



# City of Westbrook

## PLANNING BOARD APPLICATION PROCESS OVERVIEW

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## PROCESS OVERVIEW

**The Planning Board** is the approval body for allowable residential and commercial development. The board meets regularly on the first Tuesday of the month. The meeting schedule with submittal deadlines applies to all items that must be reviewed or approved by the Planning Board.

### The Review Process:

1. Pre-application project review meeting with City Staff
  - Held Tuesday mornings between (8-10) AM in ½ hour increments at City Hall.
2. Neighborhood meeting
  - The Applicant should coordinate with the Planning Department to determine if the project is ready for a neighborhood meeting.
  - At minimum, property owners within 500 feet of the proposed development shall be invited. Invitations must be mailed out no less than nine (9) days prior.
  - The timing of the meeting shall be held at least two (2) Fridays before the Planning Board meeting date.
  - Meeting invitation, sign-in sheet, meeting notes and invitation list are required and shall be submitted to the Planning Department.
3. Sketch Plan
  - A Sketch Plan review may be required at the discretion of the City Planner and Planning Board Chair based on the complexity of the project.
  - The Purpose of a sketch plan is to obtain preliminary feedback from the Planning Board and the Public on the proposed project.
4. Final Plan
  - Complete all application information.
  - Submit all map requirements.
  - Provide all supporting documents/materials.
  - The Planning Board will hold a public hearing at the next available meeting. See the Planning Board meeting schedule for a list of dates.