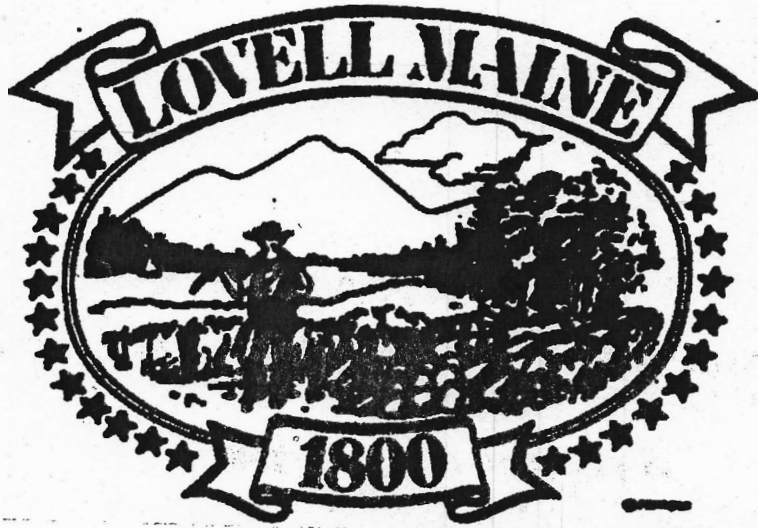


TOWN OF LOVELL, MAINE



BOARD OF APPEALS

APPLICATION FOR

ADMINISTRATIVE APPEAL

ATTENTION

BOARD OF APPEALS APPLICANTS

WHEN FILLING OUT THE APPLICATION ALL OF THE QUESTIONS MUST BE ANSWERED AND ALL APPROPRIATE DOCUMENTATION MUST BE ATTACHED IN ORDER FOR THE APPLICATION TO BE CONSIDERED COMPLETE. IF A QUESTION IS NOT APPLICABLE, PLEASE STATE WHY IT IS NOT APPLICABLE.

IN ADDITION, COPIES OF RELEVANT DEED(S) AND A SKETCH OF THE PROPERTY MUST ACCOMPANY THIS APPLICATION SHOWING DIMENSIONS AND SHAPE OF THE LOT, THE SIZE AND LOCATION OF THE EXISTING BUILDINGS, THE LOCATION AND DIMENSIONS OF PROPOSED BUILDINGS OR ALTERATIONS, AND ANY NATURAL OR TOPOGRAPHIC PECULIARITIES OF THE LOT IN QUESTION. ALSO, ATTACH A COPY OF ANY WRITTEN DECISION OF THE CODE ENFORCEMENT OFFICER OR PLANNING BOARD FROM WHICH YOU ARE APPEALING. APPLICANT MUST SUBMIT SEVEN (7) COPIES OF THIS APPLICATION INCLUDING ANY BACKUP INFORMATION RELATIVE TO THE APPEAL.

APPLICANT MUST SEND A LETTER TO ALL ABUTTING PROPERTY OWNERS BY CERTIFIED MAIL WITH RETURN RECEIPT NOTIFYING THEM OF THE ADMINISTRATIVE APPEAL OR VARIANCE APPLICATION AS WELL AS THE DATE, TIME AND PLACE OF THE PUBLIC HEARING. A COPY OF THE LETTER MUST BE SUBMITTED WITH THE SIGNED RETURN RECEIPTS FROM THE ABUTTERS TO THE SECRETARY OF THE APPEALS BOARD AT THE TIME OF THE HEARING.

THE APPLICANT AND/OR A REPRESENTATIVE OF THE APPLICANT MUST BE PRESENT AT THE HEARING.

ADMINISTRATIVE APPEAL

APPLICANT'S NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

OWNER(S) NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

LOCATION OF PROPERTY WHICH IS SUBJECT OF APPEAL: _____

MAP & LOT: _____

_____ 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 a decision by _____ The Code Enforcement Officer or _____ The Planning Board.

_____ The denial/approval 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 _____

_____ An interpretation of the ordinance.

_____ A change of use permit.

1. If an appeal from a decision of the Code Enforcement Officer or Planning Board, please explain in detail the facts surrounding this appeal, what you think is wrong about the decision which you are appealing, and what action you want the Board of Appeals to take in this matter. If additional space is needed, please continue on a separate sheet of paper and attach it to this application.

2. If you are requesting an interpretation of the ordinance please identify the terms, phrases or ordinance sections you want the Board to interpret, and explain the facts surrounding the property in question creating the need for an interpretation.

3. If a request for a change of use permit, please explain in detail the current use of the property, the proposed use of the property, and how the proposed change will satisfy the requirements of Section 5.2.B.3 of the ordinance.

To the best of my knowledge; all information submitted in this application is true and correct.

DATED: _____

Applicant

SAMPLE LETTER
ABUTTER NOTIFICATION

Date:

Subject Property Location;

Map_____

Lot_____

To;

This is to inform you that I am submitting an application to the
Lovell Board of Appeals for a _____.

The Board of Appeals will begin the review of the application
on _____.

The meeting will be held (location)_____.

Enclosed please find a sketch of the proposed project and location.

Sincerely,

ABUTTERS

[illegible]

Notice to Applicants

The Board of Appeals is not required to schedule a hearing until it has received an application deemed to be complete, and until the applicant has paid to the town any applicable application fee and/or deposit for publication of notice costs.

The Board of Appeals is not required to conduct a scheduled public hearing until it has received satisfactory evidence of compliance with the applicable notice provisions of the ordinance, such as production of signed certified mail receipts as required.

The Board may deny any application, or defer action on any application, in the event there are any material misrepresentations or omissions of fact(s), and in the event of approval may revoke or suspend such approval in the event of subsequently discovered material misrepresentations or omissions of material fact(s), or upon discovery the applicant has exceeded the scope of any relief granted by the Board or has failed to abide by any conditions imposed by the Board.

L1875
06-153L

The Town of Lovell, through either the Town Clerk or the Board of Appeals shall place the Newspaper Notifications and the applicant shall be responsible for the costs.

The applicant shall be responsible for notifying all abutters as well as the costs of notification and shall present the signed cards indicating that the abutters have received the notification.