



TOWN OF WELLS

PRO CESS FOR THE

ZONING BOARD OF APPEALS

Twelve (12) separate packets of the following must be submitted to hold a place on the Agenda:

- a. Copy of Appeal application.
- b. Cover letter addressed to the Zoning Board of Appeals stating what you want to do.
- c. Plot plan showing the site and location of all structures, existing and proposed, in relation to the lot lines and, if applicable. Indicate parking. Lot size and setback dimensions must be shown.
- d. Floor plan, if applicable, showing dimensions of existing and proposed rooms and /or structures.
- e. Copy of the tax map (obtained in the Assessors Office) with the property highlighted.
- f. Photos of property.
- g. Deed, sales agreement, lease or intent to lease.
- h. Owner, lessee, prospective purchase or legal representation must sign the application.
- i. A letter from the property owner giving permission to the application to represent the property if applicable.
- j. A list of all direct abutters located within 100 feet of the property, along with their mailing addresses.
- k. All plans must also be folded neatly with each packet and banded.

If additional information is needed to complete the packet for the Zoning Board of Appeals you will be notified. Please make sure you include a contact phone number on your cover letter. If we cannot contact you, the item may be tabled until the next regular meeting.

The application fee is \$100.00 to appear before the Zoning Board of Appeals. Please note that the applicant is also responsible for the cost of the legal ads in the Portland Press Herald, York County Coast Star, The Weekly Sentinell and the cost of direct abutter's notification within 100' of the subject property. The Town will bill you for the legal ads and abutters notification.

You may apply for an appeal/permit at Town Hall, Code Enforcement Office, Monday through Friday between 8:00 a.m. and 5:00 p.m. **If you choose to file on the deadline date, please note that applications are accepted only until noon on that day.**

You will be sent a letter confirming the time and date of the scheduled meeting along with an Agenda.