

# **Town of Bridgton**

## **Appeals Board Administrative Appeal**



**Bridgton Town Office  
Three Chase Street, Suite 1  
Bridgton, Maine 04009  
207-647-8786**

TOWN OF BRIDGTON  
Three Chase Street, Suite 1, Bridgton, Maine 04009  
207-647-8786

**ADMINISTRATIVE APPEAL**

**\*\*ATTENTION\*\***

**BOARD OF APPEALS APPLICANTS**

The fee for filing an application with the Board Of Appeals is \$250.00. In addition to this fee, a \$500.00 escrow deposit will be required.

The escrow deposit is used to cover out-of-pocket expenses for certified mail and advertising. Unused funds will be returned to the applicant at the conclusion of the review process.

If the processing fees for an application exceeds the \$100.00 amount, the applicant will be notified that an additional amount will be required before the review process is allowed to continue.

When filling out the application all questions must be answered in order for the application to be considered complete. If a question is not applicable, please state why it is not applicable.

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 location and dimensions of proposed buildings or alterations, and any natural or topographic peculiarities of the lot in question.

Applicant must submit Eight (8) copies of this application including any back-up information relative to the appeal.

Applicant and/or representative of the applicant should be present at hearing.

TOWN OF BRIDGTON  
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ADMINISTRATIVE APPEAL

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

OWNER(S) NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

LOCATION OF PROEPRTY WHICH IS SUBJECT OF APPEAL: \_\_\_\_\_

MAP & LOT: \_\_\_\_\_

\_\_\_\_\_ 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 a permit. The undersigned believes that (check one):

\_\_\_\_\_ An error was made in a decision by \_\_\_\_\_ The Code Enforcement Officer or \_\_\_\_\_ The Planning Board.

\_\_\_\_\_ The denial/approval 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 \_\_\_\_\_

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To the best of my knowledge; all information submitted in this application is true and correct.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Applicant

**SAMPLE LETTER  
ABUTTER NOTIFICATION**

Date:

Subject Property Location:

Map \_\_\_\_\_

Lot \_\_\_\_\_

To:

This is to inform you that I am submitting an application to the Bridgton Board of Appeals for a \_\_\_\_\_.

The Board of Appeals will begin review of the application on Thursday \_\_\_\_\_ at \_\_\_\_\_. The meeting will be held at the Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine. Enclosed please find a sketch of the proposed project and location.

An application is also on file at the Bridgton Town Office for further review. If you have any questions, please feel free to contact me at \_\_\_\_\_. You may also contact Brenda Day, Code Enforcement Officer, or Loralee Phillips, Secretary, at the Bridgton Town office, 207-803-9952 or by email at [Lphillips@bridgtonmaine.org](mailto:Lphillips@bridgtonmaine.org)

Sincerely,

\_\_\_\_\_



