



**TOWN OF DURHAM**  
**630 Hallowell Road**  
**Durham, Maine 04222**

**Office of Code Enforcement  
and Planning**

**Tel. (207) 376-6558**  
**Fax: (207) 353-5367**

## **NOTICE OF RECEIPT OF SITE PLAN APPLICATION**

Date:  
Name:  
Address:

The Planning Board of the Town of Durham has received an application for a project that requires site plan approval at . Our records indicate that you own property abutting the parcel proposed to be developed. In accordance with Section 8.4.D. of the Durham Land Use Ordinance, the applicant is required to notify you it has received this application.

In accordance with Section 8.4.H. of the Durham Land Use Ordinance, the Board will notify the applicant in writing either that the application is a complete application, or if the application is incomplete, the specific additional material needed to make a complete application. After the Board has determined that a complete application has been filed, it will begin its full evaluation of the proposed project.

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 6:30 p.m. at the Durham Fire Station, 615 Hallowell Road. 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 subdivision 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 site plan application if it meets all of the adopted review criteria and standards of Land Use Ordinance Section 8. It must deny any application that fails to meet any of the criteria and standards, although it can impose approval conditions, if necessary, to meet the criteria and standards. Please focus any public comments on whether the application, in your view, meets or fails to meet requirements of the site plan review regulations. If you have questions about those requirements, you can contact Town Planner George Theborge by email at [townplanner@durhammaine.gov](mailto:townplanner@durhammaine.gov).