



**TOWN OF KITTERY
BOARD OF APPEALS
APPLICATION CHECKLIST**

APPLICANT:

DATE SUBMITTED	
MAP & LOT	
ASA FEE	
DATE PAID	
DATE COMPLETE	
HEARING DATE	

APPLICATION FORM FILLED OUT COMPLETELY & SIGNED

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supporting Documents provided:

Citations of pertinent ordinance(s)

Deed(s)

Map(s)

Blueprint(s)

Survey(s)

Photo(s)

Other: _____

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Detailed plot plan or diagram showing:

Dimensions and shape of the lot

Size and locations of existing buildings

Locations and dimensions of proposed buildings or alterations

Natural or topographic features (wetlands, streams, etc) of the lot

Distances to the nearest structures on abutting properties

Detail of any rights-of-way, easements, or other encumbrances.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Administrative Appeal information:

Detailed description of decision appealed

Date on which the decision was made and by whom

Facts surrounding the appeal

Statement of what is wrong about the decision appealed

Relief action requested to be taken in the matter

Statement of how the decision will affect applicant/property

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Date: _____

By: _____
(Signature)

(Print Name)