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## PLANNING BOARD DEADLINE & PRINTED COPIES ADMINISTRATIVE CHANGE

### Summary

We're proposing updates to the Planning Board's submission requirements to improve efficiency and reduce unnecessary paperwork. These changes include:

- **Earlier submission deadlines** to give the Board more time to review materials.
- **Fewer printed copies required**, with a shift toward digital submissions.

These updates will help streamline the review process, reduce waste, and make it easier for applicants and staff to manage materials.

### Current vs. Proposed Notice Requirements

Aspect	Current	Proposed
Request for Meeting Deadline	14 days	21 days
Resubmission or Supplemental Submissions	No deadline	14 days
Hard Printed Copies of all Submissions	10 printed copies	5 printed copies

### Why the Change?

The Planning Board often receives large volumes of paper documents, many of which are duplicative. By reducing the number of printed copies and requiring earlier submissions, we can:

- Give staff and Planning Board members more time to review applications.
- Reduce printing costs and paper waste.
- Encourage digital submissions for easier storage and access.

### We want to hear from you!

Do you support this change? Do you have concerns about submission deadlines and copy numbers? Please share your thoughts with the Planning Board during the public participation process. You can submit written comments to the Town Planner for circulation to the Board by emailing [townplanner@durhammaine.gov](mailto:townplanner@durhammaine.gov)