

Town of Palermo
Application for Appeal

FOR BOARD OF APPEALS USE ONLY *Case No.:* _____

Date Submitted: _____ Tax Map No.: _____

Approved: _____ Denied: _____ Date Approved/Denied: _____

MOTION: _____ **SECOND** _____

AYES: _____

NAYS: _____

Applicant Name: _____ Phone #: _____

Address: _____

Date of Denial: _____ Denied by Whom: _____

Article/Section/Paragraph pertaining to Appeal: _____

State specific variance/relief you are requesting: _____

List Road property is located on as well as nearby intersecting roads: _____

List Names and Address of present residences and vacant properties adjacent to and across the road from property involved: (Use back if needed)

The below signed applicant read the instructions for the Application to the Board of Appeals. The below signed applicant hereby affirms under the penalty of perjury that to the best of his/her knowledge and belief the information given and accompanying this Application to the Board of Appeals is accurate and true. If given, the applicant hereby agrees to all rules and regulations set forth in variance/relief and that the applicant understands that the filing fee is non-refundable. The applicant also agrees to allow Board of Appeals members to enter property for purpose of field inspection.

Signature of Applicant: _____

Instructions for Filing for an Appeal

- The application must be completely filled out by Typewriter or Ink legibly and given to the Town Clerk at least ten (10) days prior to the meeting. Attached documents must also be included at this time.
- Application fee must be submitted to the Town Clerk at the time of application submission. The filing fee is \$75.00 and is non-refundable.
- A denial in writing must be submitted with the application. Examples: the signature and date denied on the building permit application that you were denied from, or a statement from the Planning Board that you have been denied.
- A copy of an updated survey performed by a licensed surveyor is required, but not limited to, the items listed below IF your appeal involves a cost of more than \$2500.00, or comes within 25 feet of a property line, well, or septic system, or involves a subdivision of a parcel. The Board reserves the right of requirement of a survey in any appeal:
 - a> Show all lot lines and dimensions in feet from public road right-of-ways
 - b> Show all existing buildings and structures
 - c> Show all distances of structures or buildings from lot lines in front, rear, and both sides. Dimensions to the road frontage should be measured to the road right-of-way and not the road edge or center
 - d> Show a north direction arrow
 - e> Show a road or street name
 - f> Show all existing driveways and parking areas
 - g> Show wells and septic systems with dimensions for lot lines if they will affect the appeal you are requesting
 - h> Show any physical characteristics of the lot that may affect your appeal

Instruction on filling out the Appeals application

1. Fill out your name, phone number and mailing address
2. Enter date of denial and who denied your application request
3. Enter the article/section/paragraph of the law you are appealing.
E.g. most common:
 - Code of Palermo Section 67-3b (Size and/or age of mobile home)
 - Code of Palermo Section 67-3c (Lot size)
 - Code of Palermo Section 67-3d (Setback requirements)
4. State specific variance/relief you are requesting. For example:
 - Relief from age limit or size of mobile home (list age or size)
 - Relief from 175 foot road frontage requirement of lot size (list lot size)
 - Relief from setback requirements from boundary (list measurements)
5. List the road the property in question is on as well as intersecting roads
6. List the names and addresses of neighboring residences or vacant lot owners that are adjacent to the property in question.
7. Read and sign the bottom of the application, return to Town Clerk with all necessary documents and filing fees.