

DATE RECEIVED \_\_\_\_\_ APPEAL # \_\_\_\_\_

↑ to be filled in by office ↑

### TOWN OF ACTON

Land Use Department 207-636-3497 x410

Email: [ceo@actonmaine.org](mailto:ceo@actonmaine.org)

#### APPLICATION FOR VARIANCE OR APPEAL

Name of Applicant \_\_\_\_\_ Telephone Number ( ) \_\_\_\_\_

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

Location of Property \_\_\_\_\_

Owner's Name \_\_\_\_\_ Tax Map \_\_\_\_\_ Lot \_\_\_\_\_

Recorded at York Registry of Deeds: Book \_\_\_\_\_ Page \_\_\_\_\_

Please list names and addresses of abutters as geographically located around your property:

**North:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

**South:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

**East:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

**West:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

**The undersigned requests (check either 1 or 2, not both):**

\_\_\_\_\_ 1. **An Administrative Appeal:**

Review of alleged erroneous decision of Code Enforcement Officer in regards to application for a permit, denied on \_\_\_\_\_, 20\_\_\_\_. It is the applicant's contention that the following error was made in the determination of the Code Enforcement Officer: \_\_\_\_\_

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

\_\_\_\_\_ 2. **A 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 the lot in question.

a) Nature of Variance: Describe generally the nature of variance:

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b) Justification of Variance: In order for a variance to be granted, the applicant must demonstrate to the Board of Appeals that the strict application of the terms of the Zoning Ordinance would cause undue hardship. There are four criteria which must be met before the ZBA can find a hardship exists. Please explain how your situation meets each of these criteria listed below.

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

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

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

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

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The granting of a variance is based upon demonstrated need, not convenience, and no other feasible alternative is available.

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

Date \_\_\_\_\_ Appellant \_\_\_\_\_