



Town of Poland PLANNING BOARD AGENDA REQUEST

Date of meeting you are requesting to be scheduled for: ____/____/____

Meetings are normally conducted in the Municipal Conference Room at the Town Office from 7:00 to 9:00 pm.

Applicant Information

Applicant's Name: _____ Email: _____

Mailing Address: _____ Map: _____ Lot: _____ Sub-lot: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Project Information

Type of Application: ____ **Informational** ____ **Sketch Plan** ____ **Site Review** ____ **Shoreland** ____ **Subdivision**

Property Address/ Road Location for project: _____

Map: _____ Lot: _____ Sub-lot: _____ Zoning: _____ Lake Watershed: _____

Description of Project/ Business to be discussed: _____

IMPORTANT – READ CAREFULLY

The Code Office **must** receive the original application, plus nine (9) copies, a digital PDF copy on either a cd or USB drive, and appropriate fees by **Thursday at 1:00 pm**, twelve (12) days before the stated meeting to be put on the meeting agenda.

- New business is scheduled on the agenda in the order this office receives completed applications.
- If you want your application reviewed for contents prior to the meeting, it must be in the Code office fourteen (14) days before the meeting.
- Should the Planning Board choose to adjourn before all business is addressed, all remaining business will be tabled until the next available meeting.
- Unfinished business is conducted before new business is addressed.

Applicant's Signature: _____ Date: _____

OFFICE USE ONLY

Date: _____ Time: _____ Received By: _____