

Map _____ Lot _____

Fee: \$175 Pd: _____

**APPLICATION FOR VARIANCE OR
APPEAL TO BOARD OF ZONING APPEALS**

Name of Appellant: _____

Mailing Address: _____

City or Town: _____ **State:** _____

Phone Number: _____ **Email:** _____

Name of Owner: _____

The undersigned requests that the Board of Appeals consider one of the following.

1. **An Administrative Appeal: Relief from the decision, or lack of decision, of the Code Enforcement Officer or Planning Board 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.

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 case.

2. **A Variance:**

- a. **Nature of the Variance: Describe generally the nature of the variance:**

In addition, a sketch plan 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 lot in question.

b. **Justification of Variance:** In order for a variance to be granted, the appellant must demonstrate to the Board of Appeals that the said application of the terms of the zoning ordinance would cause undue hardship. There are four conditions that must be met before the BOA can find that a hardship exists. Please explain how your situation meets each of these criteria listed below. You may attach your response on a separate sheet if necessary.

1. The land in question cannot yield a reasonable return unless the variance is granted.

2. The need for a variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood.

3. The granting of a variance will not alter the essential character of the locality.

4. The hardship is not the result of action taken by the appellant or a prior owner.

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

Appellant Signature: _____ **Date:** _____

Print: _____

Note to Appellant: This form should be returned to the Chairman of the Board of Appeals. You will be notified of the date of the hearing on your appeal.