

Add a definition of Abutter to Section 3 Definitions

Abutter: The owner of a lot that is next to the lot on which the proposed activity will occur and which shares a common boundary or portion of a boundary with the lot on which proposed activity will occur. The owner of a lot that is separated by a road from the lot on which the proposed activity will occur and which is directly across the road from the lot on which the proposed activity will occur is also considered an abutter.

Update all references of notification of abutters to be consistent with current minimum requirements for site plan review - Section 6(D)(1)(p)

Section 6(D)(1)(p) – Site Plan Review, Data Requirements, The Site Plan Application Shall Include as a Minimum

Proof of notification and the notification letter sent by the applicant to all abutters of the proposed development site, ~~neighbors owning and owners of property~~ within three hundred (300) feet of any portion of the proposed development site, and town officials, including Select Board, Fire Chief, C.E.O., Planning Board Chair and Road Commissioner; said letter being postmarked or received at least seven (7) days prior to the Planning Board meeting accepting initial application.

Section 6(C)(4)(b) – Site Plan Review, Application Procedures, Public Hearings

The Planning Board shall notify, by certified mail, the applicant and all abutters of the property involved, ~~and owners of property within three hundred (300) feet of any portion of the proposed development site, including owners of property on the opposite side of the street,~~ at least ten (10) days in advance of the hearing, of the nature of the application and of the time and place of the public hearing. The owners of property shall be considered to be those against whom taxes are assessed. Failure of any property owner to receive a notice of public hearing shall not necessitate another hearing or invalidate any action by the Planning Board.

Section 6(D)(1)(d) – Site Plan Review, Data Requirements, Minimum Requirements

The property lines and lot numbers of all properties abutting the proposed development, ~~and owners of property within three hundred (300) feet of any portion of the proposed development site, including those properties across the street,~~ together with the names and addresses of the owners as disclosed on the tax maps on file in the Town Office as of the date of the Site Plan review application.

Section 7(C)(2) Subdivision Review, Preapplication, Notification of Abutters

The Planning Board shall consider the submission of a preapplication sketch plan sufficient to warrant notification of abutters. Accordingly, upon receiving such an application, the Planning Board shall notify by mail all abutting property owners, ~~and owners of property within three~~

hundred (300) feet of any portion of the proposed subdivision, ~~including property owners across any public or private road the subdivision may abut,~~ specifying the location of the proposed subdivision and a general description of the project.

Section 7(D)(2)(e) Subdivision Review, Minor Subdivisions, Procedure

The Planning Board shall hold a public hearing on the Final Plan within thirty (30) days of receipt of a complete application, and shall provide notice of the date, time, and place of the hearing in a newspaper of general circulation in the municipality at least seven (7) days prior to the hearing. In addition, notice shall be posted on the Town bulletin boards used to post notice of Town meeting at least seven (7) days prior to the public hearing, and timely notice shall be provided through any town publications, whenever possible.

The Planning Board shall also notify in writing all owners of abutting property, **and owners of property within three hundred (300) feet of any portion of the Final Plan,** of the hearing.

Section 7(E)(1)(e) Subdivision Review, Preliminary plan for Major/High Impact Subdivisions, Procedure

The Planning Board shall hold a public hearing on the Preliminary Plan application within thirty (30) days of receipt of a complete application, and shall provide notice of the date, time, and place of the hearing in a newspaper of general circulation in the municipality at least seven (7) days prior to the hearing. In addition, notice shall be posted on the Town bulletin boards used to post notice of Town meeting at least seven (7) days prior to the public hearing and timely notice shall be provided through any town publications, whenever possible. The Board shall also notify in writing all owners of abutting property, **and owners of property within three hundred (300) feet of any portion of the Preliminary Plan,** of the hearing.

Section 11(J)(1)(e) Administration, Enforcement and Penalties, Appeals Procedure, Making an Appeal

The Board of Appeals shall notify, by certified mail, the applicant, all parties to the proceeding below, and all abutters of the property involved, **and owners of property within three hundred (300) feet of any portion of the property involved,**~~including owners of property on the opposite side of the street,~~ at least ten (10) days in advance of the hearing, of the nature of the appeal and of the time and place of the public hearing. A copy of the variance request in the Shoreland Zone shall be forwarded to the Commissioner of the department of Environmental Protection at least twenty (20) days prior to action by the Board of Appeals as outlined in 11(I)(5) above. The owners of property shall be considered to be those against whom taxes are assessed. The Board of Appeals shall notify the Planning Board and the municipal officers of any hearing and shall cause said notice of hearing to be posted at such locations where the Town commonly posts public notice, at least fourteen (14) days prior to the hearing. Failure of any property owner to receive notice of public hearing shall not necessitate another hearing or invalidate any action by the Board of Appeals.