; the requested zone would be modified, upon Planning Board review and approval by the City Council, to limit the use of the property for a selected few of the listed uses.
- c. **Conditional Rezoning:** Requests to reclassify a parcel from one zoning district classification to another; specific land use is proposed. The requested zone would be modified, upon Planning Board review and City Council approval, to limit the use of the property to the use requested.

## Application Forms and Filing Deadlines

Application forms and the filing deadlines schedule are available on our website:  
[www.augustamaine.gov](http://www.augustamaine.gov)