

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

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

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

Subdivision Application	Deadline	Action Step	Date Completed
1) <b>Pre-Application Meeting</b> Provide project description	by 1st Tuesday of every month	Applicant, Consultants w/CEO	
2) <b>Submit Application &amp; Fees</b> w/list of abutters	<b>by 2nd Tuesday of every month</b> (1 month before next PB meeting)	Applicant Submits signed application CEO starts final "completeness review"	
3) <b>Notify abutters by regular mail</b> general notice of project, pending Public Hearing	by 3rd Tuesday of every month	Planning & Development (P&D) Office*	
4) <b>Finalize "completeness" review</b> & Schedule Public Hearing for next monthly meeting	by 3rd Tuesday of every month	CEO	
5) <b>Notify abutters by certified mail</b>	20 days before Public Hearing	Applicant (see boiler plate)	
6) <b>Advertise Public Hearing (KJ) twice</b>	10 + 9 days before Public Hearing	Applicant (see boiler plate) place legal ad	
7) <b>Mail Packets to Planning Board (PB)</b>	10 days before Public Hearing	P&D (confirm notification prior to mailing)	
8) <b>Hold Public Hearing</b> PB "Completeness" and "Preliminary Review" combined into 1st meeting in most cases.	<b>2nd Tuesday of Month</b>	Planning Board, Applicant, etc.	
9) <b>Record Signed Mylar Registry of Deeds</b>	within 90 days after PB approval	Applicant	

\*Verify Application Complete before notifying abutters.