

TOWN OF LUBEC
PLANNING BOARD ORDINANCE

AMENDED: August 7, 2012 at Annual Town Meeting

APPROVED AT ANNUAL TOWN MEETING _____
EFFECTIVE DATE: _____

ATTESTED: *Betty L. Case*
Betty L. Case, Town Clerk

PLANNING BOARD ORDINANCE

SECTION 1. PURPOSE

Establishment of this Ordinance is Pursuant to Art. VIII, pt.2. Section 1 of the Maine Constitution and 30 MRSA Section 2151-A.

SECTION 2. APPOINTMENT

1. Board members shall be appointed by the municipal officers and sworn by the clerk or other person authorized to administer oaths.
2. The Board shall consist of five (5) members and two (2) associate members.
3. The term of each member shall be three (3) years. The term of office of an associate member shall be one (1) year.
4. When there is a permanent vacancy, the municipal officers shall within 60 days of its occurrence appoint a person to serve for the unexpired term. A vacancy shall occur upon the resignation or death of any member, or when a member fails to attend three (3) consecutive regular meetings or fails to attend at least 75% of all meetings during the preceding twelve (12) month period. When a vacancy occurs, the chairperson of the board shall immediately so advise the municipal officers in writing. The board may recommend to the municipal officers that the attendance provision be waived for cause, in which case no vacancy will then exist until the municipal officers disapprove the recommendation. The municipal officers may remove members of the planning board by unanimous vote, for cause, after notice and hearing.
5. A municipal officer may not be a member or associate member.

SECTION 3. ORGANIZATION AND RULES

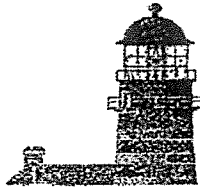
1. The board shall elect a chairperson and vice chairperson from among its members. ***The board may either elect a secretary from among its members or hire a non-board member to serve as secretary.*** The term of all offices shall be (1) year (s) with eligibility for re-election.
2. When a member is unable to act because of interest, physical incapacity, absence or any other reason satisfactory to the chairperson, the chairperson shall designate an associate member to sit in that member's stead.
3. An associate member shall attend all meetings of the board and participate in its proceedings, but may vote only when he or she has been designated by the chairperson to sit for a member.
4. Any question of whether a member shall be disqualified from voting on a particular

matter shall be decided by a majority vote of the members except the member who is being challenged.

5. The chairperson shall call at least one monthly meeting if there are any permits or items to be voted on or discussed. The Code Enforcement Officer shall attend these meetings.
6. No meeting of the board shall be held without a quorum consisting of (3) members or associate members authorized to vote. The board shall act by majority vote, calculated on the basis of the number of members present and voting.
7. The board shall adopt rules for transaction of business and the secretary shall keep a record of its resolutions, transactions, correspondence, findings and determinations. All records shall be deemed public and may be inspected at reasonable times.

SECTION 4. DUTIES AND POWERS

1. The board shall prepare or supervise the preparation of a Comprehensive Plan as defined by 30 MRSA section 4960-C unless directed otherwise by the Lubec Board of Selectmen.
2. The board shall perform such duties and exercise such powers as are provided by the Town of Lubec ordinance and the laws of the State of Maine.
3. The board may obtain goods and services necessary to its proper function within the limits of appropriations made for the purpose.



Town of Lubec
 40 School Street
 Lubec, ME 04652
 (207) 733-2341

APPLICATION FOR SUBDIVISION APPROVAL

APPLICANT INFORMATION

1. Applicant's Name: _____

Address: _____

Phone: _____

2. If the applicant is a corporation are you licensed in Maine? Yes
 of State's Registration.

No _____ If yes, attach copy

3. Land Owner's Name:

Address: _____

Phone: _____

4. Authorized Agent's Name:

Address: _____

Phone: _____

5. Land Surveyor, Engineer, Architect's Name:

Address: _____

Phone: _____

Registration Number: _____

6. What legal interest does the applicant have in the property to be developed?
 (ownership, option, purchase, sales contract, etc.)

7. What interest does the applicant have in any abutting property? _____

LAND INFORMATION

8. Location of Property: Tax Map _____ Lot _____

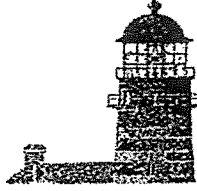
Registry of Deeds Vol _____ Page _____

9. Total Acreage: _____ Total acreage to be developed: _____

10. Road Frontage: _____

11. Does any portion of the proposal cross or abut an adjoining town line? _____ Town: _____

12. Is any portion of the property within 250 feet of the normal high water mark of a lake, wetland,
 pond or river? Yes _____ No _____



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- 13. Is any portion of the _____ property within 75 feet of the normal high water mark of a stream or brook?
Yes _____ No _____
- 14. Does the parcel include wetlands? Yes _____ No _____ If yes, size: _____
- 15. Does the parcel include any water bodies? Yes _____ No _____ Identify: _____
- 16. Is any portion of the property within a special flood hazard area as identified by the Federal Emergency Management Agency? Yes _____ No _____
- 17. Is any portion of the property in Tree Growth? Yes _____ No _____
- 18. Indicate the nature of any restrictive covenants to be placed in the deeds: _____

- 19. Has this land been part of a prior approved subdivision? Yes _____ No _____
- 20. Has this land been part of any other divisions within the past five years? Yes _____ No _____
- 21. Identify the existing use of the land: _____

- 22. Names and addresses of abutting property owners and property owners across the road:

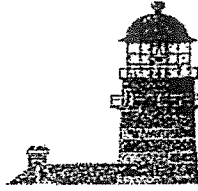
Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____



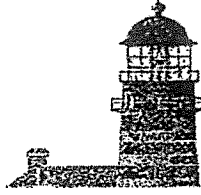
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GENERAL

INFORMATION

- 23. Proposed name of development: _____
- 24. Number of lots or units: _____
- 25. Height of proposed structures: _____
- 26. Anticipated date of construction: _____
- 27. Anticipated date of completion: _____
- 28. Does this development include commercial and/or industrial structures requiring DEP approval?
 Yes _____ No _____
- 29. Does this development require extension of public infrastructure? _____

_____ Roads	_____ Storm drainage	_____ Sidewalks
_____ Water lines	_____ Fire protection	_____ Other
- 30. Estimated cost of infrastructure improvements: _____
- 31. Identify method of water supply to the proposed development:
 _____ Individual wells _____ Central well with distribution lines
 _____ Other, please specify: _____
- 32. Identify method of water supply to the proposed development:
 _____ Individual septic tanks _____ Central on-site disposal with distribution lines
 _____ Other, please specify: _____
- 33. Does the applicant propose to dedicate to the Town any streets, recreation land, or common land?
 Yes _____ No _____ If yes, please list type and estimate size: _____



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34. Does the applicant _____ intend to request waivers of any of the subdivision
submission requirements?

Yes _____ No _____ If yes, list them and state reasons for the request: _____

To the best of my knowledge, all the above stated information submitted in this application is true and correct:

Signed _____ Date:
name & title