

**City of Gardiner
Planning Development Department
Application Timelines**

Phone: 207-582-6892
Fax: 207-582-6895
www.gardinermaine.com

Historic Commission COA*	Deadline	Action Step By	Date Completed
1) Submit Application	1st Tuesday of Month	Applicant w/CEO review	
2) Mail Packets to HPC	2nd Tuesday of Month	Planning & Development Dept	
3) Hold Public Meeting	3rd Tuesday of Month	Historic Preservation Commission, Applicant CEO	
4) Decision of HPC to approve or deny	w/in 20 days of Meeting	HPC	
5) Issue Permit if Approved by HPC	Following HPC decision	CEO	
*Certificate of Appropriateness			

Board of Appeals	Deadline	Action Step By	Date Completed
1) Submit Application include list of abutters	1st Tuesday of Month	Applicant	
2) *Shoreland Zone Only Notify DEP & send same application	by 1st Wednesday of Month	Applicant -or- Planning & Development Dept	
3) Publish Notice in Newspaper (KJ)	by 2nd Tuesday of Month	Applicant	
4) Notify abutters by certified mail	by 2nd Tuesday of Month	Applicant	
5) Hold Public Hearing	4th Tuesday of Month	Board of Appeals, Applicant	
6) *Shoreland Zone Only Notify DEP & send BOA decision	Day following Hearing	Planning & Development Dept.	
7) Variance recorded in Registry of Deeds	w/in 90 days of decision	Applicant	
8) Issue Building Permit if BOA approved & upon receipt of recording		Code Enforcement Officer	