

**MINOR**

**CONDITIONAL USE PERMIT APPLICATION**

**SACO MAINE**

DATE RECEIVED\_\_\_\_\_

ACCOUNT NUMBER\_\_\_\_\_

FEE PAID\_\_\_\_\_

OWNER'S NAME\_\_\_\_\_

Address\_\_\_\_\_

E-mail\_\_\_\_\_

Telephone number\_\_\_\_\_

(Indicate Daytime Number)

Fax Number\_\_\_\_\_

APPLICANT'S NAME\_\_\_\_\_

Applicant's Address\_\_\_\_\_

E-mail\_\_\_\_\_

Telephone Number\_\_\_\_\_

(Indicate Daytime Number)

Fax Number\_\_\_\_\_

ADDRESS OF PROPOSED MINOR CONDITIONAL USE\_\_\_\_\_

Assessor's Map Number\_\_\_\_\_ Lot Number\_\_\_\_\_

York County Registry of Deeds Book\_\_\_\_\_ Page\_\_\_\_\_

City of Saco Zoning District\_\_\_\_\_

Nature of Minor Conditional Use Requested\_\_\_\_\_

**SUBMISSION REQUIREMENTS:**

**ADMINISTRATION**

A. An application for a minor conditional use shall include four (4) copies of the information required under Section 901-2.1, except the items required under paragraphs c, g, h and j, which may be required by the Planning Office if deemed necessary.

**B. Notice and Public Comment**

Upon receipt of an application for minor conditional use, the Planning Office shall send a notice of the application, including the name of applicant, address of the applicant, the nature and address of the proposed use, to all property owners within two hundred (200) feet. The notice shall also include a deadline for comment on the application, to be ten (10) calendar days from the date of notice.

**C. Time Frame for Decisions**

The Planning Office shall act upon all applications for minor conditional uses, approval or referral to the Planning Board within five (5) days of the close of the public comment period.

**CRITERIA FOR APPROVAL**

Minor Conditional Use applications shall be approved by the Planning Office unless the proposed use does not satisfy the approval criteria in Section 901-4, or other relevant sections of the Zoning Ordinance, or other local, State and Federal laws. If in the opinion of the Planning Office, an application does not meet the approval criteria, then the application shall be referred to the Planning Board for a full conditional use review.

**FEE:** The Minor Conditional Use Application fee is **\$75.00**. \$25.00 is non-refundable. The remainder is used for the cost to notify neighbors and any staff fees the process entails.