City of Ellsworth Plan Approval and Permitting Procedures*

- **Development Project**
- **Limited Scope Project**
- **Minor Use Site Plan**
- **CEO provides notice to abutters and opens 10-day comment period. Soil disturbance and fill for agriculture and forestry is exempt from abutters notice.**
- **CEO grants Minor Use Site Plan approval (valid for 36 months)**
- **Application is reviewed at a minimum of two Planning Board meetings, including two notices to abutters and two public hearings to ensure a thorough understanding of the development and meaningful public input.**
- **Subdivision Approval**
- **Mylars signed by Planning Board at next meeting. Applicant must record subdivision at Registry of Deeds.**
- **Major Use Site Plan Approval (valid for 36 months)**
- **Certificate of Occupancy and/or Certificate of Site Compliance issued.**
- **CEO Inspections**
- **Construction**
- **Permits & One-time Fees (See fee schedule)**

The Ellsworth Planning Board schedules a regular monthly meeting and has at times met twice each month to accommodate the number of applications received. The Planning Board approval process—from the application deadline to the signing of final plans—can be completed in less than four months. For more information, contact the Planning Office at 669-6615 or epie kut@ellsworthmaine.gov or the Code Enforcement Office at 667-4910 or lroberts@ellsworthmaine.gov

*See City of Ellsworth Code of Ordinances Chapter 56 Unified Development Ordinance, Article 2 and Article 6.