



CITY OF PORTLAND
Permitting and Inspections Department

Zoning Board of Appeals
Application Process and Instructions

An original packet with all the following items must be submitted to the Permitting and Inspections Department, 389 Congress St, Room 315, Portland, ME 04101:

1. A copy of the completed appeal application form, signed by the owner, lessee, purchaser, or legal representative.
2. A cover letter addressed to the Zoning Board of Appeals outlining your proposed project.
 - a. For Conditional Use applications only: The cover letter must include a point-by-point listing of all conditional use standards applicable to your project, along with an explanation of how your project meets each standard. The list should include any zone-specific standards, as well as the three basic conditional use standards [Section 14-474(c)(2) of the Land Use Ordinance], which can be found near the bottom of the application form.
3. A plot plan showing the shape and dimensions of the lot, shapes and dimensions of all existing and proposed structures including distance from property lines, and location and dimensions of all parking areas and driveways.
4. A floor plan, if applicable, showing dimensions of all existing and proposed rooms and/or structures.
5. Photos of the property. Generally, a few exterior shots will be adequate but you may submit as many photos as you wish to support your application.
6. Proof of standing to apply, such as a deed, purchase & sales agreement (with a copy of most recent deed for the property), lease, or letter of intent to lease. If the person who signs the application is a purchaser, lessee, or legal representative, please submit a letter from the property owner giving that person permission to represent the property.

In addition to the original packet, please supply the following:

1. Ten (10) paper copies of the full packet for distribution to board members. Each packet should be individually clipped or banded. Please do not use spiral binding or presentation covers.
2. A scan of the entire packet in PDF format, either on a USB drive or e-mailed to zoning@portlandmaine.gov

Once the application is reviewed, an e-mail will be sent to you confirming your place on the next available agenda. If additional information is needed to complete the packet, you will be notified.

Fees:

A \$100 non-refundable application fee must be submitted with the packets to reserve your place on the next agenda. You will later be invoiced by e-mail for a \$50 processing fee, the cost of a legal ad in the Portland Press Herald, and the cost of sending notification to abutters within 500 feet of the subject property.