

## **Appeal of Administrative Decision Application Checklist**

### **What you will need to submit to the Lebanon Appeals Board**

- [ ] Complete the Lebanon Appeals Board Administrative Appeal application form.
- [ ] A copy of the Original Decision, the subject of the appeal, must be attached.
- [ ] A copy of the Town of Lebanon Ordinance, which is being disputed.
- [ ] If the applicant is not the property owner, he/she must supply a note signed by the property owner stating his/her knowledge of the application being submitted to the Lebanon Appeals Board. The property owner will receive a copy of the public hearing notice by certified mail along with the abutters.
- [ ] Attach sketches, site plans, photographs, construction plans, surveys, deeds, or any other materials that may help explain the decision you are appealing. Include copies of any prior applications concerning the property.
- [ ] Abutters list.
- [ ] Application fee of \$150.00. All checks to be made payable to the Town of Lebanon, Maine and must include the current address and telephone number.
- [ ] Publication fee for the Public Notice Hearing. Once the application has been deemed complete, The applicant will be notified of the cost.  
\*\*\*\* This must be paid prior to officially scheduling the date for the Public Hearing \*\*\*\*

All of the above information must be complete and submitted to the Lebanon Land Use Clerk or the application will be considered incomplete. The matter will not be scheduled for public hearing until all requirements have been met.

The Applicant or their representative **MUST** attend the scheduled Lebanon Appeals Board Public Hearing to present their case or no action will be taken and the hearing will be considered postponed, being rescheduled in two (2) weeks' time. Should the applicant or their representative be absent from the second scheduled public hearing, the matter will be considered withdrawn. Any further action by the applicant will require resubmission of the application, supporting documentation and application fee.

If you have any questions with any of these requirements, please contact the Land Use Clerk, Jenn Griffin. Phone: (207)457-6082 ext. 2111 ~ E-mail: [planningbd@lebanonmaine.org](mailto:planningbd@lebanonmaine.org)

***Please note on the application or contact the Town Office as soon as possible if reasonable accommodations are needed.***