

**City of Gardiner
Planning Development Office
Application Log Sheet**

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

Applicant Name: _____
Contact Name (if different than applicant) _____
Application Received by Date: _____
CEO Initials: _____

Site Plan Application	Deadline	Action Step	Date Completed
1) Pre-Application Meeting	by 1st Tuesday of every month	Applicant, Consultants w/CEO	
2) Submit Application w/list of abutters	by 2nd Tuesday of every month (1 month before next PB meeting)	Applicant Submits signed application CEO starts final "completeness review"	
3) Finalize "completeness" review & Schedule Public Hearing for next monthly meeting	by 3rd Tuesday of every month	CEO	
4) Notify Abutters by regular mail	10 days before Public Hearing	P&D Department	
5) Advertise Public Hearing (KJ)	10 days before Public Hearing	P&D Department	
6) Mail Packets to Planning Board (PB)	10 days before Public Hearing	CEO (confirm notification prior to mailing)	
7) Hold Public Hearing PB Completeness and Preliminary combined into 1st meeting in most cases.	2nd Tuesday of Month	Planning Board, Applicant, etc.	