

Helpful Tips for your Zoning Board Appeal

- You or someone who represents you must attend the meeting for the Board to hear your appeal. If you or someone who represents your are not present, the Board will not hear the item. Meetings begin in the Council Chambers on the 3rd floor of Town Hall at 6:30 p.m.
- The application must be filled out **completely**. If you are having trouble with the application, please feel free to set up an appointment with the Old Orchard Beach Code Officer, Jim Butler for assistance. (207)937-5615.
- You must, by law, notify abutting properties of the public hearing. (see page 4 of your application). These need to be mailed at least (10) days prior to the ZBA meeting.
- If the ZBA approves your appeal you are required to file the certificate of approval with the York County Registry of Deeds and submit a copy of this to our office.
- Once the approval is filed with the Registry of Deeds, you will need to apply for a building permit for the work requested to be done. Work cannot begin until you have a building permit from the Building Department.

Jim Butler, Code Officer #207-937-5615

Valdine Camire, Administrative Assistant #207-937-5645