

**APPLICATION TO SOUTH PORTLAND BOARD OF APPEALS
VARIANCE REQUEST**

Date Application Submitted _____

Application# _____ **Fee Paid \$** _____

Property Street Address _____

Name of Applicant _____

Applicant's Mailing Address _____

Name of Owner _____

Owner's Mailing Address _____

Contact Telephone #'s _____

The undersigned requests a variance:

Nature of Variance. Describe generally the nature of the variance request: _____

Existing use of property _____

Property presently zoned as _____

Lot Width _____ Lot Depth _____ Lot Area _____

Percentage of lot to be occupied by building _____

Height of existing structure _____

Height of proposed structure _____

Existing setback dimensions from

Front _____ Side _____ Rear _____ property lines

A complete application must include:

- 1) A Mortgage Inspection Loan Survey which is to scale and indicates the lot dimensions, the location and dimensions of the existing and proposed structures and distances from existing and proposed structures to the property lines. (The Board of Appeals may determine that a Boundary Line survey is preferred)
- 2) A copy of the deed to the property
- 3) Photos of the existing site and buildings
- 4) Elevations (drawings, pictures) of the proposed new structure(s)
- 5) Any other points or information that you feel are relevant, such as written support from your neighbors, location of buildings on abutting lot(s)
- 6) Written comments addressing the Justification of Dimensional Variance information sheet. (attached)

I hereby certify that the information contained in this application and any attachments thereof are true and correct. All proposed uses will be in conformance with the application and the South Portland Zoning Ordinance.

Signature of applicant or agent

Date

The Board of Appeals meets on the 4th Wednesday of every month (exceptions: Thanksgiving and Christmas) and all applications must be deemed complete twenty (20) days prior to the meeting date.