

**BOARD OF APPEALS  
APPLICATION FOR ADMINISTRATIVE APPEAL**

MAP \_\_\_\_\_ LOT \_\_\_\_\_ ZONE \_\_\_\_\_

**Appellant's Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_

**Owner's Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_

- 1) An administrative appeal must be filed within 30 days of action taken by town official or board (18.8.3.1)
- 2) If you will be represented by an attorney or other(s), you must attach an "Authorization for Representation" statement.
- 3) If you are NOT the owner, you MUST attach an "Evidence of Standing" statement to this application.

Has this Map and Lot previously been before the Board of Appeals? Yes No

Reason \_\_\_\_\_

This property is fronting on a : Private Way Public Road Other: \_\_\_\_\_

This property is in **Shoreland Zone** : YES NO

Street Address of Property \_\_\_\_\_

Lot Size (Sq. ft.) \_\_\_\_\_ Existing Structure(s) footprint (Sq. ft.) \_\_\_\_\_ Street Frontage (ft.) \_\_\_\_\_

ADMINISTRATIVE APPEAL (Check appropriate box)

Error in denial of permit

Failure to issue or deny permit

Other: \_\_\_\_\_

Reason(s) that you believe an Administrative error occurred. (Example: wrong Ordinance section applied, incorrect facts/details of proposal applied, timeliness issue, etc.). Site specific Ordinances which you believe to be pertinent.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BEFORE YOUR APPLICATION IS COMPLETE, THE FOLLOWING MUST BE FURNISHED:**

- 1) Copies of Deed(s); 2) GIS printout showing lot and structure location; 3) Fifteen (15) copies of the completed application and all supporting materials; 4) The non-refundable application fee of \$100. Checks made payable to the Town of York.
- >>> Applications will **only be accepted** when accompanied by the required fee and all materials listed above. <<<

\*When submitting your application, if you desire your appeal to be heard on a certain date other than the next available slot, please check here and fill in date requested: \_\_\_\_\_

The following **additional documents may be required** by the Board: A) Letter of Decision (denial, determination, order) from official or board; B) Copy of Permit Application; C) Any existing licenses or permits; D) Minutes from prior Board meeting; E) Survey (full or boundary) showing location of existing or proposed structures and/or alterations of the dimensions of the lot in question. **If any of the above materials exist** in regard to your appeal, **they must be included** with your application.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appellant's Signature

NOTE: Please be aware that an on-site inspection may be conducted on your property by members of the Board of Appeals.

Received at Town Hall by \_\_\_\_\_ Date \_\_\_\_\_