



GRAY ZONING BOARD OF APPEALS APPLICANT INFORMATION PACKET

INTRODUCTION

The Gray Zoning Board of Appeals (ZBA) meets monthly as necessary to hear applicants who are either seeking variances to the Zoning ordinance or are seeking to appeal the decision of the Municipal Code Enforcement Official. The ZBA meetings are held on the 4th Wednesday of each month @ 7:00 pm in the Henry Pennell Municipal Complex at 24 Main Street. See posted schedule (Some exceptions made for Holidays).

THIS INFORMATION PACKET INCLUDES:

- ✓ Meeting schedule (includes application deadlines)
- ✓ Application Forms:
 - a. Administrative Appeal
 - b. Variance: Hardship
 - c. Variance: Practical Difficulty
 - d. Variance: Hardship/Shoreland
- ✓ Town of Gray Fee Schedule
- ✓ Affidavit granting permission for representation

REQUIREMENTS FOR APPLICATION SUBMISSIONS

Incomplete applications are NOT accepted. 14 copies of the submission are required (discuss quantity with staff).

ALL SUBMISSIONS MUST INCLUDE:

- ✓ Completed Application form (either Administrative Appeal OR Variance Request)
- ✓ Affidavit authorizing applicant/agent to represent the deeded owner, signed by owner (Not necessary IF owner will represent self at meeting and is the applicant)
- ✓ Short letter to Board Members explaining the basic intent of the request, include relevant history ***strongly recommended, not required***
- ✓ Proof of Right/Title/Interest- Copy of the deed(s) related to the property
- ✓ A survey that illustrates the request
- ✓ Any other documentation (ie pictures, prior Notice of Decisions, letters etc.) that help to make the case for the applicant ***recommended, not required***
- ✓ Payment (See Fee Schedule)

RESOURCES

All Gray applications and forms, as well as all Ordinances are available to print or download from the municipal website: www.graymaine.org . We highly encourage potential applicants to review the relevant portions of the Ordinances prior to application. For guidance regarding the ordinances or for preliminary consultations to address applicant questions please contact the Community Development Department at (207) 657-3112.

PERMISSION TO REPRESENT PROPERTY OWNER

PROPERTY & OWNER INFO			
Property Location/Address		Property Map/Lot	_____ - _____ - _____ - _____
Zoning District		Lot Acreage	
Number of Dwelling Units		Deed Reference	
Owner Name		Owner Phone Number	

I _____, residing at _____
_____, am the deeded owner of the above referenced property.

I authorize _____ to represent me & the above referenced property regarding application for _____

Authorization extended to: (Check all that apply)

- Submit application for the Zoning Board of Appeals
- Present case at the scheduled Zoning Board of Appeals / Planning Board Meeting
- Other (please describe) _____

REPRESENTATIVE INFO			
Name of Individual		Email Address	
Company Name (if applicable)		Primary Phone Number	
Mailing Address		Alternate Phone Number	
Mailing City/State/Zip		Other?	

Printed Name

Signature

Date