



## **PLAN REVIEW PROCESS**

*For Subdivisions, Site Developments,  
Mobile Home Parks, and Campgrounds*

**Step 1: Informational Meeting** *(optional)*

Schedule an informational meeting with the Code Enforcement Office/Planning Department to discuss the nature of your project and receive instructions on how to proceed. Bring a copy of your plan and any other information.

**Step 2: Special Technical Review Team (TRT) Meeting** *(optional)*

For a special Technical Review Team meeting, submit at least three (3) copies of the application and appurtenant documents to the Code Enforcement Office/Planning Department. The City will distribute information to Department Heads for review and comments. More copies may be required, depending on the nature of the proposal.

**Step 3: Planning Board Application**

See the attached Plan Review Submittal Requirements. The Code Enforcement Officer/Planner will make an initial determination of completeness and then forward complete applications to the Planning Board to be placed on the agenda.

All plans require *at least* two applications and two Planning Board meetings—Preliminary Plan review and Final Plan review. The applicant may also opt for a Sketch Plan review before the Preliminary Plan review. The Sketch Plan is an opportunity for the Planning Board to provide an advisory review and does not result in any decisions.

**Step 4: Technical Review Team (TRT) Meetings**

The TRT meets to review plans before the Planning Board meeting. The purpose of the TRT is twofold: 1) to help developers prepare for Planning Board meetings, and 2) to provide the Planning Board with an opinion on the completeness of the project proposal and on the quality of the information provided.

**Step 5: Planning Board Public Hearings**

The Planning Board shall determine whether the application is complete and, within sixty (60) days following a public hearing, shall vote to approve, disapprove, or approve with conditions the application.

**Step 6: Notification of the Decision**

Within fourteen (14) days of the Planning Board's final decision, a written notification of the decision will be sent to the applicant.

## PLAN REVIEW SUBMITTAL REQUIREMENTS

Submission requirements for each type of development are described in the City of Ellsworth General Code of Ordinances:

1. **Subdivision:** Ch. 28 Subdivision Ordinance, Articles 5, 7, 8, and 9.
2. **Site Development:** Ch. 56 Unified Development Ordinance, Articles 2 and 6.
3. **Mobile Home Park or Campground:** Ch. 56 Unified Development Ordinance, Article 8.

For a copy of an above-referenced ordinance section, see <http://www.ellsworthmaine.gov>.

Please note that any required zone changes for this project must be approved prior to the review process.

To be accepted by the Code Enforcement Office/Planning Department for the initial determination of completeness, the application package must include thirteen (13) dated, bound copies of the completed application form, all plans, reports, letters, and other required information. Applications determined complete by the Code Enforcement Office/Planning Department will be forwarded to the Technical Review Team for review and to the Planning Board for placement on the next meeting agenda.

The application deadline is twenty (20) days prior to the next scheduled Planning Board meeting, on a Thursday at 4:00 PM. Technical Review Team meetings are generally held on the Wednesday following the deadline at 10:00 AM. See the year's deadline and meeting schedule for specific dates.

If you have any questions about these requirements, please do not hesitate to contact:

Code Enforcement Office  
1 City Hall Plaza  
Ellsworth, ME 04605  
(207) 667-4910  
[lroberts@ellsworthmaine.gov](mailto:lroberts@ellsworthmaine.gov)

Planning Department  
1 City Hall Plaza  
Ellsworth, ME 04605  
(207) 669-6615  
[epiekut@ellsworthmaine.gov](mailto:epiekut@ellsworthmaine.gov)