

## Initial checklist for proposed projects requiring Planning Board review

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

Phone number: \_\_\_\_\_

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

Address of proposed project: \_\_\_\_\_

Anticipated timeline of project: \_\_\_\_\_

Description of proposed project: \_\_\_\_\_

Required documents (checklist to be completed by CEO; documents completed by applicant):

- New or existing 911 address (application available online\* or at Town Office)
- New or existing Driveway Entrance permit (application available online\* or at Town Office)
- Building Permit application (application available online\* or at Town Office)
- Subsurface Wastewater (septic) application (application available online\* or at Town Office)
- Internal Plumbing application (application available online\* or at Town Office)
- Supplemental Shoreland Permit application (application available online\* or at Town Office)
- Change of use permit (application available online\* or at Town Office)
- Public hearing notice and abutters list
- Site Plan Review application (application available online\* or at Town Office, includes new checklist of documentation for Planning Board submission)
- Site Visit by Planning Board
- Findings of Fact by applicant (application available from CEO only)
- Findings of Fact by Planning Board
- State or Federal license required
- Additional town permits\* (IE, adult-use marijuana, mobile home park, sludge management, subdivision fees, mineral extraction and inspection fees, automobile graveyard/junkyard fees, non-residential structure fees, commercial solar array fees and Board of Appeals application fee.

**\*Online applications may be found online at [washington.maine.gov](http://washington.maine.gov).**