

# Town of Scarborough, Maine

## Planning and Code Enforcement

### Administrative Appeal Requirements

Appeals shall lie from the decision of the Code Enforcement Officer to the Board of Appeals and from the Board of Appeals to the Superior Court according to the provisions of the Maine Revised Statutes.

To hear and decide where it is alleged there is an error in any order, decision, or ruling made by the Code Enforcement Officer in the enforcement of the Ordinance. The action of the Code Enforcement Officer may be modified or reversed by the Board of Appeals, only by majority vote of those members present and voting. In the event of a tie vote, the action of the Code Enforcement Officer shall be affirmed.

The applicant or designated agent shall appear before the Board of Appeals and bring all plans, photographs or other material deemed necessary or requested to present his case.

Before any appeal can be processed, the following material must be submitted to the Code Enforcement Office:

1. A fee of \$250.00 payable to the Town of Scarborough.
2. An electronic submission of all application material in pdf format, as well as ten (10) paper copies of all application material. This should include (but not limited to),
  - Document showing right, title or interest in subject property.
  - Materials that help to support, illustrate, or clarify your reasons for appealing the enforcement action/determination. These can/should include maps, photos, drawings, documents, or written testimony of others. All plans must be drawn to scale large enough to be easily legible. Be sure to identify each piece of documentation and its relevance to your appeal. You may list the pieces of supporting documentation and label them so that they can be easily identified. *(Example: Exhibit A – site plan showing the proposed property line change; Exhibit B – recorded deed for Map R012 Lot 022; etc.)*

The Zoning Board of Appeals meets the second Wednesday of each month at 7:00 P. M. All materials pertaining to the appeal must be submitted to the Code Enforcement Office no later than the 20<sup>th</sup> of the preceding month. If the 20<sup>th</sup> falls on a weekend, the materials must be submitted on the prior Friday.

**PLEASE NOTE:** Be prepared to answer all questions pertaining to the specific type of appeal requested.

**Town of Scarborough, Maine**  
**Planning and Code Enforcement**  
**Application for Administrative Appeal**

Appellant Name _____	
Mailing Address: _____	
Phone: _____	E-mail Address: _____
Subject Property: _____	
Nature of Right, title or interest in subject property: _____	
Assessors Map & Lot Number: _____	Zoning District: _____
Is the property located in a Shoreland Zone?    Yes___    No___	
Is the property located in a Flood Zone?        Yes___    No___	

Name of Representative: _____ (if other than property owner)
Representative Mailing Address: _____
Representative Phone Number: _____
Representative E-Mail Address: _____

Date of Notice of Violation or Determination: \_\_\_\_\_

1) Please indicate the nature of the violation or Code Enforcement determination that you are appealing, as described in the Notice of Violation or determination that you received from the Code Enforcement Office, followed by your reasons why you believe the enforcement action or determination is in error:

Nature of violation or determination:

**Town of Scarborough, Maine**  
**Planning and Code Enforcement**

2) Reason(s) for Appeal (Please explain why you believe the enforcement action/determination is in error):

**Appellant oath and signature**

I, the undersigned, certify that the information contained in this application and the supporting documentation is true, accurate, and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_