



## ZONING CHANGE APPLICATION

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

### APPLICATION TYPE

Zoning Map Amendment

Zoning Text Amendment

Pre-application Date: \_\_\_\_\_

If you have not had a pre-app please contact the Planning Department at [planningdepartment@scarboroughmaine.org](mailto:planningdepartment@scarboroughmaine.org)

### DEVELOPMENT INFORMATION

Project Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Affected Tax Map(s) & Lot(s): \_\_\_\_\_ Acreage: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Current Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

### OWNER INFORMATION

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

City: \_\_\_\_\_ State and Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### REPRESENTATIVE / AGENT INFORMATION

Firm / Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State and Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Planning & Code Enforcement

**APPLICATION SUBMITTAL REQUIREMENTS**

- A map showing existing and proposed zone lines.
- Statement regarding existing and proposed land use.
- Statement indicating the developer has the financial ability to complete the proposed development, where applicable.
- All requests for amendments or changes that propose new construction shall be accompanied by a site plan drawn in accordance with the Site Plan Review Ordinance.
- Required Fees: Fee as specified in the Schedule of License, Permit and Application Fees established by order of the Town Council.

**Preparers Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Application Processing:**

- The Planning Director or designee shall review all requests for amendments or changes and make a recommendation to the Planning Board and/or Town Council in regards to the Comprehensive Plan.
- The Planning Board shall review all requests for amendments or changes and make its recommendations to the Town Council regarding the land use implications of the request.
- No request for amendment or change shall be referred to the Town Council for consideration until the Planning Board has held a public hearing on that request, notice of which shall be given at least ten (10) days prior to such hearing in a newspaper of general circulation in the Town of Scarborough.
- If a person who has requested and been granted an amendment or change fails to begin construction in a substantial manner and in accordance with an approved request within one year from the effective date of the amendment or change, the Planning Board may initiate rezoning to the original zone classification.
- No request for amendment or change shall be considered within one year from the date of Town Council denial of the same request.
- The Federal Insurance Administration and the State Coordinating Office shall be notified before Flood Plain Management Regulations (Section IV (E)) are amended based upon modified data reflecting natural or man-made changes.

**Planning & Code Enforcement**