



TOWN OF DURHAM
630 Hallowell Road
Durham, Maine 04222

**Office of Code Enforcement
and Planning**

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NOTICE OF RECEIPT OF CONDITIONAL USE APPLICATION FOR A NONRESIDENTIAL DEVELOPMENT

Date: _____

The Planning Board of the Town of Durham has received an application for conditional use review of a nonresidential development at _____ Road.

Town records indicate that you own property abutting the parcel proposed to be developed. In accordance with Section 7.2.C of the Durham Land Use Ordinance, the applicant is required to notify you that an application has been submitted. The Planning Board has not yet determined that the application is complete and has not reviewed the application.

The application is available for your review at the Town Offices at 630 Hallowell Road. The next scheduled meeting to discuss the application is _____ at the Durham Fire Station at 615 Hallowell Road at 6:30 p.m. At that meeting, the Planning Board will review the application to determine if it is complete and ready for formal review. When the Board determines that it has received a complete application, it will decide whether to conduct a site walk and/or a public hearing before reviewing the application for consistency with the site plan review criteria and performance standards.

The Planning Board welcomes public comment submitted in writing or by email. The Board is required by law to approve a conditional use application if it meets all of the adopted review criteria of Section 7.4. It must deny any application that fails to meet any of the criteria, but the Board can impose standards that would mitigate impacts related to the review criteria, such as adding buffers or fencing along property lines. Please focus any public comments on whether the application, in your view, meets or fails to meet requirements of the conditional use review regulations of Article 7 of the Land Use Ordinance. If you have questions about those requirements, you can contact Town Planner George Thebarg by email at townplanner@durhammaine.gov.