

## Application for Administrative Appeal to Board of Appeals

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

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

3. Telephone \_\_\_\_\_

4. Name of Owner of Property Which is Subject of Appeal

\_\_\_\_\_

5. Please describe in detail 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. If additional space is needed, please continue on a separate sheet of paper and attach it to this application.

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

Date \_\_\_\_\_

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

## Notice of Administrative Appeal Decision

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Dear \_\_\_\_\_:

This is to inform you that the Board of Appeals acted on your application for an administrative appeal at its meeting on \_\_\_\_\_ and made the following findings and conclusions:

### **Findings of Fact**

1. The owner of the property is \_\_\_\_\_.
2. The property is located at \_\_\_\_\_.  
\_\_\_\_\_  
It is in the zoning district and is identified as Assessor's Map \_\_\_\_\_,  
Lot \_\_\_\_\_. It contains \_\_\_\_\_ square feet.
3. The applicant is \_\_\_\_\_  
who has demonstrated a legal interest in the property by providing a copy of a \_\_\_\_\_  
\_\_\_\_\_ (deed, option, purchase agreement, etc.).
4. The applicant proposes to construct \_\_\_\_\_ on the  
subject property/conduct the following use on the property \_\_\_\_\_.
5. A completed application was submitted on \_\_\_\_\_.
6. A Public Hearing was held on \_\_\_\_\_.
7. The relevant sections of the ordinance are \_\_\_\_\_  
\_\_\_\_\_.
8. Other relevant facts are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.