

Town of Poland, Maine
Board of Appeals
1231 Maine Street
Poland, ME 04274
(207) 998 -4601

Application for Administrative Appeal

Appellant(s): _____			
Mailing Address: _____		Work Phone: _____	
Town/State/Zip: _____		Home Phone: _____	
Road Location: _____	Map # _____	Lot # _____	Sub-lot # _____

An Administrative Appeal is being sought for the relief from the decision, or lack of a decision, of the Code Enforcement Office or the Planning Board in regard to an application for a permit or use approval. The undersigned believes that: (check one of the following)

- ☐ An error was made in the denial of a permit or use.
- ☐ The denial was based on a misrepresentation of the ordinance.
- ☐ There has been a failure to approve or deny a permit or use within a reasonable period of time.
- ☐ Other – (please specify) _____
- _____

1. Attach a copy of any relevant papers (applications, site drawings, decisions, etc.) concerning the decision by the Code Enforcement Officer or Planning Board.
2. Attach copy of deed, sales agreement, or contract that gives you right, title, or interest in this appeal.
3. Indicate which section(s) of the ordinance that you believe is/are relevant to your appeal:

4. Attach a statement describing the facts concerning your filing an appeal.
5. A total of at least eight (8) copies of the appeal packet and one electronic PDF copy (on either USB drive or cd) are needed. Be sure to retain a copy for yourself.

I hereby acknowledge that I have read this application and pertinent sections of the ordinances and state that the information in this document is to the best of my knowledge true and accurate.

Appellant's Signature: _____ Date: _____

Co-Appellant's Signature: _____ Date: _____