

**PORTLAND ZONING BOARD OF APPEALS  
APPLICATION FOR VARIANCE, APPEAL or CERTIFICATE OF LOCATION**

App. # \_\_\_\_\_

Date: \_\_\_\_\_

1. Location of Subject Property: \_\_\_\_\_
2. Name of Applicant: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. Telephone: Work \_\_\_\_\_ Home \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_
5. If Applicant is a Corporation, list names of officials/owners: \_\_\_\_\_  
\_\_\_\_\_
6. Owner of Property: \_\_\_\_\_
7. Owner Address/Phone: \_\_\_\_\_
8. Assessor's Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_
9. Deed Reference: Volume \_\_\_\_\_ Page \_\_\_\_\_
10. Is any portion of the property within 500 feet of another Town? \_\_\_\_\_  
If yes, what Town? \_\_\_\_\_
11. If application is for a variance, please complete the following section: (attach additional sheets if necessary)

**Variance #1**

a.) List section of Zoning Regulations for which you seek a variance: \_\_\_\_\_  
\_\_\_\_\_

b.) Describe nature of variance: \_\_\_\_\_  
\_\_\_\_\_

**Variance #2**

a.) List section of Zoning Regulations for which you seek a variance: \_\_\_\_\_  
\_\_\_\_\_

b.) Describe nature of variance: \_\_\_\_\_  
\_\_\_\_\_

**Variance #3**

a.) List section of Zoning Regulations for which you seek a variance: \_\_\_\_\_  
\_\_\_\_\_

b.) Describe nature of variance: \_\_\_\_\_  
\_\_\_\_\_

**Variance #4**

a.) List section of Zoning Regulations for which you seek a variance: \_\_\_\_\_

b.) Describe nature of variance: \_\_\_\_\_

12. State hardship on which variance(s) is/are based. The hardship MUST be based on *physical constraints* of the land only. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

13. If application is to APPEAL an order of the Zoning Enforcement Officer, please describe the nature of the order and basis of the appeal. Attach a copy of the ZEO's order (no fee is required). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

14. If application is for a Certificate of Location for Motor Vehicle Sales or Repair, please describe proposed business: \_\_\_\_\_

\_\_\_\_\_

15. The following items have been included as part of this application:

- \_\_\_\_\_ a. Fee of \$150, plus \$30 State DEP fee, and \$20 for each Public Hearing sign required, all payable to the Town of Portland
- \_\_\_\_\_ b. 8 copies of the plot plan
- \_\_\_\_\_ c. Copy of property deed
- \_\_\_\_\_ d. Copy of Zoning Official's order (applies to #13 only)
- \_\_\_\_\_ e. K-7 Certificate (applies to #14 only) No Public Hearing Required
- \_\_\_\_\_ f. Sketch of proposal
- \_\_\_\_\_ g. Sanitarian's form and fee (if applicable)
- \_\_\_\_\_ h. Photos of property is recommended

Signature of Applicant: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_  
( owner MUST sign)

Date: \_\_\_\_\_

