

**ZONING ORDINANCE SUBMITTAL FORM**

**State Planning Office  
38 State House Station  
Augusta, Maine 04333  
207-287-6077**

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- I. Name of Municipality :**  
**Contact Person :**  
**Title :**  
**Address :**
- Phone :**  
Place where proposed zoning ordinance will  
be available for public inspection :  
Address :  
Hours available for viewing :

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**II. Certification of Complete Submittal**

We certify that:

1. the proposed zoning ordinance is a complete zoning ordinance in that it contains sections that: describe the purpose of the ordinance; establish administrative procedures; define key terms; describe the zoning districts; maps the zones; identify permissible uses, density and dimensional regulations, performance regulations; and establish procedures for appeals, variances, enforcement, and amendments;
2. the proposed zoning ordinance was developed with the intent of complying with the Comprehensive Planning and Land Use Regulation Act (30-A M.R.S.A. Section 4301 et seq.);
3. the proposed zoning ordinance was developed in accord with the procedural and citizen participation requirements of 30-A M.R.S.A. Section 4324; and
4. a copy of the proposed zoning ordinance has been sent to the following regional council for review and comment:

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Signatures:

\_\_\_\_\_  
**Chief Executive Official**

\_\_\_\_\_  
**Chairperson, Planning Committee**

\_\_\_\_\_  
Printed/Typed Name

\_\_\_\_\_  
Printed/Typed Name

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ZONING ORDINANCE SUBMITTAL CHECKLIST**

(For Town)

- \_\_\_\_\_ 1. 7 Complete copies of the proposed Zoning Ordinance forwarded to SPO.  
Each Zoning Ordinance must include sections that: describe and map(s) the zoning districts, identify permissible uses, describe development standards and include permit review and approval procedures. Map (s) must have a scale and a legend.
  
- \_\_\_\_\_ 2. 1 copy of an adopted, consistent comprehensive plan forwarded to SPO.  
A copy of the comprehensive plan upon which the ordinance is based, and that has been found by the Office to be consistent with the Act in accordance with the Office’s Comprehensive Review Criteria Rule (Chapter 208).
  
- \_\_\_\_\_ 3. Checklist for the review of the Zoning/Land Use code forwarded to SPO.  
A list/index of all the implementation strategies related to zoning that are found in the comprehensive plan.
  
- \_\_\_\_\_ 4. 2 copies of the Zoning Ordinance Submittal Form forwarded to SPO. This form, which certifies that submittal is complete and that the plan was developed with the intent of complying with the Act, is available from the State Planning Office.
  
- \_\_\_\_\_ 5. Copy of Zoning Ordinance available for public inspection.
  
- \_\_\_\_\_ 6. Copy of Zoning Ordinance sent to regional council.

Regional Council:

Date sent :