

Town of Hartford Appeals Board
**APPLICATION FOR VARIANCE OR
APPEAL TO BOARD OF ZONING APPEALS**

All information must be completed or application will be returned

OFFICE HOURS

Monday 9-5 Wednesday 10-7 Thursday 10-5 Saturday 9-12
Phone # (207) 388-2674 Fax # (207) 388-2388

Name of Appellant _____

Mailing Address _____

City or Town _____

Telephone _____

Name of Owner _____

The undersigned request that the Board of Appeals consider one of the following:

_____ 1. 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 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 _____

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 case.

_____ 2. A Variance.

A. Nature of Variance: Describe generally the nature of the 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.

B. Justification of Variance: In order for a variance to be granted, the appellant 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 that must be met before the BOA can find that a hardship exists. Please explain how your situation meets each criteria listed below:

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

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

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

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

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

Date _____ Appellant signature _____

Note to Appellant: this form should be returned the Chairman of the Board of Appeals; Town of Hartford, 1196 Main Street, Hartford, ME 04220, along with the Twenty Five Dollar (\$25.00) fee. You will be notified of the date of the hearing on your appeal. This application should be completed and returned within 30 days of receipt.

The following is completed by the Town of Hartford:

Date Application mailed _____ Date Application received _____

Fee Received: _____