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**ZONING BOARD OF APPEALS  
ADMINISTRATIVE INTERPRETATION FORM #7  
TOWN OF OLD ORCHARD BEACH, MAINE**

**PLEASE RESPOND TO ALL QUESTIONS IN BLACK INK**

1). Record Owner(s) of property: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City

State

Zip Code

2). Agent (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

**NOTE:** *If the person, who will be present during the proceedings, is not the record owner, a written letter of authorization to represent must be submitted.*

3). Location of Parcel: \_\_\_\_\_

Street \_\_\_\_\_

Map # \_\_\_\_\_ Block # \_\_\_\_\_ Lot # \_\_\_\_\_

4). Demonstration of Right, Title or Interest in the Property

\_\_\_\_\_ Record Owner (attach copy of most current deed)

\_\_\_\_\_ Block \_\_\_\_\_ Page

\_\_\_\_\_ Contract to purchase, or lease (attach copy, delete confidential information)

5). Date Permit Issued or Interpretation Rendered by Code enforcement Officer.

\_\_\_\_\_

6). The Undersigned hereby appeals the decision of the Code Enforcement Officer, as indicated below, and requests that a different interpretation be given to the following Sections \_\_\_\_\_ of the Old Orchard Beach \_\_\_\_\_ Ordinance.

7). The Undersigned requests that the Board of Appeals consider one of the following:

A). \_\_\_\_\_ Relief from the decision, or lack of decision of the Code Enforcement Officer 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 \_\_\_\_\_

B). \_\_\_\_\_ 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 cause.

**8). Please submit ten (10) copies of this application along with ten (10) copies of the following:**

- ❖ Plot Plan: A scale drawing 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 the lot in question. Designate the proposed & existing change in black.
- ❖ A copy of Title or Deed.
- ❖ All documentation of information related to the appeal.

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

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Applicant/Agent Signature

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Date

Zoning Board of Appeals  
Miscellaneous Application

The Zoning Board of Appeals Clerk will fill this section out for the applicant if they do not have all the information requested below. Applicant will be responsible for the cost and mailing of these letters. Your abutters must legally be notified by registered mail at least 10 days before the scheduled meeting. Please be accurate.

On the <b>left</b> side of your home:
On the <b>right</b> side of your home:
Directly <b>behind</b> your home:
One house to the <b>right behind</b> your home:
One house to the <b>left behind</b> your home:
House <b>directly across</b> the street from your home:
One house to the <b>right directly across</b> the street from your home:
One house to the <b>left directly across</b> the street from your home:
<b>Your mailing address:</b>

***THE APPLICANT WILL BE RESPONSIBLE FOR THE COST AND MAILING OF THESE LETTERS.***

## *Helpful Tips for your Zoning Board Appeal*

- You must attend the meeting for the board to hear your appeal. If you are not present, the board will not hear the item. Meetings are in Council Chambers on the 3<sup>rd</sup> floor of Town Hall at 7:00 p.m.
- The application must be filled out **completely**. If you are having trouble with the application, please feel free to set up an appointment with the Code Officer for assistance.
- You must, by law, notify abutting properties of the public hearing. (see page 3 of your application). These need to be mailed at least (10) days prior to the ZBA meeting.
- If the ZBA approves your appeal you are required to file the certificate of approval with the York County Registry of Deeds and submit a copy of this to our office.
- Once the approval is filed with the Registry of Deeds, you will need to apply for a building permit for the work requested to be done. Work cannot begin until you have a building permit from the Building Department.