



APPLICATION FOR ADMINISTRATIVE APPEAL

CASTINE ZONING BOARD OF APPEALS
P.O. BOX 204 • 67 COURT STREET • CASTINE, MAINE 04421
PHONE (207) 326-4502 • EMAIL: shawn@castine.me.us

Office Use Only
RECEIVED
By _____
Date _____

GENERAL INFORMATION

- 1. Property Owner: _____
- 2. Mailing Address: _____
- 3. City, State, Zip Code: _____
- 4. Telephone: _____ Email: _____
- 5. Name, Address, Telephone, Email of Applicant (if different from owner):

- 6. Property: Street Address _____
Tax Map _____ Lot No. _____ Zoning District: _____

7. Applicant's legal interest in the property identified above is verified by one or more of the following: **a.**) deed, **b.**) purchase & sale agreement, **c.**) lease, **d.**) option agreement, **e.**) other.
Please explain and attach any documents in support of the explanation.

8. Please describe in detail the facts surrounding this appeal. What do you think is wrong about the decision (attach a copy) which you are appealing? What action do you want the zoning board of appeals to take in this matter? The burden of support for an appeal is the appellant's; hence, you should supply, as attachments to this application, any documentation and/or references. Especially relevant will be the specific sections of the current Castine zoning ordinance you believe to be applicable to this appeal and to your standing to bring the appeal before the zoning board of appeals. You are not limited as to the extent/volume of your statement of facts or attachments of documentation and references with respect to this application, so long as the material is relevant. Although the board does not require it, it will be helpful if each document you supply as an attachment is either numbered or alphabetically designated by you so that you will know and the record will show which of your documents is under discussion at the public hearing the board will hold within 30 days from the date this application is received, together with your check for the \$100.00 administrative fee.

ADDITIONAL INFORMATION

In addition to the information provided as required above (if not included in that information), you should submit a sketch plan of the property showing the dimensions and shape of the lot; the size and locations of existing buildings; additions and alterations you propose; locations of roads, driveways and rights-of-way; location of any water body or bodies adjacent to the property; any natural and topographic peculiarities of the subject property.

Note: You are urged familiarize yourself with the current *Zoning Ordinance of the Town of Castine, Maine* (Article 14, §14.2.A deals with Administrative Appeals), the referenced State statues, and to make your application as detailed and complete as is possible. You may attach as many documents and as much explanatory text to this application as you deem necessary for the zoning board of appeals to give your application proper consideration. Upon receipt of your application, with attachments and the required administrative fee of \$100.00, at the address above, you will be notified either that it is complete and that a public hearing will be scheduled within 30 days from the date of its receipt or you will be informed that specific additional information is required in order to permit processing of your application by the board.

SIGNATURE OF APPLICANT

To the best of my knowledge, all information submitted on and with this application is true and correct.

Date: _____ By: _____

Signature

Printed Name

For Code Enforcement Officer use

Fee: \$ 100.00

Date Paid: _____

Comments: _____

Code Enforcement Officer

Date