

STATE OF MAINE DEPARTMENT OF CONSERVATION MAINE LAND USE REGULATION COMMISSION 22 STATE HOUSE STATION AUGUSTA, MAINE 04333-0022

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WILLIAM H. BEARDSLEY

Memorandum

To: Commission Members

From: Samantha Horn Olsen, Acting Director

Date: July 11, 2012

Re: Permitting Trends and Permit Processing Times, January 2012 through June 2012

Commission staff have been working very hard to ensure that our service to customers is responsive and efficient. We have done this through revisions to our forms, review of our internal processes, and improved record keeping about permitting times. I am pleased to report that our data for the first half of the year is showing excellent timeliness, including a median time for issuing building permits of 0 days, meaning that many of the permits are issued the same day that the file is complete. Because we are looking at all permits, including those that went before the Commissioners for review, there are some permitting times that appear longer. Particularly, there are two spikes in the data - one in February and one in April - that are due to items being placed on the commission agenda. While it is important to have some items come to the commissioners, if we are looking at times for staff review and we removed those items, the results would change. February's building permit average processing time would be reduced from 16.2 days to 9.6 days if we omitted a Commission decision for a variance. April's development permit average processing time would be reduced from 106 days to 7 days if we omitted a Commission decision on a grid-scale wind project. We will continue to track results on a monthly basis, but I am extremely encouraged by the results and wish to note that I am very proud of the dedication and professionalism of the staff.

1st Half of Year	Building Permits				Development Permits			
	2007	2010	2011	2012	2007	2010	2011	2012
Permit Count	276	208	187	229	18	25	39	17
Average Time (days)	12	4	6	2	31	26	23	5
Median Time (days)	3	1	1	0	19	11	5	2

1st Half of Year	All Other				Total			
	2007	2010	2011	2012	2007	2010	2011	2012
Permit Count	47	43	47	40	341	276	273	286
Average Time (days)	38	57	22	12	16	14	11	4
Median Time (days)	30	15	13	7	5	1	2	0

Important Information About This Data:

- 1. These data include all final actions taken during the first six months of 2012.
- 2. Final actions include those applications that were approved, disapproved or returned by LURC, or withdrawn by the applicant.
- 3. Average Processing Time can be affected by one or two applications. For example, the Average Processing Time for a given permit type could include one action with a 5 day processing time, one permit with a 68 day processing time, and one action taking 243 days, which would result in an average processing time of 105 days. Apply the average processing time cautiously.
- 4. Processing time represents calendar days not business days; LURC's 10 day goal for BPs might be illustrated by 12 or 14 days depending upon the number of weekend/non-business days involved.

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- 5. Building Permits ("BPs") are issued for any type of residential development that may range from a new shed to a new house, from the enclosure of a porch to the reconstruction and expansion of an existing, nonconforming house.
- 6. Development Permits ("DPs") are issued for any type of non-residential development that may range from amending permit conditions to proposals for the construction of a new accessory structure, fire station, post office, or commercial sporting camp.
- 7. All Other Permits may include any combination of other permit types administered by LURC, including but not limited to: Shoreland Alteration ("SA"), Subdivision Permit ("SP"), Zoning Petition ("ZP"), Road Construction Permit ("RP"), Bridge Construction Permit ("BCP"), Advisory Ruling ("AR"), etc.
- 8. These data include those permits issued by the Commission and/or that included a public hearing or comment period; such actions, by law or Commission schedule, will result in longer processing times.
- 9. These data include all permitting actions but do not include: notifications (i.e. Forest Operation Notifications), pre-application consultations, or technical assistance.





