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**ZONING BOARD OF APPEALS
ADMINISTRATIVE INTERPRETATION FORM #7
TOWN OF OLD ORCHARD BEACH, MAINE**

PLEASE RESPOND TO ALL QUESTIONS IN BLACK INK

1). Record Owner(s) of property: _____

Mailing Address: _____

City

State

Zip Code

2). Agent (if applicable): _____

Mailing Address: _____

Telephone Number: Daytime: _____ Evening: _____

NOTE: *If the person who will be present during the proceedings, is not the record owner, a written letter of authorization to represent must be submitted.*

3). Location of Parcel: _____

Street _____

Map # _____ Block # _____ Lot # _____

4). Demonstration of Right, Title or Interest in the Property

_____ Record Owner (attach copy of most current deed)

_____ Block _____ Page

_____ Contract to purchase, or lease (attach copy, delete confidential information)

5). Date Permit Issued or Interpretation Rendered by Code enforcement Officer.

6). The Undersigned hereby appeals the decision of the Code Enforcement Officer, as indicated below, and requests that a different interpretation be given to the following Sections _____ of the Old Orchard Beach _____ Ordinance.

7). The Undersigned requests that the Board of Appeals consider one of the following:

A). _____ Relief from the decision, or lack of decision of the Code Enforcement Officer in regard to an application for a permit. The Undersigned believes that (check one):

_____ an error was made in the denial of the permit

_____ the denial of the permit was based on a misinterpretation of the Ordinance

_____ there has been a failure to approve or deny the permit within a reasonable period of time

_____ Other _____

B). _____ Please explain in more detail the facts surrounding this appeal (please attach a separate piece of paper). You should be as specific as possible so that the Board of Appeals can give full consideration to your cause.

8). Please submit ten (10) copies of this application along with ten (10) copies of the following:

- ❖ Plot Plan: A scale drawing of the property must accompany this application showing dimensions and shape of the lot, the size and locations of existing buildings, the locations and dimensions of proposed buildings or alterations, and any natural or topographic peculiarities of the lot in question. Designate the proposed & existing change in black.
- ❖ A copy of Title or Deed.
- ❖ All documentation of information related to the appeal.

I certify that the information contained in this application and its supplement is true and correct.

Applicant/Agent Signature

Date

Zoning Board of Appeals
Miscellaneous Application

The Zoning Board of Appeals Clerk will fill this section out for the applicant if they do not have all the information requested below. Applicant will be responsible for the cost and mailing of these letters. Your abutters must legally be notified by registered mail at least 10 days before the scheduled meeting. Please be accurate.

On the left side of your home:
On the right side of your home:
Directly behind your home:
One house to the right behind your home:
One house to the left behind your home:
House directly across the street from your home:
One house to the right directly across the street from your home:
One house to the left directly across the street from your home:
Your mailing address:

***THE APPLICANT WILL BE RESPONSIBLE FOR THE COST AND
MAILING OF THESE LETTERS.***

Helpful Tips for your Zoning Board Appeal

- You must attend the meeting for the board to hear your appeal. If you are not present, the board will not hear the item. Meetings are in 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 CEO Rick Haskell for assistance.
- You must, by law, notify abutting properties of the public hearing. (see page 3 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.

Rick Haskell, Director of Code Enforcement # 207-937-5615

Teresa Chiburis, Administrative Assistant # 207-937-5645