

**Application for Administrative Appeal  
to the Board of Appeals**

1. Name of Appellant \_\_\_\_\_

2. Mailing Address \_\_\_\_\_  
\_\_\_\_\_

3. Telephone \_\_\_\_\_ e-mail address \_\_\_\_\_

4. Name of Owner of Property which is subject to appeal \_\_\_\_\_  
\_\_\_\_\_

5. Location of Property: \_\_\_\_\_  
Assessor's map # \_\_\_\_\_ Lot # \_\_\_\_\_

6. The undersigned requests that the Board of Appeals hear and consider an appeal for 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 applicant believes that (check one):

\_\_\_\_\_ an error was made in the denial of a permit; or

\_\_\_\_\_ an error was made in the approval of a permit; or

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

\_\_\_\_\_ other \_\_\_\_\_

7. What specific section(s) of the Ordinance applies to the relief you are seeking?  
\_\_\_\_\_  
\_\_\_\_\_

8. If you do not own the property that is the subject of the decision you wish to appeal, please explain how the actual use or enjoyment of your property will be adversely affected by the decision or lack of a decision. Please describe how you will be affected in a way different from the impact of the decision on the general public.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe in detail on a separate sheet of paper 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. You should be as specific as possible so that the Board can give full consideration to your case.

There is a \$50 application fee for all applications to the Board of Appeals.

I certify that the information contained in this application is true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Appellant

\_\_\_\_\_  
Date

**Board of Appeals  
Required Submittals  
for  
Administrative Appeal**

- \_\_\_ 1. Copy of completed application;
- \_\_\_ 2. Copy of the decision being appealed;
- \_\_\_ 3. Copy of the portion of applicable tax map showing subject property and abutting properties;
- \_\_\_ 4. Names and mailing addresses of all property owners abutting the subject property.  
(Abutters are the owners of any parcels with one or more common boundaries or points, as well as property owners of any parcel located directly across any road, railroad or stream along the road, railroad or stream from the parcel involved in the application. Also included is any Qualified Conservation Holder of an easement in any of these parcels);
- \_\_\_ 5. Exact direction to the property from the Town Office, using a map if necessary; and
- \_\_\_ 6. Any additional information relevant to the project, for example, photographs or additional documentation.