

TOWN OF PARSONSFIELD
APPLICATION FOR AN ADMINISTRATIVE APPEAL
TO ZONING BOARD OF APPEALS

Name of Appellant _____

Mailing Address _____

City or Town _____ State _____

Telephone _____ Map/Lot _____

email _____

Name of Owner _____

The undersigned requests that the Board of Appeals Consider this Administrative Appeal:

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 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 details 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.

Application for an administrative appeal shall be filed with the **Town Clerk**, who shall notify the Chairman of Board of Appeals. A \$100 Application Fee and \$150 Escrow Fee **MUST** be paid with this application. Additional funds may be required to complete the processing of this appeal.

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

Date: _____

Appellant Signature: _____

You will be contacted by the Chairman of the Appeals Board to schedule your hearing.

Town of Parsonsfield
Zoning Board of Appeals Fees
Effective Date May 11, 2021
Added Reconsideration and fees paid in advance for all applications
Effective Date July 13, 2021

*Initial Fee will be \$250.00 – To be paid in advance with all Applications

- (1) This Fee Schedule applies to Variance Applications, Administrative Appeals, and Reconsiderations.
- (2) Application Fee: \$100.00 – non refundable
- (3) Escrow Fee: \$150.00 (assumes 2 ads @ \$45 ea. and 8 abutters @ \$7.50 ea.)
- (4) When the Escrow amount does not meet actual expenditures, the applicant shall submit additional funds as specified by the Board. Payment is required to continue the ZBA process.
- (5) Independent Review and Advice/Professional Services: Additional fees may be required if the ZBA requires that a consultant or other appropriate professional advisor review one or more aspects of an application or assist the Board. The consultant or other advisors shall first estimate the cost of the review and the applicant shall deposit, with the Town, the full estimated cost, or a good determination of costs, which the Town shall place in the appellant's escrow account. This fee must be paid before proceeding with the appeal.
- (6) When a Final Signed Decision is made by the ZBA, any outstanding balance shall be paid by the appellant prior to the ZBA releasing the decision. Any remaining funds in the escrow will be reimbursed to the applicant.

Signed: ~~May 11, 2021~~ July 13, 2021 Revision


Edward I. Bower Jr. – Selectboard Chair


Harvey Macomber – Selectboard Member


Jesse Stacey – Selectboard Member