



TOWN OF BERWICK

APPLICATION FOR VARIANCE OR APPEAL TO BOARD OF APPEALS

Name of Applicant _____

Mailing Address _____

City or Town _____ State _____

Name of Owner _____ Telephone _____

Location of Property _____

Assessors Map # _____ Lot# _____ District _____

1. _____ Administrative Review – Review of alleged erroneous decision of Code Enforcement Officer with regard to application for a Permit, denied on _____ 20____.

2. _____ Interpretation of the Ordinance _____

3. _____ Variance

a. Nature of Variance: Describe generally the nature of the variance.

In addition a sketch plan drawn to scale, of the property must accompany this application showing dimensions and shape of the lot, the size and locations of existing buildings, the locations and dimensions of proposed buildings or alterations, and any natural or topographic peculiarities of the lot in question.

I certify that the information contained in this application and its supplements is true and correct.

Date _____

Signature

(To Be Completed by Code Enforcement Officer and Review Coordinator)

Code Enforcement Officer

Decision: _____

Appeal Suggested:

- Variance
- Administrative Appeal
- Ordinance Interpretation

I, the duly appointed Code Enforcement Officer for the Town of Berwick, certify that the applicant has appeared before me and I have given my official decision. I am recommending the above course of action to appeal my decision.

CEO Signature

Date

Date Received _____ Non-Refundable Fee Paid _____

Date of Public Hearing _____

Date of notice in newspaper _____

Decision of Board of Appeals: Approved _____ Denied _____

If Application denied, reason for denial _____

If approved, the following conditions and safeguards were prescribed:

1. _____
2. _____
2. _____

Signed by members of the Board of Appeals

_____	_____
_____	_____
_____	_____

Justification of Variance; In order for a variance to be granted, the applicant shall provide to the Board of Appeals a written explanation that the following items are true: (Please attach these comments on a separate sheet).

1. That the land in question cannot yield a reasonable return unless a variance is granted;
2. That the need for a variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood.
3. That the granting of a variance will not alter the essential character of the locality; and
4. That the hardship is not the result of action taken by the applicant or a prior owner. Such hardship may be found by the Board of Appeals where the Land Use Ordinance, as applied to the property, substantially destroys or decreases the value of the property in question for any permitted use to which the land or property can reasonable be put. Mere inconvenience to the property owner shall not satisfy this requirement. Neither financial hardship alone nor pleading that a greater profit may be realized from the applicant's property were a variance granted shall be sufficient evidence of unnecessary hardship.

INFORMATION SHEET

MAKING AN APPEAL

1. An appeal may be taken to the Board of Appeals by an aggrieved person from any decision of the Code Enforcement Officer. Such appeal shall be taken within thirty (30) days of the decision appealed from, and not otherwise, except that the Board, upon a showing of good cause, may waive the thirty (30) day requirement. Such appeal shall be made by filing with the Board of Appeals a written notice of appeal, specifying the grounds for such appeal.
2. All Board of Appeals applications require certification from the Code Enforcement Officer that an official decision has been rendered. The Code Enforcement Officer will sign the application and suggest: variance, administrative appeal, or ordinance interpretation to the review coordinator.
3. For a variance appeal the applicant shall submit: a. A sketch drawn to scale showing lot lines, location of existing building and other physical features pertinent to the variance request. b. A concise written statement stating what variance is requested. c. A “justification of variance” statement as detailed on page 4.
4. Upon being notified of an appeal, the Code Enforcement Officer shall transmit to the Board, all the papers specifying the record of the decision appealed from. Each appeal shall be accompanied by a non-refundable payment for \$82.50 to cover advertising and administrative costs (notices to abutting property owners). If the actual cost of advertising exceeds \$82.50 the applicant shall pay the balance. The Board of Appeals shall hold a public hearing on the appeal within forty five (45) days.

SKETCH DRAWN TO SCALE

ROAD
